

## **ICOM Aotearoa New Zealand Travel Fellowship 2025**

ICOM Aotearoa New Zealand is establishing a travel fellowship (the Fellowship) to support the development of museum students and early career professionals through engagement with institutions abroad. The Fellowship will support the annual travel and study program through an award of up to NZD \$3,000 to cover airfares and associated costs. ICOM Aotearoa New Zealand will endeavor to also support successful applicants by providing appropriate other assistance and mentoring, including introductions to overseas institutions where possible.

**Proposals are invited from Museum studies students and early career professionals who have completed or about to complete three years of study.**

For the 2025 award, all proposals must be submitted to ICOM Aotearoa New Zealand by close of business on 21 February 2025 and will be evaluated according to the following criteria:

- Applicants should have had at least two and half years' study in a higher education institution focusing in a related area or have worked for that time in an Aotearoa New Zealand museum or gallery.
- Applicants must have been a member of ICOM Aotearoa New Zealand for a minimum of 1 year.
- Proposals focused on travel and study related to museums in the Asia Pacific region are particularly encouraged.
- The relevance of the proposal to key questions in contemporary heritage and museum theory or practice.

The awardee will be required to complete their study program and expend the funds granted by ICOM Aotearoa New Zealand within 14 months of conferral of the award.

They will also be asked to submit a short (two-page) report to ICOM Aotearoa New Zealand within three months of their return (to be published on the ICOM Aotearoa New Zealand website) and to report back at the ICOM Aotearoa New Zealand Annual General Meeting.

Fellowship announcement will be made by 28 March 2025.

Proposals should be made using this online template. See attached *Terms and Conditions* document for further information.

### **ICOM Aotearoa New Zealand Travel Fellowship 2025**

**Name:**

**Address:**

**Email:**

**Phone:**

**ICOM Membership number:**

**Education and/or work history** (please detail your educational and/or professional record at relevant higher education institutions and/or museums and galleries. Applicants should demonstrate their key achievements to date and their suitability to undertake a study tour abroad – up to 500 words):

**Proposed institutions to be visited** (please outline one or more museums or galleries that you propose to visit or tour during your fellowship. You may also propose a practicum or short-term work experience program at the relevant institution. ICOM Aotearoa New Zealand will endeavor to assist the successful applicant through introductions to facilitate your program – up to 250 words):

**Proposed study** (please outline the key questions in museum theory and/or practice which you wish to consider during your overseas tour to one or more museums or galleries overseas. Your grant could include conference attendance in addition to other studies – up to 500 words):

**Travel dates** (Please indicate the approximate dates you intend to undertake the travel study program):

**Additional documentation** (please include a Letter of Support from your senior executive staff member or manager and current CV with this application)

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### **How to send proposals**

Please complete and submit via email to ICOM Aotearoa New Zealand Awards Committee, at [icom@icom.aotearoa.org.nz](mailto:icom@icom.aotearoa.org.nz)

All proposals must be received by the close of business on 21 February 2025.

## **Terms and Conditions**

### 1. Eligibility

- a. Applicants must be currently employed in a museum or gallery in Aotearoa New Zealand or completing two and a half years of study in museum studies or a relevant field e.g. conservation.
- b. Preferred applicants will be a current paid up member of ICOM.
- c. Applicants must be applying for funding for travel and associated costs required as part of their research or museum-related activity.
- d. Applicants must provide a written statement of support from a Senior Executive staff member or manager from the institution they are employed or enrolled at indicating their endorsement of the proposed travel and study project.
- e. Applicants may contribute and/or seek further support in cash or in kind from their organisation or other sources. Where this is the case, evidence of agreement to contribute funding or in-kind support toward the travel is required.

### 2. Selection Criteria

- a. The successful applicant will be awarded the Fellowship based on their proposal which includes:
  - The aim and its benefit to the individual and their institution.
  - The proposed location/s that the applicant intends to visit.
  - Personal statement demonstrating the requirements for travel and why financial assistance is required.
  - If the proposal is to attend a conference provide details and attach your abstract if you are presenting, planning or have submitted a paper.
  - Endorsement of Senior Executive staff or manager.
  - A budget for the travel including estimated amounts for all flights, per diems, insurance and accommodation relating to the proposal showing other confirmed sources of funding or in-kind support.
  - The timing of the travel, which must occur within 14 months of the closing date of the Fellowship.
- b. The successful applicant will be awarded the Fellowship on the nomination of the award committee comprising of the Chair of ICOM Aotearoa New Zealand or their nominated delegate, and two ICOM Aotearoa New Zealand Board members

### 3. Value

- a. The Fellowship will have a maximum value of NZ\$3,000. The exact value of the Fellowship will be outlined in the recipient's Fellowship Offer and Acceptance Letter.
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- b. ICOM Aotearoa New Zealand reserves the right to award the Fellowship as one payment or part fund.
- c. No other amount is payable.
- d. The Fellowship value will be paid as a lump sum payment on receipt of the Fellowship Acceptance form.

#### 4. Conditions

- a. Delay in the travel associated with the Fellowship due to unforeseen circumstances must be notified to the ICOM Aotearoa New Zealand Award Committee. If the proposed travel is cancelled, then the Fellowship awarded must be returned in full within 21 days of the planned travel commencement date.
- b. The Fellowship cannot be transferred to another person.
- c. ICOM Aotearoa New Zealand's decision will be final and binding, and no further correspondence will be entered into.

#### 5. Other Requirements

- a. Recipients are required to maintain receipts for up to one year for all costs incurred that are relevant to this Fellowship.
- b. Recipients may be required to produce these receipts if requested.
- c. Recipients are expected to produce:
  - A 2-page report with 4 copyright cleared images within 3 months of return. The applicant will allow ICOM Aotearoa New Zealand to freely use, reproduce and disseminate the contents of the report and to reproduce without fee the images for the purposes of promoting the Fellowship and ICOM Aotearoa New Zealand generally.
  - A report back at the following ICOM Aotearoa Annual General Meeting detailing the Fellowship. This can be facilitated via Zoom or Teams.

#### 6. Termination

- a. The Fellowship will be terminated if the recipient ceases to meet the eligibility requirements specified for this Fellowship.
  - b. The recipient may terminate the Fellowship and must return funds prior to the proposed date of travel.
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