



International Association of Transport and Communications Museums

Funding Agreement



IATM Fellowship Programme - SKILLBRIDGE

The International Association of Transport and Communications Museums (IATM) is an international forum for museum professionals working in transport and communications museums. It covers aviation, road transport, rail transport, maritime transport, postal history, communications and philately. The association organizes a biannual conference during which subjects of major interest and importance are presented and discussed. Subjects include the role of transport and communications museums today, the housing and conservation of some of the largest and the smallest objects held by museums, the ethics involved in the restoration and operation of vehicles, the documentation and conservation of philatelic collections, the interpretation and presentation of collections, the use of new technology and fundraising.

1 aims

The main objective of the program is to create and develop lasting ties and new international partnerships between museums and museum professional's members of IATM. By funding joint projects under this program, IATM encourages museums and museum professionals from all institutional members to forge and develop links with another organization from a different country which should foster the exchange of skills and knowledge. In this way the fellows and the participating institutions can benefit from collected experiences and ascertain best practice models.

2 Fellow

The fellow is a museum professional in the field of curation, restoration, conservation, documentation, techniques, education or management and belongs to the staff of an IATM member museum.

3 Eligibility

- ⇒ The host institution must be a current member of IATM.
- ⇒ The fellow must be an employee of an IATM-member museum.
- ⇒ Host and home institution of the fellow have their registered office in different countries.

4 Scope of funding and eligible costs

Funded are the accommodation costs during the implementation of the project and the travelling fees (only one access and return travel) of the fellow up to **2,500 EUR**. Costs must be actually incurred during the duration of the project and cannot be estimated, budgeted or imputed. The expenses must be met the usual accounting and management principles of the home museum and corresponded with the principles of verification, economy, efficiency and expediency.

Ineligible are overhead or administration costs, equipment costs, personnel or travelling costs related to the execution of the project.

The costs will initially be borne by the home museum and will be refunded after successful completion and billing of the project.



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5 Application documents

To apply for the fellowship, the following documents are required:

⇒ Application form (download from our website)

Including a detailed project description: which ideas, questions, problems guide the project, intended scope of work for the fellow including timeline and expected final product (maximum 5 pages) as well as a estimated budget (estimate travel and lodging by itemizing the cost)

⇒ Curriculum vitae (maximum 2 pages)

⇒ Letter of interest of the host and the home museum

The complete application packet must be submitted via E-mail (pdf-format preferred) to office@iatm.museum. The board can't consider applications after that date!

IATM will confirm immediately the receiving of your complete set of documents.

There is no paper application.

6 Duties and responsibilities of the participants

6.1 Fellows

- ⇒ Prepare the application documents.
- ⇒ Execute the project within one year after the notice of acceptance.
- ⇒ Present the results of the project and valuable insights for future work in a final report in accordance with the consent that IATM can publish it.

6.2 Host Museum

- ⇒ Technical and scientific steering from a mentor during the entire duration of the project.
- ⇒ Support the fellow within organizational problems (e.g. accommodation, authorities).
- ⇒ Provision of a standard workstation and required equipment.

6.3 Home Museum

- ⇒ Cover temporary the travelling time allowance and travel expenses of the fellow until the end of the program according to the national travel expense laws.
- ⇒ Leave the fellow from work without loss of pay.
- ⇒ If required professional support for the project.

6.4 IATM

- ⇒ If required assistance in the search for suitable partners.
- ⇒ Reimbursement of expenses according to issue 4 in this agreement.
- ⇒ Announcing of the selected fellow/institutions at the IATM Conference in Utrecht and on the website.
- ⇒ Publish the report describing the project and results on the website.

7 Selection process, entitlement

The IATM board will make the final decision on selection of applicants in accordance to the criteria in the following issue. How many grants will be allocated depends on the quantity and quality of the applications and are to be decided by the board.

There is no legal entitlement to a Fellowship.

8 Selection Criteria

- ⇒ Viability and originality of the proposed project
- ⇒ Extent to which this project would contribute to improve museum practices or impact institutional decisions
- ⇒ Realistic milestones and objectives
- ⇒ Infrastructure to support the proposed project

9 Approval

Applicants will be notified of the selection committee's decision with a brief response via e-mail.

In case of a notice of approval the fellow have to give her or his consent in form of a notice of acceptance within 2 weeks.

10 Execution, Completion, Payment, prematurely finish

A final report and compilation of the costs are due no later than 2 month after returning to the home museum. The summarizing of the costs should also contain supporting documents proving the payment.

The reimbursement of the incurred costs receives the home museum no later than 2 months after IATM has received the final report and the summarized costs. If the costs should exceed the IATM refunding of 2,500 € the home museum has to cover the expenses.



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11 Enquiries

Any enquires about the application can be made using the contact details below:

IATM development officer

Carolin Ranke

office@iatm.museum