

Fund for ICA International Development (FIDA)

Guidelines for applicants

March 2012

1. Rationale for the FIDA awards for developing archives and archivists

While archives and archivists have made great strides in the last few years, in many countries there is still more to be done. FIDA's role is therefore to support the development of archives and archivists across the world. In order to do this satisfactorily the Trustees have determined that 'development' means, in practical terms, that any applicant organisation or individual must consider where they are now and what they need to do to develop. To aid this process the Trustees will expect applicants to have referred to and, where appropriate, in the case of National Archives to have assessed themselves using the self-assessment checklist as a PARBICA ion what they want to develop and how they intend to do it. Other archives will need to do their own self-assessment similarly.

In particular in the first few years, FIDA wishes to help to build capacity in countries, where archive and records provision is weak, and, through career development, mentoring and other methods enable archives and their archivists to acquire professional and management competencies needed to occupy leadership positions in their regions and countries. Taking account of the Programmes of ICA (under the Programme Commission) already under way or envisaged, FIDA will operate a complementary and distinct programme of awards to support those projects which endeavour to develop their own archives or those of a particular region and to help, where appropriate, the individual archivists concerned.

2. Eligibility

2.1 The awards can be to individuals, organisations or groups who are members of ICA or whose parent organisation is already a member or will partner the applicant. Any category A, B, C or D member, or regional branch, may apply for an award. (*See form for individual application and form for a group/organisational application*).

2.2 FIDA does not offer awards to support the normal activities of an archive but related costs associated with any successful project or individual application will be taken into consideration for the duration of the project concerned.

3. Criteria for evaluating applications

3.1 Significance of the proposal to the archival heritage of the country or region concerned e.g. some element lacking in the infrastructure or archival or records provision, or in the development of the competences of an applicant or a group of applicants to the archival organisations concerned e.g. developing some critical specialist or managerial skills which are lacking which are hindering their development and that of their organisation e.g. training trainers or improving leadership skills.

3.2 Track record. For all applicants they will be expected to show evidence of having had a total of **at least 3 years' work experience** in records/archives management or a cognate field.

3.3 Personal qualities: All applicants should provide evidence of the following qualities: -

- o Proven achievement in their professional life so far
- o Self-awareness, in that they can see the strengths and weaknesses of their organisations/groups or of their own present career experience and can identify the gaps which need to be filled to progress..
- o Motivation to succeed and evidence of being able to deliver
- o Effective communication in writing and speaking in groups
- o Be a team player

3.5 Feasibility: how realistic is the proposal, do the time-scale and resources requested match the project described and are all the elements in place to carry out the project e.g. available and willing colleagues in proposed the partner organisations and any necessary experts, as well as any agreed educational and courses.

4 Awards

4.1 It is envisaged that in the first year that there will be up to five awards for a period of up to two years each – although the duration of the awards and the amount awarded may vary depending on the nature of the successful application. It is envisaged that each award will not exceed 10,000 Euros and the total to be expended on all the awards in the year will not exceed 25,000 Euros. In any case the award grant must be spent within the time specified in the award and, if not, the balance must be returned to the Fund.

5 Applications and procedures

5.1 The trustees shall at least annually and normally by 31st May at the latest of each year make a Call for applications. Notice of the application period, normally until 31st July shall be given to all members and the regional branches, sections and committees.

5.2 The applications will be evaluated by the Trustees according to the criteria in section 3 and they may use experts on the register maintained by PCOM or outside advisers to help them do so. Before the final grants are awarded the Trustees shall consult the Programme Commission for review and any comment. The final decision on awarding grants shall be taken solely by the Trustees.

5.3 The decisions will normally be taken by September/October and the grants paid in instalments starting from the start date of the project concerned.

5.4 Reports on progress will be expected after 6 months or halfway through the project and before the final instalment is made

5.5 A final report will be expected at the end of the project (*see final report form*)

Sarah Tyacke
Chair Trustees FIDA