

**ARA CONFERENCE BURSARY
APPLICATION FORM**



**Archives & Records
Association**
UK & Ireland

Birmingham 28 to 30 August 2024

This form can be used to apply for more than one bursary.

Please ensure you meet the criteria for the respective bursary before submitting your application.

Please read all four pages of this form

Name	
ARA membership number (not required for Diversity bursary)	
Contact address	
Telephone	
Email	

<p>Which bursary (or bursaries) are you applying for? <i>Mark x' against the right one(s). Please ensure you meet the criteria before doing so!</i></p> <ul style="list-style-type: none">• ARA member bursaries• New Professionals bursary• ARA Diversity bursaries
<p>ARA membership category <i>Tick or mark 'x' against one only</i></p> <ul style="list-style-type: none">• Full individual member• Student member• International (Overseas) member• Certificate in Archive Conservation Trainee• Non-Member (ARA Diversity Bursary only)
<p>Previous conference bursaries <i>Tick or mark 'x' against one only</i></p> <ul style="list-style-type: none">• I have <u>not</u> previously received the bursary I am applying for.• I have previously received the bursary I am applying for.

Bursary criteria

Section A - ARA member bursaries

Applicants for one of the four ARA member bursaries need to meet the following criteria:

- you must be an individual member of the Association who has been a member for at least one year and who is, at the closing date for applications, either a student member, a full individual member, an international member or is registered on the conservation certificate course.

The bursary includes full conference attendance (the three-day programme, two nights' accommodation, and food – alcohol not included) and UK travel expenses of up to £100/€120. NB: the same maximum travelling expenses apply to all members, from UK, Ireland and overseas.

Those who have not previously received a bursary will be given preference.

(NB: if you are a speaker at Conference, you are eligible to apply for an ARA bursary.)

Section B - New Professionals bursary

Applicants for the New Professionals bursary need to meet the following criteria:

- You have never attended an ARA Conference or received an ARA bursary of any sort.
- You are a member of the Section for New Professionals for more than a year.
- You would be happy to contribute a blog post for the section.

The bursary includes full conference attendance (the three-day programme, two nights' accommodation, and food – alcohol not included) and UK travel expenses of up to £100/€120. NB: the same maximum travelling expenses apply to all members, from UK, Ireland and overseas.

Section C – ARA Diversity bursaries

These two bursaries are open to members and non-members of the ARA.

The bursaries will cover the costs of full attendance over the three days including two nights' accommodation and all meals, including the Gala Dinner. The recipient is entitled to up to £100/€120 towards UK travel to/from Birmingham.

Applicants need to meet the following criteria:

- Minority Ethnic background
- **Not** have a postgraduate qualification in archives, conservation or records management

(If you are a speaker at Conference from a Minority Ethnic background, you are eligible to apply for any ARA Diversity bursary)

PLEASE CONTINUE READING BELOW

To support your bursary application, please answer the following questions

- 1. Which bursary are you applying for and why do you want this bursary?**
- 2. What benefits will you get from attending conference?**
- 3. How will your employer/self-employment/college benefit from your attendance at conference?**
- 4. How will you acknowledge the support you have received from the bursary sponsor?**
- 5. If you are a student member, please state which course you are enrolled on, at which institution and in which year of study.**
- 6. Please give details and dates of any other bursaries you have received from the Association.**

EXPLICIT CONSENT – IMPORTANT

In order to comply with the Data Protection laws, we need your EXPLICIT CONSENT - by completing the form below - to confirm that you are happy for us to retain your contact details for twelve months so that we can contact you with information relating to the Archives and Records Association (UK & Ireland) Conference and the record keeping profession. We would hold your data for the following purposes only:

- Administration of the ARA Conference and post-Conference surveys and publicity
- Official ARA publications and websites

We will not share your personal data with any third party. Please note photographs taken at Association events may be published by the Association's publications, on the ARA website or in the media generally. If you have any concerns relating to this, or data protection more broadly, please contact the ARA Office on 01823 327077, select option 1. If you register to attend Conference, you will be given privacy options. Please also see the privacy notice on the ARA website, which gives more details on the Association's data protection policy and practice.

Name:

Contact by phone:	Yes:	No:	Contact by e-mail:	Yes:	No:	Contact by post:	Yes:	No:
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I confirm I am happy to receive communications from the Association as indicated above. I also agree to be bound by the conference bursary conditions outlined below.

Signature:

Bursary Conditions

- Applicants (except for the ARA Diversity Bursary) must have paid the Association's membership fee, or paid installments due, at the time of application and at the date of the Conference.
- Applicants should be aware that those who have not previously received a bursary shall be given preference over previously successful applicants.
- Applicants must confirm that any costs they claim will not be paid by their employer, and that their employer has not already registered them as a delegate at the Conferences.
- Successful applicants will be asked to contribute to the reporting of the conference on the ARA website and through Twitter and other social media while the conference is taking place and may be asked to provide a short report on their experience at conference to be used in various ARA communications channels.

How to Apply

Applications must be made by completing the Conference Bursary application form above and e-mailing the form to ara@archives.org.uk by **10am Wednesday 22nd May 2024**.

We will contact successful applicants with instructions on how to book their places. Award winners must register for the Conference **within two weeks of being notified**, otherwise the award will be withdrawn. We will also contact all unsuccessful applicants and those who did not meet the criteria of the bursary they applied for. There is no right of appeal.