**Career Development Fund: Application Form for Member Self-Identified Opportunities**

This form should be used by staff at a DPC member organization to apply for a DPC Member Self-Identified grant for a course or development opportunity they have identified that they believe will help build digital preservation capacity within their organization. Information provided in this form will be used by the selection committee to assess the applicant’s eligibility (Section 2), the relevance of the course or development opportunity (Section 3), and the impact attendance will have on the applicant’s professional development and the digital preservation work of their organization (Section 4).

All sections should be completed, and the form returned to Amy Currie ([amy.currie@dpconline.org](mailto:amy.currie@dpconline.org)), accompanied by explicit approval for attendance from a supervisor (via email or attached letter). For information on eligibility, criteria, application process and deadlines, please see the [Career Development Fund page](https://www.dpconline.org/digipres/train-your-staff/cdfund) of the DPC website.

1. **Personal Information**

|  |  |
| --- | --- |
| **Name** |  |
| **Job Title** |  |
| **Contract Type** | Permanent  Short-term  Project Staff  Other  (If on a temporary contract please provide details of time remaining in the post): |
| **Line Manager** |  |
| **Organization** |  |
| **Email** |  |
| **Telephone** |  |
| **Twitter Username** |  |
| **Work Address** |  |

1. **Eligibility**

|  |
| --- |
| **Relationship to DPC** |
| Full Member  Associate Member  Personal Member  Consortia  Prospective |
| **Previous Scholarships/Grants Received from DPC** |
|  |
| **Number of years in a Digital Preservation Role** |
|  |
| **Previous Digital Preservation Events Attended (Training, Workshops, Briefing Days, Conferences etc.)** |
|  |
| **Without receiving this grant would you be unable to undertake this course/opportunity? (Please provide evidence where possible)** |
| Yes  No |
| **If No, please explain why, providing evidence where possible (e.g., organization’s travel policy, details of previous unsuccessful applications, other colleagues who are attending, additional barriers)** |
|  |

1. **Information on Development Opportunity**

|  |  |
| --- | --- |
| **Title and/or Topic of Development Opportunity** | |
|  | |
| **Location** | **Date(s)** |
|  |  |
| **Provider/Host** | |
|  | |
| **Description (incl. link to more information if possible)** | |
|  | |
| **Cost** | |
|  | |
| **Applying for Travel & Subsistence Funding?** | **Amount (please see guidelines)** |
| Yes/No |  |
| **Reason for Applying for this grant (i.e. presenting a paper, to support a particular piece of work)** | |
|  | |

1. **Relevance and Potential Impact of Course/Development Opportunity**

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| --- |
| **Describe the relevance of your role to your organizations’ digital preservation aims (max. 300 words)** |
|  |

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| **How will attending the course/development opportunity further your own professional development? (max. 300 words)** |
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| --- |
| **How will the knowledge gained at the course/development opportunity benefit your organization more broadly? (max. 300 words)** |
|  |

1. **Declaration**

|  |  |  |
| --- | --- | --- |
| **I agree to the terms and conditions of the grant as laid out in the guidelines for applications (please tick)** | |  |
| **Date Completed** |  | |