

Australasian Registrars Committee Professional Development Bursary

ARC Conference 2025

Guidelines & Application Form

The ARC Professional Development Bursary is a financial grant to assist two full members of ARC to attend the ARC Conference 2025. The bursary is available to members working in organisations across Australia, NZ and other Australasia nations. ARC strongly encourages members in small, regional and remote organisations to apply. The bursary will offer the successful applicants:

- In-person conference registration and A\$1000 to assist with travel and accommodation costs.
- An opportunity to connect with registration professionals in the GLAM sector.
- Recognition at the ARC Conference
- An opportunity to contribute to ARC's Journal Issue 87.
- An opportunity to upskill with the option of presenting at the conference.

Please note: **TWO** bursaries will be offered this year for the ARC Conference.

Applications close **5pm AEDT on Friday 14 March 2025**. The successful applicants will be notified by **Monday 17 March 2025**.

Send completed applications by PDF email to:

Renée Joyce, Membership
Australasian Registrars Committee
Email: renee.joyce@npg.gov.au

Eligibility criteria

1. The applicant must be a full, current financial member of ARC for at least 1 year prior to applying.
2. The applicant must have completed at least 2 years of registration work (incl. collection management, exhibition registration).
3. ARC Council members are eligible to apply.
4. Previous recipients of an ARC Professional Development Bursary may not apply again until 2 years has elapsed from the date of receipt of the previous bursary.

Application criteria

1. The applicant must complete the **ARC Professional Development Bursary Application Form**, outline their professional experience, justify the importance of undertaking the proposed activity to their professional development, particularly in relation to their current position, and enclose the relevant support material.
2. The application must be submitted via PDF email.
3. The application must be submitted to the ARC Council Member indicated on the ARC Professional Development Bursary Application form by 5pm on the date indicated.

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

1. 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, then they will not form part of the Assessment Committee. The Assessment Committee's decision is final, and no correspondence will be entered in to.
2. The successful applicant will be responsible for making bookings and arrangements relating to the activity for which the bursary applies.
3. Passport and/or Visa applications are the responsibility of the bursary recipient.

Reporting and acquitting the ARC Professional Development Bursary

1. Bursary recipients are required to submit a 1000 word report within 6 weeks 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 should be included with the report for editing and publication on the ARC website and in the ARC Journal.
2. Any un-acquitted bursaries will make the member ineligible to apply for further ARC Conference bursaries or other ARC grants.

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 organisations, 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 a registration role. 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 organisations and registration practice to the ARC membership.

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Application Form

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

Name:

Position:

Organisation:

Postal address:

Mobile:

E-mail:

**What year / month
did you become an
ARC Member?**

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

Please outline your professional experience, including relevant employment or work experience:
