**Australasian Registrars Committee**

**Professional Development Bursary**

**The Institute of Art & Law Diploma Courses 2024**

**Guidelines & Application Form**

The ARC Professional Development Bursary is a financial grant to assist a full member of ARC to attend one of the IAL Diploma courses offered in 2024. Preference will be given to assist members working in small, regional or remote organisations, but members who do not meet these criteria are welcome to apply.

Please note: **ONE** bursary is available for each of the **THREE** courses and includes the amount of the course registration fee only.

Applications close **5pm AEDT on Friday 15 March 2024**. The successful applicants will be notified by **Monday 25 March 2024**.

Send completed applications by PDF email to:

Caitlin Lawler, President

Australasian Registrars Committee

Email: caitlin.lawler96@gmail.com

**Objectives of the ARC Professional Development Bursary**

The ARC Professional Development Bursary is a financial grant to assist full members of ARC to undertake professional development activities related to registration practice in cultural institutions, which might otherwise be inaccessible without financial support.

The ARC bursary is intended to provide a professional development opportunity for a member who has been actively working in the area of registration. The training activity would have a significant, demonstrable application to their current position and would provide opportunities for the recipient to build networks with and disseminate information about national and international cultural institutions and registration practice to the ARC membership.

**Eligibility criteria**

* The applicant must have been a full, current financial member of ARC for at least one year prior to applying.
* The applicant must have worked in a registration position (incl. collection management, exhibition registration, etc.) for a minimum of 2 years.
* ARC Council members are eligible to apply.
* Previous recipients of an ARC Professional Development Bursary may not apply again until two years have elapsed from the date of receipt of the previous Bursary.

**Support material**

Applicants must include the following support material with the application form:

1. Written support to participate in the activity from the applicant’s employer, which should include a declaration regarding what financial support is available, if any.
2. One written reference from a professional referee.

**Assessment process**

An Assessment Committee comprised of ARC Council members will assess the applications against the objectives and criteria outlined. If a member of the Assessment Committee has a conflict of interest with any applicant, they will notify the other Assessment Committee members. If an ARC Council member is an applicant for a bursary, they will not form part of the Assessment Committee. The Assessment Committee’s decision is final, and no correspondence will be entered in to.

The successful applicant will be responsible for making and financing all other bookings and arrangements relating to the activity for which the bursary applies.

**Reporting and acquitting the ARC Professional Development Bursary**

1. Bursary recipients are required to submit a 1000 word report within two months of completing the activity, which outlines the professional development opportunity and describes the learning for the applicant and the benefit to their organisation. Three or more digital images for editing and publication on the ARC website and in the ARC Journal, should be included in the report.
2. Any un-acquitted bursaries will make the member ineligible to apply for further ARC Conference bursaries or other ARC grants.

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**Application Form**

**(Important: Please read the guidelines above before completing your application)**

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| **Name:** |  |
| **Position:** |  |
| **Institution:** |  |
| **Postal address:** |  |
|  |  |
| **Telephone:** |  |
|  |  |
| **E-mail:** |  |
| **What year / month did you become an ARC Member?** |  |

**Please choose one. I wish to attend:**

[ ] Diploma Law & Collection Management, QAGOMA Brisbane

[ ] Diploma Law & Collection Management, Museum of New Zealand Te Papa Tongarewa

[ ] Diploma Intellectual Property & Collections, University of Melbourne, Melbourne

**Please provide a brief description of your organisation and how long you have been employed there:**

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**Please outline your professional experience, including relevant employment or work experience (note: unless stated otherwise, this outline should cover a minimum two year period to the present date):**

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**How is the course for which funds are being sought, relevant to your current role and what do you expect to achieve through the completion of this professional development opportunity?**

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**Certification of Application**

I hereby acknowledge that this application meets the criteria and eligibility as set out in the ARC Professional Development Bursary Guidelines. Should my application be successful, I agree to the reporting conditions as outlined in the Guidelines. The statements made in this application are true to the best of my knowledge.

|  |  |
| --- | --- |
| **Name:** |  |
| **Date:** |  |
| **Signature:** |  |