York Foundation for Craft and Conservation

Craft Trainee Bursary Scheme Terms and Conditions 2026

Terms and Conditions

1. Bursary funds must only be used for the purpose set out in the recipient's application. In exceptional circumstances, it may be possible to amend the purpose for which the Bursary is to be used. For example, if a training course is cancelled, a similar course may be taken instead. Such changes must have the prior agreement of the Foundation Members, and requests should be sent via the Bursary Officer (info@conservationyork.org.uk).

2. Bursaries must be used for traineeship over the agreed timescale set out in the training plan and will have commenced within the twelve months following the application round. In exceptional circumstances, it may be possible to adjust the timescale. Such changes must have the prior agreement of the Foundation Members, and requests should be sent via the Bursary Officer (info@conservationyork.org.uk).

3. It is a condition of the award that a structured training plan is formally agreed, prior to the start of the traineeship, which sets out clear learning outcomes and milestones for the full period of the traineeship. This will provide the basis for reflecting on progress and regular reporting and include mutually agreed forms of assessment and measures for assessing progress and achievements. It may include study for a formal qualification, as relevant.

4. Bursary payments will be made to the employing organisation at six-monthly intervals, subject to satisfactory feedback on progress and review of the initial training plan.

   Detailed arrangements for reporting and feedback on progress will be agreed formally in writing with the full training plan. Reports and feedback will include images with short captions and you must ensure that you have the appropriate permissions for the images and information you use.

5. We hold an Annual Meeting in York each summer. This features an exhibition of the work of the previous year's winners, including the posters created from report submissions. Where possible we like to have Bursary winners in attendance, if possible with examples of their work. This is an opportunity to connect with members, donors and others interested in heritage and how to support it.

6. It is not necessary for applicants to be members of the York Consortium for Craft and Conservation but you are warmly welcome to join. The first year of membership is free to bursary winners, apprentices and students, and there are details here about the annual subscription.

7. Submission of a Bursary application constitutes explicit consent for the information and supporting images contained within your application and, if successful, your subsequent

feedback reports, to be used for the purposes of communications, publicity, marketing, internal review and historical record by the Foundation. This may include material used for fund-raising, on our website and in publications including newsletters.

8. Your application further confirms your consent to the Foundation retaining your personal data for a period of 6 years in accordance with our data privacy policy. During this time the Foundation may communicate with you in connection with the full range of both organisations' normal activities. This might involve invitations to become a member of the Consortium, notifications of future Bursary rounds, invitations to events and the like. In practice, we generally restrict mailings to Consortium and Foundation members, but we intend our future events programme to encourage Bursary winners to benefit from an alumni organisation (over 200 strong and growing). We shall not pass your personal data to any other person or organisation.

9. If you are awarded a Bursary, your name, specialism and report will be retained indefinitely as a historical record of the Foundation’s activities, and may be displayed in the Foundation's publications, including their website.