

## Grants & Fellowships Programme

16 November 2017

### Terms & Conditions

Applications for all awards must be made through the Paul Mellon Centre for Studies in British Art online Fellowships and Grants application system.

If you accept a fellowship or grant from the Paul Mellon Centre for Studies in British Art it will be on the understanding that you have agreed the terms and conditions set out below:

#### *Terms and Conditions applicable to all applicants*

1. When we make an offer of a fellowship or grant to an individual or institution we will require the applicant to accept the offer within four weeks of the date of the email containing the offer and to provide bank details for the eventual payment of the award funds.
2. The amount of the award is set out in the offer email. We are not able to increase the amount of the award. The award amount may be different from the amount you applied for.
3. The offer email will give a timescale for claiming the award funds and will also state when the offer will lapse. Funds unclaimed by the specified date will cease to be available and the award offer will be cancelled.
4. Awards granted to an institution may not be claimed by an individual but must be claimed officially by the institution.
5. The award must be used exclusively for the purposes for which it has been awarded.
6. Any proposed changes to a research project, fellowship topic, publication or educational programme must be presented to the Paul Mellon Centre for agreement to such changes.
7. We reserve the right to withhold an award or require repayment if false information is provided in the application form or if the award is not spent for the purpose for which it was granted.
8. Awards should be acknowledged in all printed and online material which is produced with the support of funding received from the Paul Mellon Centre for Studies in British Art. The Paul Mellon Centre will supply PMC Guidelines for the acknowledgement of support giving the manner in which we should be acknowledged, as well as details for the use of our logo.
9. Any part of the award funding that is not required for the approved purpose must be refunded to us.

10. Successful applicants must agree, if asked, to contribute a short report concerning the award to our newsletter or online blog.

### ***Fellowships***

11. Applicants awarded a fellowship, in whichever category, must supply a one or two page report at the completion of their fellowships. This must be submitted via the online system. You will receive a prompt to complete this part of the awards process.

### ***Curatorial Research Grants and Digital Project Grants***

12. Institutions awarded a Curatorial Research Grant or Digital Project Grant must supply a one or two page progress report at the end of each year of the project and a final report on the projects completion. This must be submitted via the fellowships and grants online system. You will receive a prompt to complete these steps of the awards process.
13. PMC staff may wish to visit relevant institutions to see the research project during the term of the grant. Such visits are expected to be facilitated by the relevant institution.

### ***Publication Grants***

14. Authors and Publishers, of both hard copy and online works, must acknowledge the support of the Paul Mellon Centre for Studies in British Art in their publications. We will supply PMC Guidelines for the acknowledgement of support giving the manner in which we should be acknowledged, as well as details as to the use of our logo. These will be sent to successful publication grants applicants.
15. 16. Authors and Publishers awarded a Publication Grant for a hard copy publication must supply one copy of their book or catalogue on publication. This copy of their work will be accessioned into our library.

### ***Educational Programme Grants***

16. The support of the Paul Mellon Centre for Studies in British Art should be acknowledged where appropriate on any publicity material, posters, flyers or signage. If you intend using such material please contact the Grants, Fellowships and Communications Officer to receive our logo and our preferred form of acknowledgment.
17. Institutions awarded an Educational Programme Grant must supply a one or two page report on the educational event once it has taken place. This must be submitted via the fellowships and grants online system. You will receive a prompt to complete this part of the awards process.
18. After the educational programme we would be pleased to receive a copy of any printed matter related to the event. This could be: leaflets, flyers, posters, invitations, speaker details, papers (synopsis, presentation slides or full text, if possible) and programme. This material will be added to our institutional archive and retained for the interest of future generations.

### ***Paul Mellon Centre Research Support Grants***

19. Successful PMC Research Support Grants awardees must supply a one or two page

report once they have completed the research undertaken with the help of the Research Support Grant. The report must be submitted via the fellowships and grants online system. You will receive a prompt to complete this part of the awards process.

#### ***Andrew Wyld Research Support Grants***

20. Successful Andrew Wyld Research Support Grants awardees must supply a one or two page report once they have completed the research undertaken with the help of an Andrew Wyld Research Support Grant. A copy of the report will be forwarded to the Andrew Wyld Fund. This must be submitted via the fellowships and grants online system. You will receive a prompt to complete this part of the awards process.

#### ***Terra-PMC Fellowship***

21. Successful awardees of the Terra-PMC Fellowship must present their research before a scholarly audience at some point during the fellowship. Within six months of completion of the Fellowship the Terra-PMC Fellow must submit a final written report to be circulated to the Trustees of the Terra Foundation for American Art and the Advisory Council of the Paul Mellon Centre. The report must be submitted via the fellowships and grants online system. You will receive a prompt to complete this part of the awards process.

#### **How we will use your information**

The Paul Mellon Centre for Studies in British Art is committed to protecting your privacy and will manage all data supplied by you in compliance with the Data Protection Act 1998 (as amended).

All personal data will be held securely and used for the purpose of administering applications for fellowship and grant awards. To this end, in the case of the Rome Fellowship, your application will be shared with representatives of the British School at Rome; in the case of the Digital Project Grant, your application will be shared with external expert advisors; in the case of the Andrew Wyld Research Support Grant, your application will be shared with representatives of the Andrew Wyld Fund; in the case of the Terra-PMC Fellowship, your application will be shared with representatives of the Terra Foundation for American Art.

Details of successful applications may be made available on the Paul Mellon Centre website, in our Annual Report and our print and electronic newsletters. At the end of the application process information on all applicants may be retained permanently for historical research purposes in the Institutional Archive.

Your contact details will be added to the distribution list for the Centre's printed and electronic mailing lists, which you may opt out of at any time.