



Guidance Notes for Bursary Applicants for March 2019

1. The annual bursaries awarded by the Foundation are aimed to enhance the future availability of expert craftspeople and conservators capable of conserving and restoring important examples of the nation's heritage.
2. The bursaries offered are generally of two kinds:
 - Up to £1500 to assist an existing craftsperson or conservator to extend his/her skills and/or knowledge,
 - Up to £3000 to assist established experts in their field to take on a new apprentice or trainee.
3. The Trustees are happy to support good applications where an element relates to study, work experience or conferences abroad.
4. Bursaries are restricted to applicants, whether from the UK or overseas, who are committed to practising their skills within the UK.
5. There are no wider geographical restrictions on applicants though, if all other things are equal, preference will be given to applicants who come from, or work in, Yorkshire. Please note that one award is reserved for those born, resident or working in the City of York and environs.
6. There are no restrictions on the fields of expertise in which applicants operate, provided they are heritage-related, but preference will be given to crafts, skills, and expertise, which are judged to be in short supply.
7. Other organisations with similar aims grant bursaries through the Foundation for similar purposes, though such organisations may attach their own, more restrictive conditions.
8. Applications are welcome from previous bursary winners. Whilst relatively unusual, the Foundation has made repeat awards.
9. Applications are also welcome from people who have applied to us in the past and been unsuccessful. Quite a few of our winners applied unsuccessfully on a previous occasion.
10. Applications must be submitted on an appropriate form obtainable from the Foundation's Secretary or from the website of the York Consortium for Conservation and Craftsmanship (www.conservationyork.org.uk).
11. Where possible applicants should send photographs and other images that illustrate their work. We urge craftspeople and conservators to ensure they have good images available that do justice to the levels of skill involved in their work. All too often we see examples of amazing work poorly photographed.
12. The Foundation was established support individuals with high order heritage skills. Part of what the trustees look to identify is people who have not only the knowledge and hand-skills to be effective practitioners but also a high level of commitment and a business-like approach. These are seen as fundamental skills and the trustees look to see this professional approach within applications.
13. When completing the application form applicants should try to avoid "missing years" in the schedule of work experience.
14. The Trustees understand that many applicants will be making applications for financial support to other charities. This is not deemed either positive or negative. If you were successful with other grant applications to the extent that your costs are more than met we would expect that any bursary awarded by the Foundation will be reduced pro rata and a partial refund made to the Foundation. This is relatively unusual but does provide a means for the Trustees to redirect this money to other deserving applicants.

15. The closing date for applications is at the end of March.
16. Two Trustees of the Foundation will review the applications and prepare a short list of applications for submission to a panel of judges. Applicants not selected for the short list will be informed immediately thereafter, while successful applicants at this stage may be invited to meet the judging panel for half-hour informal interviews in York towards the end of May. The judges consider short-listed applications in absentia where applicants live too far away to make interviewing practicable.
17. The judging panel is selected each year by the Trustees of the Foundation, and includes experts in the fields of craft and conservation, as well as representatives of the Foundation and the other organisations granting bursaries. The panel will determine the applicants to receive bursaries and the value of each bursary granted. The judges' decisions will be final.
18. Though successful applicants will be invited to an awards ceremony in York at the end of June, the money representing their awards will be paid over on the following basis:
 - For craftspeople and conservators taking on a new apprentice/trainee: 50% of the award when the apprentice/trainee begins employment, the remaining 50% after a suitable period for the apprentice/trainee to demonstrate his/her commitment to the craft/profession.
 - For craftsmen and conservators seeking to extend their skills or knowledge the full amount will be paid when the costs of the course, travel, internship, etc. become due.
19. It is a condition of their awards that all winners should submit, within one year of the award being paid, a brief report on their use of the funds provided and the benefits that have been obtained. All winners will also be required to provide several images with short (c.6 word) captions and a few paragraphs totally about 150 words summarising what the award was for and the difference that it has made (a specimen will be provided). This information will be presented in the form of a poster (available as electronic files).
20. We hold an Annual General Meeting in York each year at the end of June. This includes a prestigious speech given by an influential figure from heritage Crafts or Conservation. It also features an exhibition of the work of the previous year's winners including the posters mentioned above. Where possible we like to have bursary winners in attendance, sometimes with examples of their work. This is an opportunity to connect with members, donors and others interested in heritage and how to support it.
21. It is not necessary for applicants to be members of the York Consortium for Conservation and Craftsmanship (i.e. the sister organisation of the Foundation). Craftspeople and Conservators practicing in the region, however, are particularly warmly invited to join although we have Consortium members across the UK. Please confirm if you intend to become a member (annual cost is currently £20) when you submit your application
22. Submission of material in support of bursary applications authorises the Foundation and Consortium to use it in connection with normal promotional activities.
23. Submission of an application will constitute an explicit approval for the Foundation to use your personal details in order to make contact with you in the future. This might involve invitations to become a member of YCCC, notifications of future bursary rounds, invitations to events and the like. In practice, we generally restrict mailings to YCCC members but we are hoping in the future to create some worthwhile activities that encourage bursary winners to benefit from the potential strengths that can be derived from an alumni organisation (over 200 strong and growing). We shall not pass on your details to any other person or organisation.