ICA
International Council on Archives
Conseil International des Archives

60 rue des Francs Bourgeois
75003 Paris, FRANCE

Tél : +33 (0)1 40 27 63 06
Fax : +33(0)1 42 72 20 65

FIDA ICA

Fund for the International Development of Archives

Fonds International de Développement des Archives

APPLICATION FORM FOR AN INDIVIDUAL APPLICANT

Thanks for your interest in applying to the Fund for the International Development of Archives (FIDA). Before you start completing your application form, please read carefully the Guidelines for Applicants.

The application form must be completed and emailed to: fida@ica.org **by the deadline provided on the ICA FIDA web page.**

Late or incomplete applications will not be considered.

For more information, please send an email to fida@ica.org.

FIDA ICA
Fund for the International Development of Archives
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Application Form for An Individual Application

Q1 - Applicant

Family Name	
First Name	
Title (Dr, Mrs etc)	
ICA membership number	

Contact address	

Email	
Fax	

Q2 - Title and summary of project: *(Not more than 120 words)*

Please specify whether you are applying for a feasibility grant (up to 1000€) or a project award [up to 10000€ but normally not exceeding 7000€).

You are reminded that full details of your proposal will be provided in **Q11.** Please provide the project summary in English, French, and Spanish, using Google Translate, deepl.com, or other online translation tool.

Q3 - Period for which support is sought: *(State number of months)*

Q4 - Proposed start date: *(dd/mm/yy)*

Q5 - Amount requested in euros:
(Maximum of €10.000)

Q6a - Current position

Title of current post:

Name of employing institution:

Q6b - Summary of career to date, including key achievements (i.e. your professional experience and achievements).

Q6c - Do you have a mentor and/or a designated partner organisation for your period of internship and/or training? If so, please give details.

Q6d - If you answered NO to 6c, what plans have you to find a mentor and/or a partner organisation for your project?

Q7a - Do you have a relationship with an institution that will be administering the award?

☐   **Yes** - go to **Q8**

Q7b - Are you an Independent Archivist?

☐   **Yes** - go to **Q10**

Q8 - Host Institution

Q8a - Name and address of the host institution *(which will administer the award)*

Q8b - Is the host institution willing to support your application?

Yes ☐

Q8c - Are you employed by the host institution?

Yes ☐   **No** ☐

Q8d - If No, please provide a full justification for this institution to administer the award for you.

Q9 - Independent Archivist

Q9a - Current occupation

Q9b - Summary of career to date, including key achievements (i.e. your track record).

Q9c - List any grants awarded, detailing the name of the awarding body, title of project, amount awarded and start to end dates of award.

Q10 - Budget Summary
Please provide a summary of your budget under the following headings:

Travel
Subsistence
Other costs

Q11 - Description of the project

Please provide a project description in no more than 750 words. This must include a statement of why the project will be of significance to your professional career and to the host archival organisation and/or the development of the archival organisations of your country or region. Please include a description of how the results of this project will be publicized, if applicable. Please provide the project description in English, French, and Spanish, using Google Translate, deepl.com or other online translation tool.

Q12 - Provide details of two referees from whom you will seek a review of your proposal.

Please supply full contact details of two referees. You must send a completed copy of this application plus a referee form to each of your referees. Your referees must return their completed form by email attachment direct to fida@ica.org The Trustees of FIDA may also seek comments from independent advisers.

In signing the application form, you confirm that these referees have no direct connection with your proposed project and are not employed by your own institution.

1)

Name:

Position:

Address:

Email:

Why have you chosen this referee?

2)

Name:

Position:

Address:

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Email:

Why have you
chosen this
referee?