

Guidelines for Applicants

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 organization 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 explain in their application what they want to develop and how they intend to do it.

In particular 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. FIDA is a complementary and distinct programme from the Programme Commission (ICA PCOM) project funding and from the PCOM Training Programme and Africa Programme.

FIDA Awards support:

- sustainable and well-planned projects that endeavour to develop archives of or located in a particular eligible country or region;
- projects of lasting benefit to archivists of or records managers, or their professions, located in a particular country or region.

Though not required, FIDA tends to prefer projects which will involve collaboration to benefit more than one institution.

2. Eligibility

2.1 Applications will be considered for projects with a direct impact on archives or recordkeeping in an under-resourced country.

2.2 The awards can be to individuals, organisations or groups who are members of ICA or whose parent organization is already a member or will partner the applicant. Any ICA member from all categories or regional branch may apply for an award. *See form for individual application and form for a group/organisational application.*

2.3 The application should normally be from the country or region concerned, not from the external provider of the training or services, should that be the case, to ensure that the development requested is what the applicants really require and that they are committed to the success of the project and to continuing the development afterwards for themselves and colleagues, e.g., training trainers/staff to teach others.

Applications from partners that are ICA members in support of activities at non-ICA member institutions are eligible. The relationships must be clearly described and documented in the application.

2.4 FIDA does not offer support for the ongoing, normal activities of an archive. Any archival activity may be eligible for a project grant, but the project must be sustainable. That means there must be a plan for the results of the project to be supported long-term.

For example:

- A project application to acquire, process and describe a group of records could be considered, if the project plan includes a description of how the records will be preserved and managed long-term.
- A digitization project application would not be considered if it does not show that archival or other descriptive standards are being applied to ensure long-term access and reliability of the digital objects.

2.5 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. Project applications proposing training may be considered if similar training is not already available and accessible.

2.6 Applications must be accompanied by two references using the FIDA referee form. Referees should send their forms separately to fida@ica.org and should not send them to the applicant. Referees are not required to be ICA members.

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 to ensure your proposal is complete.

3.1 Significance of the proposal to the archival heritage of the country or region concerned. For example:

- Developing an element lacking in the infrastructure of archival or records provision or in the development of the competencies of an applicant or a group of applicants from the archival organizations concerned;
- Developing critical specialist or managerial skills which are lacking and which are hindering the development of archivists or records managers and that of their organization.

3.2 Best practices and Standards. The project should be carried out according to the best practices and standards available to ensure the quality of the outcome.

3.3 Professional experience and achievements. 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. For organizations and institutions, this means including evidence that staff involved in the project have this experience.

All applicants should provide evidence of the following qualities:

- Proven achievement in their professional life so far;
- Motivation to succeed and evidence of being able to deliver;
- Effective communication in writing and speaking in groups;
- Being a team player.

3.4 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 the proposed partner organizations and any necessary experts, as well as any agreed educational courses.

Your application should include criteria and milestones for a successful project; and, if you receive an award, you will be required to report against those criteria in the form of a percentage complete.

Special criteria for digitization projects

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

- i. The material is at risk.
- ii. The resources available in the country and the institution are limited.
- iii. Appraisal and description of the material has already occurred.
- iv. Copyright is addressed.
- v. The material is of outstanding significance.
- vi. The project is sustainable, i.e., the ongoing care and preservation of the material is planned and achievable.

The application should also describe who will have access to the digitized materials.

4. Awards

FIDA receives a small annual allocation of funds out of the ICA annual budget. This amount is limited and varies from year to year.

Any award grant must be spent within the time specified in the award and, if not, the balance must be returned to the Fund.

4.1 FIDA project award

Awards may be for up to 10,000€ but normally do not exceed 7000€ due to limited funds. A typical year sees 3 or 4 awards maximum.

4.2 Feasibility study award (new in 2022)

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

Feasibility studies may make use of contractors to help the applicant do the study and help prepare the subsequent project award application in a subsequent year. Receipt of a feasibility study award does not commit FIDA to funding the subsequent project.

5. Applications and procedures

5.1 The trustees shall at least annually and normally by 31st March of each year make a Call for applications. Notice of the application period, normally not later than 31st May 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 the Programme Commission (PCOM) or outside advisers to help them do so. Before the final grants are awarded the Trustees shall consult PCOM 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 or 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.

Appendix A

| Application completion checklist | |
|--|--|
| I am/my organization is an ICA member, and I have provided this information in the application | |
| My project is to the benefit of archives or recordkeeping or the archival/record keeping profession in a country or region identified in one of the two international lists provided | |
| My project is not a request for a scholarship, and I have demonstrated this in the application | |
| I have described the Significance of the proposal to the archival heritage of the country or region concerned | |
| I have described how the project will be carried out according to the Best Practices and Standards available | |
| I have shown evidence of my achievements and experience, having had a total of at least 3 years' work experience in records/archives management or a related field | |
| I have provided evidence of Proven Achievement in my professional life so far | |
| I have provided evidence of Motivation to succeed and evidence of being able to deliver | |
| I have provided evidence of Effective communication in writing and speaking in groups | |
| I have provided evidence of Being a team player | |
| 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 | |
| If my proposal is a digitization project, the six special criteria are demonstrably met and the question about access has been addressed | |
| My references have separately sent their completed referee forms to fida@ica.org | |

Is the application complete?

A complete dossier is one submitted by the deadline and using the required templates or online forms, including:

- Completed application form
- Two references sent independently to fida@ica.org

What is the significance of the proposal?

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.

Does the project plan include the use of best practices and standards?

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

Does the applicant demonstrate the needed experience?

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.

Does the applicant demonstrate the required qualities and capacities?

All applicants must provide evidence of the following:

- Proven achievement in their professional life so far;
- Motivation to succeed and evidence of being able to deliver;
- Effective communication in writing and speaking in groups;
- Being a team player.

How realistic is the proposal?

- 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 are met, and described in the application?

- Has appraisal and description of the material already occurred?
- Has Copyright been addressed?
- Is the material of outstanding significance?
- Are the resources available in the country and the institution limited?
- Is the material at risk?
- Is the ongoing care and preservation of the material planned and achievable?