



international confederation of architectural museums

ICAM REGIONAL MEETINGS

GRANT SUPPORT

GUIDELINES

This document sets out the guidelines under which the ICAM Board offers and administers funding to support meetings of its regional groups.

Introduction

ICAM has regional groups established in various parts of the world. The groups promote and foster the aims and activities of ICAM in their regions. They meet locally and between the biennial ICAM conference. The ICAM Board makes available funding to contribute towards the cost of convening regional group meetings. Regional groups may apply for up to 1000Euros towards the cost of holding each meeting. Each group may apply once only in any funding round.

The ICAM Board calls for applications for funding each year. Members are advised of the call for applications via email and the ICAM website. Applications are accepted only from regional group convenors/coordinators.

Purpose

ICAM regional group funding is available to support a meeting of the group's members. The funding is not intended to cover the full cost of holding a meeting. It may be used at the discretion of the group for purposes including:

- the travel costs of members attending the meeting
- the travel costs of an invited speaker/presenter/facilitator
- catering costs
- materials required for the conduct of the meeting eg if the meeting is a workshop.

Application process

Applications must be submitted by the ICAM regional group convenor/coordinator who must be a member of ICAM.



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Applications must contain:

- the name of the regional group
- the name, institutional affiliation and contact details of the coordinator
- the amount of money requested (up to 1000Euros)
- a short statement about
 - the date and venue of the meeting
 - the intended focus and program
 - how the money from ICAM will be used to support the meeting.

Applications should be submitted to the ICAM Secretary General and to the President.

Eligibility

Applications must be received only from the ICAM regional group convenor/coordinator.

Recipients of the funding must be members of ICAM.

Payment of funding

Funds will be transferred by the ICAM Treasurer into an institutional account only; they will not be paid directly to an individual's personal account.

Post-meeting requirement

Within one month of the regional meeting, recipients of funding are required to provide a brief statement to the ICAM Board about how the money received from the Board was spent. The statement should be sent via email to the General Secretary.

ICAM Conference General Assembly report

Regional groups are invited to present a written report to the ICAM General Assembly held at the biennial conference. The report should include an overview of the group's activities including regional meetings held between conferences.