# **Anna Plowden Trust/Clothworkers’ Foundation Grants**

# **for continuing professional development in conservation**

**2025 Application Deadlines:**

**13 January, 7 April, 2 June, 8 September**

The Anna Plowden Trust/Clothworkers’ Foundation CPD Grant scheme offers grants of **up to £1,000 or 50% of the total (whichever is the lower amount)** towards registration fees and reasonable travel and accommodation costs for conservators attending conferences, short courses, seminars and workshops in the UK and abroad.

Applicants must be:

* + qualified conservators (not current students or interns)
  + UK-based
  + employed by a private or public institution, or self-employed

Applications must be submitted at least four weeks before the event. We will not offer a grant for a course that you have already attended.

|  |  |
| --- | --- |
| **Name:**  **Job title:**  **Employer:** | **Your contact address:**  (*This should be your work address)*  **Email:** |

1. **SUMMARY**

Give the title, date and location of the course or conference you wish to attend:

Total cost of attendance (please give details on page 3) £

**Amount of grant you are requesting £**

1. **PROFESSIONAL BACKGROUND**

**Please give a brief summary of your education or training after leaving school** *(c.150 words)*

**Please give a brief outline of your career and achievements** *(c.150 words), including any service to the conservation community as a whole (e.g. membership of an Icon committee or similar)*

**Are you an Accredited conservator?** YES/NO

**If not, are you working towards accreditation?** YES/NO

*We do encourage those who are eligible to do so*

**If No, why not?**

**To which professional conservation organisations do you belong?**

**DETAILS OF CPD OPPORTUNITY**

**Please tell us why you feel you will benefit from this CPD opportunity** *(Maximum 300 words)*

**How will you spread the benefit of the knowledge gained to others?** *(Maximum 300 words)*

1. **BUDGET AND FUNDING**

Please estimate costs under the following headings

|  |  |  |  |
| --- | --- | --- | --- |
|  | | **Any supplementary information** | **Totals** |
| **Conference/course fee** | |  | £ |
| **Travel** | |  | £ |
| **Accommodation** | Number of days:  Daily rate: |  | £ |
| **Meals** | Number of days:  Daily rate: |  | £ |
| **Other relevant expenses** | |  | £ |
| **GRAND TOTAL** | | | £ |

**Have you applied to other funders?** YES/NO

If so, which and how much have you been awarded by whom? £

If you are not self-employed, how much is your employer contributing? £

How much are you able to contribute yourself? £

We normally only offer up to 50% of the total cost unless an applicant can provide evidence of exceptional circumstances under which his/her own or employer’s contribution cannot match our funding e.g. if you are on a low income, or newly self-employed. **Please explain below if this applies to you, and note that we may follow up to request further information.**

**Have you applied for and/or received CPD funding from the Anna Plowden Trust or The Clothworkers’ Foundation before?** Please list below

**How did you first become aware of the Anna Plowden Trust or The Clothworkers’ Foundation?**

1. **DATA PROTECTION DECLARATION** YOU MUST complete this section before submitting

I agree that the Anna Plowden Trust may retain relevant personal data (email, postal address, current job) and occasionally send me updates about the Trust’s work, the grants it offers and events it is organising. This agreement is given on the condition that the Trust does not share my data with any other organisation.

**Yes No**

**6. SUPPORTING REFERENCE**

Along with this application form You must **include one written reference** from a referee who knows your work, stating their relationship to you. If you are employed, your referee must be your employer. **Please note that applications without a reference will not be considered.**

**7. DECLARATION**

**Your signature: Date:**

*In signing this application, I confirm that the information that I have given is accurate and that I accept the terms and conditions, listed below, which would apply to any grant that may be awarded to me.*

**NOW:** e-mail your application form AND your reference to: [info@annaplowdentrust.org.uk](mailto:info@annaplowdentrust.org.uk)

**Please note that applications without a reference will not be considered.**

**OUR GRANT TERMS AND CONDITIONS**

1. If you are awarded a grant you will be required to:

* acknowledge our support when sharing information about your attendance at the event (our logo can be supplied on request)
* write a short report about the training event and what you got out of it; this should be about 600-700 words long, including a 50-word summary at the beginning of the report
* provide proof in the form of receipts and invoices for the main items of expenditure, e.g. air or train fares, accommodation bookings, event fees etc.
* supply at least three images of the training event as jpegs (at least 2MB each), with a caption and credit line for each image

The content above should be emailed to [info@annaplowdentrust.org.uk](mailto:info@annaplowdentrust.org.uk), **within one month of the event you attended.** Any images which are too large to email can be sent usingWeTransfer (<https://www.wetransfer.com>).

In submitting your report and images you are agreeing that the Trust may use this content on its website, social media or in its published annual report.

2. We will only pay your grant to you once we have received your report and receipts.

3. If you post anything on social media, please tag @annaplowdentrust, so that we can share it.

4. While your grant is live we will retain the personal details that you provided on your application form, so that we can ensure that you receive payment of your grant and get in touch if we do not receive your report/claim.

Once your CPD grant has been claimed and ‘closed’ we would like to continue to keep your email and postal address on file so that we can send you an annual report, updates on our grants and application deadlines and occasionally invite you to events we may organise. We only keep this data to enable us to send you news about the Anna Plowden Trust, we will not allow anyone else access to the data. However, if you would prefer us not to keep your email and postal address on file you can indicate this in section 5 (Data Protection Declaration) of our application form, and once your CPD grant has been claimed, we will delete all your personal data from our system.