

# FIDA ICA

**Fund for the International Development of Archives**

Fonds International de Développement des Archives

## APPLICATION FORM FOR AN INDIVIDUAL APPLICATION

***Please read carefully the Guidelines for Applicants, before submitting an application.***

The application form must be completed and submitted as an email attachment to: [fida@ica.org](mailto:fida@ica.org) by **30 September 2019**.

**Late or incomplete applications will not be considered.**

A hard copy of the form does not need to be submitted.

For more information, please send an email to [fida@ica.org](mailto:fida@ica.org)

## INDIVIDUAL APPLICATION

### Q1 Applicant

Family name

First Name

Title (Dr, Mrs  
etc)

Contact  
address

Email

Fax no.

### Q2 Title of project: (not more than 20 words)

### Q3 Period for which support is sought:

(state number of months)

### Q4 Proposed start date: (dd/mm/yy)

### Q5 Amount requested (Euros):

**Q6a Current position**

Title of current post

Name of employing institution

**Q6b Summary of career to date, including key achievements i.e. your track record**

**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 an attachment to 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 or ICA office in Paris**

**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 provide the project description in English, French, and Spanish, using Google Translate 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](mailto: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:

Email:

Why have you  
chosen this  
referee?