

## PCOM Projects Checklist

PCOM Application Checklist	Checklist	Part
I am/my organization is an ICA member in good standing, and I have provided this information in the application / I am an executive member of the ICA group and acting on behalf of the group	<input type="checkbox"/>	Part 1: 1-3
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	<input type="checkbox"/>	Part 3: 1 - 3
My project will result in an event, activity, product or resource likely to be shared or used in ICA and the archival and records management community, and I have demonstrated this in the application	<input type="checkbox"/>	Part 3: 3-4
I have described the significance of the proposal according to the ICA strategic priorities and the importance of its impact for the target audience and ICA Community	<input type="checkbox"/>	Part 3: 4-5 Part 5
My project plan details the major tasks to be accomplished, deliverables, and planned completion dates and is within the calendar year between &ST OF January and 31 <sup>st</sup> of December	<input type="checkbox"/>	Part 4
I have provided a clear and detailed budget including the sources of funding external to the PCOM grant, with a rationale for the costs incurred.	<input type="checkbox"/>	Part 6
I have included the CVs of the Project Team members	<input type="checkbox"/>	Part 7
I have included the recommendation letter of the ICA group(s) supporting the project, if any.	<input type="checkbox"/>	Part 7
The application form is complete and all necessary questions have been answered	<input type="checkbox"/>	

To note: If you are granted a PCOM funding, you will be provided with additional guidelines.