DPC Career Development Fund Application Guidelines

The DPC recognizes the very great need among our members for access to specialist training and professional development opportunities. The DPC Career Development Fund (previously known as the Leadership Programme) was created to offer an ongoing programme of grants so that our members can attend courses, events, or other training and development opportunities that will help them build digital preservation capacity at their organization. It is generously sponsored by the DPC’s Supporters. Over the course of its lifetime, it has provided almost 200 grants for members.

**DPC Members can access Career Development Fund grants in two ways:**

1. *Advertised Calls.* The DPC publishes periodic calls for applications to attend events, courses and other development opportunities that have been selected for inclusion in the programme and approved by the Workforce Development Sub-Committee.
2. *Member Self-Identified Opportunities.* Members can submit an application for any development opportunity they have identified and believe will help build digital preservation capacity within their organization.

In addition, the DPC seeks to reduce the risks that training providers face when developing and providing courses and development opportunities relevant to digital preservation. The DPC invites training providers to discuss the possibility and appropriateness of offering Career Development Fund grants for such opportunities.

**Funding Available**

The amount of funding offered to successful applicants is at the discretion of the judging panel (see below for more details of the judging process). For DPC identified opportunities advertised as part of regular calls, funding levels will be explicitly stated. In the majority of cases, the Career Development Fund grants will cover 100% of course fees or event registration. Travel and accommodation support may also be available for multi-day courses or development opportunities and will be offered up to the following limits:

- Domestic travel - £150
- Intra-Continental travel - £300
- Inter-Continental travel - £750

**Eligible Applicants**

Grants are available to all DPC members, including prospective members whose request to join is approved by the application deadline.

Please note that only **one application can be made per member per advertised opportunity or specified deadline for self-identified opportunity.** In other words, a DPC member may submit one application—for one applicant—for an *Advertised Call* published on the DPC website (e.g., one application for one staff member representing the DPC member organization). A DPC member can also submit up to one application—for one applicant—for a *Member Self-Identified Opportunity* grant per year (e.g. 12 months after the last successful application).

Applicants should take steps to ensure they are not inadvertently competing with colleagues, and are encouraged to contact the DPC Training and Grants Manager should any questions arise.

Career Development Fund grants are not available to non-members.

**Individuals**

Personal members of the DPC are eligible to apply for these grants.
Organizations
Applications are welcome from officers, staff and affiliates of the organizations listed as members of the DPC on the Coalition’s website: http://www.dpconline.org/members/list-of-members. The main DPC contact will have final approval for who may submit an application on behalf of their organization. Consortia and funders may nominate members or grant holders; see below.

Consortia
In addition, individuals associated with or funded through agencies that are members of the DPC are eligible though they must confirm their application with the main DPC contact within the agency before applying. The DPC may pass the details of applications to designated contacts within these organizations as part of their assessment.

Prospective Members
Prospective members of the DPC are eligible for grants. Organizations or individuals seeking to join the DPC must have their membership application approved on or by the relevant grant deadline to qualify.

Eligible Courses and Opportunities
Development opportunities offered through regular Advertised Calls are identified by DPC staff and approved by the DPC’s Workforce Development Sub-Committee. Suggestions are welcome.

Members wishing to apply for a Member Self-Identified Opportunity grant to meet their own specific development needs should refer to the following guidelines for eligible courses or development opportunities:

- Grants should not currently be offered by the Career Development Fund. Please contact the Training and Grants Manager if you are unsure.
- Opportunities need not focus on digital preservation topics. Topics that are adjacent to digital preservation or cover the more generic skills identified in competency frameworks like DigCurV are acceptable. Applicants need only demonstrate how the opportunity will directly benefit their digital preservation activities.
- Applications are particularly encouraged for grants that will enable early years’ professionals or junior members of staff to participate in development opportunities such as presenting papers or posters at a conference.
- Grants are not available to support activities such as work shadowing or staff exchanges.

Judging Process and Criteria
The judging process for grants is as follows:

- Judging panels are typically formed of the DPC’s Training and Grants Manager, Head of Workforce Development, and at least one member of the Workforce Development Sub-Committee (with no conflicts of interest in relation to the applicants). Additional members may be added to the panel if required.
- The Training and Grants Manager collates applications and inputs basic information into a standard marksheet and circulates the applications and marksheet to the panel.
- Judges complete the marksheet for each application and return to the Training and Grants Manager so that individual marks can be combined on one sheet.
- Judges meet to discuss marks and select successful applicants.
- The Training and Grants Manager notifies all applicants of the result of their application.

The judging process usually takes around two weeks to complete.
Applicants are expected to complete all sections of the form by the stated deadline, and are encouraged to contact the Training and Grants Manager should any questions arise while completing the sections of the form.

Judging of the applications considers how the development opportunity will further the applicant’s professional development as well as digital preservation work at their organization through the short answer section of the application. Consideration is also given to other information such as previous grants received from the DPC and the applicant’s length of contract. Grants for those who would otherwise be unable to attend due to limited funding opportunities offered by their employers are prioritized. Preference will also be given to early years’ professionals, i.e. those who have been in a digital preservation role for less than 5 years, but applications are also welcomed from those further on in their career or those currently researching or studying digital preservation who have received approved by their DPC member institution (e.g. post-graduate students).

Conditions of Grant

It is our aim that the grants will primarily deliver benefits to an identifiable DPC member organization, but that there should also be a benefit the broader DPC community. Therefore, recipients will be asked to produce outputs that will help disseminate the information or skills they have learned for the wider benefit of the DPC membership. This may include, but is not limited to, a blog post on the DPC website and Career Development Fund page, Twitter coverage of an event, or a webinar. Outputs for individual recipients will be discussed with the Training and Grants Manager subsequent to the award and will be proportionate to the size of the grant awarded.

We recommend that any member organization which supports an application discusses appropriate outcomes and benefits for the institution prior to submission. Moreover, because only one grant is available per member institution, we recommend that applicants ensure that they are not inadvertently competing with colleagues.

How to Apply

Applications should be submitted by email to the Training and Grants Manager (amy.currie@dpconline.org) before the relevant deadline. Applicants should complete and submit the relevant application form:

- Application form for Advertised Calls (generic)
- Application form for Member Self-Identified Opportunities

Applications must also be accompanied by an email or letter containing the explicit approval from your line manager or other senior executive to undertake the course as well as a commitment from the organization to meet any additional costs incurred. The application form will be used by the judging panel to assess eligibility against the criteria listed above and the impact attendance will have on the applicant’s professional development and the digital preservation work of their organization. The judging panel’s decision is final. Successful applicants will normally be notified within two weeks of the application deadline.

Deadlines for advertised grants will be included with the relevant call for applications. Applications for self-identified courses or development opportunities are received on a rolling basis but must be received at least 10 weeks before the start of the proposed activity.

Short-notice applications will be considered outwith these deadlines depending on DPC staff capacity and only if the applicant can demonstrate that the lateness is for reasons out of their control. An applicant will not be eligible to apply again within 12 months of a successful application.

All sections of the application form should be completed before submission, and applicants are encouraged to contact the Training and Grants Manager during the application process should any questions arise.
Acknowledgements

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Further Information

- For more information about the Career Development Fund, see: https://www.dpconline.org/digipres/train-your-staff/cdfund
- For questions relating to this grant programme, email the DPC Training and Grants Manager (amy.currie@dpconline.org)
- For information about joining the Digital Preservation Coalition, see: https://www.dpconline.org/about/join-us