

Guidelines for Applicants

1. Rationale for the FIDA grants programme for developing archives and archivists

The ICA Constitution, Preamble, states:

...the International Council on Archives... shall commit itself to... encourage and support the development of all archives in all countries, in co-operation with other organisations, including international agencies, government and non-governmental...

Within this objective, FIDA's role is specifically to support the development of archives and archivists in countries, regions and communities where archives and records provision could be strengthened due to lack of resources or training opportunities, or for other reasons.

Taking account of the Programmes of ICA promoted by the Programme Commission (PCOM) already under way or envisaged, FIDA will operate a complementary and distinct programme of grants to support those projects which endeavour to develop an archives or to support individual archivists, through career development, mentoring and other methods, to enable archives and their archivists to acquire professional and management competencies needed to manage the archives in their countries, regions or communities.

2. Eligibility

2.1 The grants can be to individuals, organisations or groups who are, at the time of review of the application, members in good standing of the ICA, or whose parent organization is already a member in good standing and will partner with the applicant. Any ICA member from all ICA categories may apply for a grant. Non-members or non-member organizations may partner with members to apply for project funding as long as an ICA member is a project lead.

2.2 Project partners may apply as applicants in partnership with a co-applicant located in the country or region where the project would take place, or may be a co-applicant where the applicant is based in the country or region where the project would take place.

2.3 FIDA offers grants to support specific and time-bound projects which have not been included in the ongoing activities of an archive, with due consideration to the impact and sustainability of the project results.

2.4 Scholarships, i.e., funds for the sole purpose of enabling an individual or individuals to attend established courses and educational programs and institutions, are not eligible for FIDA funding.

2.5 ICA branches, sections and expert groups are not eligible to apply for FIDA funds. However, they may partner with a member in their application.

Roles table

Category	Role Description	Question number
Applicant	Main point of contact for the project; responsible for the project work and ensuring its successful completion	1
Co-applicant	Involved in the project work; responsible for the project work and ensuring its successful completion	2
Associate applicant	Involved in the project work; not responsible for the project work and ensuring its successful completion	3
Funding administrator	Receives the project funds and sees to their disbursement and return to the ICA of unspent funds	4
Project partner	Archival institution that actively supports the project	27

3. Criteria for evaluating applications

Your application for FIDA funding will be considered by the FIDA Board by the end of the year in which you are applying. The Board will take into account the following in making its decision. Please ensure that your documentation addresses these factors. If necessary, include additional documents.

Use the checklist in Appendix A (located at the end of this document) to ensure your proposal is complete.

3.1 **Significance** of the proposal to the archival heritage of the country or region concerned:

Significance of the proposal to the archival heritage of the country or region concerned is judged based on the following factors:

- Does the region or country lack infrastructure that will be addressed in part by the project? Please provide examples, descriptions, photographs, or other evidence of need.
- Does the region or country lack professionals with a particular competency that will be addressed in part by the project? Please provide specific examples.
- Does the region or country lack some critical specialist or managerial skills which are hindering development and that will be addressed in part by the project? Please provide specific examples.

3.2 **Best practices and Standards.**

The project plan should mention specific best practices and standards that will be used in the project.

3.3 **Track record.**

All applicants are expected to show evidence of having had a total of at least 3 years' work experience in records/archives management or a related field.

3.4 Personal qualities and capacities: All applicants should provide evidence of the following qualities:

- Proven achievement in their professional life so far;
- Professional insight, in that they can see the strengths and weaknesses of their organizations/groups or of their own present career experience and can identify the gaps which need to be filled to progress;
- Motivation to succeed and evidence of being able to deliver;
- Effective communication in writing and speaking in groups;
- Being an effective team player.

3.5 **Feasibility:**

- Does the period of the project and the resources requested match the project described?
- Are all the elements in place to carry out the project (e.g., colleagues in proposed partner organizations, any necessary experts, any agreed educational courses, etc.)?

Special criteria for digitization projects

If your project is a digitization project, it must demonstrably meet the following additional criteria:

- i. Appraisal and description of the material has already occurred.
- ii. Copyright is addressed.
- iii. The material is of outstanding significance.
- iv. The resources available in the country and the institution are limited.
- v. The material is at risk.

vi. The project is sustainable, i.e., the ongoing care and preservation of the material is planned and achievable.

4. Grants

4.1 It is envisaged that there will be up to five grants for a period of a maximum of one year. Multi-year projects must apply for each year of funding separately, with no guarantee of receiving funds in subsequent years. It is envisaged that each grant will not exceed 5,000 Euros and the total to be expended on all the grants in the year will not exceed 25,000 Euros. Exceptionally, projects may be considered for amounts greater than 5,000 Euros, but never in excess of 10,000 Euros. In any case the award grant must be spent within the time specified in the project charter (unless an amended time frame is agreed by ICA/FIDA) and, if not, the balance must be returned to the Fund.

4.2 Feasibility study grant (new in 2022)

FIDA will grant a maximum of two (2) feasibility study awards of a maximum of 1000€ each. These grants are intended to enable applicants to develop applications for FIDA project grants in the following years.

Feasibility studies may make use of contractors to help the applicant do the study and help prepare the subsequent project funding application in a subsequent year.

Receipt of a feasibility study grant does not commit FIDA to funding the subsequent project.

5. Applications and procedures

5.1 The Board of Directors shall annually and normally in May or June of each year make a Call for applications. Notice of the application period shall be given to all members.

5.2 The applications will be evaluated by the Directors according to the criteria in section 3 and they may use experts or outside advisers to help them do so. The final decision on grants shall be taken solely by the Directors.

5.3 The decisions will normally be taken by October and the grants paid in accordance with the timetable established in a project charter with the ICA.

5.4 An interim report on progress will be expected approximately halfway through the project.

5.5 A final report will be expected at the end of the project, by no later than six weeks following the completion of the project. If possible, final reports should be accompanied by several high-resolution photographs, in both PNG and JPEG format, conveying the project's successful completion.

Appendix A

Application completion checklist	Question number	
I am/my organization is an ICA member in good standing, and I have provided this information in the application	1	
My project is not ongoing activities of an archive, nor is it a request for a scholarship, and I have demonstrated this in the application	10	
I have described the significance of the proposal to the archival heritage of the country or region concerned	19	
I have described how the project will be carried out according to the best practices and standards available	10-19	
I have provided a translation of the project title, summary description, and full description into English, French, and Spanish, using an online translation tool	9, 10, 19	
I have shown evidence of my track record, having had a total of at least 3 years' work experience in records/archives management or a related field	25 & references	
I have provided evidence of proven achievement in my professional life so far	25 & references	
I have provided evidence of professional insight	25 & references	
I have provided evidence of motivation to succeed and evidence of being able to deliver	25 & references	
I have provided evidence of effective communication in writing and speaking in groups	25 & references	
I have provided evidence of being an effective team player	25 & references	
The proposal is feasible and realistic, with time-scale and resources requested matching the project described and all elements in place to carry out the project	20	
If my proposal is a digitization project, the six special criteria are demonstrably met	17	
My references have sent their completed referee forms to fida@ica.org	26	
The application form is complete and all necessary questions have been answered		