*The form below is to be completed by your line manager, Head of Department or HR department. Please provide them with a copy of the bursary call-out and speak to them about the bursary strand you are applying to. They should return the completed form to you to include in your application.   
If they feel unable to sign do please still submit your application – it would be very helpful if they could share comments and concerns in the box provided.   
\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*

Many thanks for taking the time to complete this letter of support.

Your colleague is applying for one of the following British Art Network bursary opportunities:

* Emerging Curators Group
* Network Research Group

The British Art Network (BAN) is a Subject Specialist Network promoting curatorial research, practice and theory in the field of British art. Our members include curators, academics, artist-researchers, conservators, producers and programmers at all stages of their professional lives. The Network is jointly supported by Tate and the Paul Mellon Centre for Studies in British Art.

More information on the Network can be found at [britishartnetwork.org.uk](http://www.britishartnetwork.org.uk)

The bursary strands constitute a major part of the Network’s offer, allowing members to programme network activity, explore specific research questions in depth, make connections with colleagues across the UK and gain valuable support towards professional development.

In order for these opportunities to be fully accessible, we encourage employers to support the involvement of bursary awardees in British Art Network activity and to consider this integral to these colleagues’ professional lives and working hours. Do please read the bursary call-out information and FAQs for details on expected time commitment. Some bursary opportunities will also involve travel during the working week.

We thank you for this support, which is so vital to the success of Subject Specialist Networks.

|  |  |
| --- | --- |
| Your name |  |
| Your position |  |
| Your relationship to the bursary applicant |  |
| Organisation |  |
| Your contact details (email or phone) |  |

I confirm that my organisation will support \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ if they are to be successful in their application for a British Art Network bursary, and will consider the time commitment involved as part of their work for the organisation.

We will not ask them to take annual leave in order to participate in the British Art Network bursary activity.

I can confirm that the organisation will support their need (where relevant) to travel within the UK for this activity.

For Research Group applications: The bursary award can be paid directly to our organisation. Administrative support will be available within our organisation (where appropriate) to assist in the financial management of the bursary award.

**We are aware that some organisations, particularly council-run organisations, may have challenges around approving travel and making payments relating to this programme. We will do everything we can to help find solutions to these issues to ensure that nobody is excluded from this opportunity.   
  
Please share any comments that will help us to understand if extra support or a flexible approach will be needed, or if you have any concerns about signing this letter of support.**

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| --- | --- |
| **Signature** |  |
| **Date** |  |