

Application Form

Funding and Endorsement

Endorsement only

For project funding complete the **entire form**

For project endorsement complete **all parts - except Part 4**

Send the completed form and supporting documents to the PCOM team at programme@ica.org.

Part 1 - About your project or meeting

1.1 Application date:

1.2 Project or meeting name:

1.3 Project rationale (*what issue(s) or themes does the project or meeting address; what needs does it meet?*):

1.4 Intended audience and size (*who will use the work once it is completed or attend the meeting?*):

1.5 Planned results and products from this project (*provide a list of project outcomes and deliverables here*):

1.6 Project Team (*list the main project members here*):

Project role	Name	Email address & telephone number	Job Title & Organisation Name	Country
Project Leader				
<i>(list other main project members here)</i>				

Please provide a curriculum vitae for each project member using the template at the end of this form (Part 7).

Part 2 – How the Project will benefit the ICA

2.1 Which of PCOM's priority subject areas and interest groups does the project or meeting cover?¹

PCOM priority subject areas and/or interest groups	Yes
Access	
Africa Programme	
Digital records	
Good Governance	
New Professionals Programme	
Preservation and conservation	
Training/CPD/Paraprofessional development	
Advocacy	
Appraisal	
Archival description	
Archive buildings and environments	
Archives and human rights	
Emergency management and disaster preparedness	
Intellectual property	
Legal (archives legislation)	
Records management	
Sound and visual archives	
Trafficking and security of archives	

Part 3 – Project Management Success Factors

- 1.1. How will the archives and records management profession benefit from this project or meeting?
- 1.2. How will the benefit of the project or meeting be measured?
- 1.3. How will you ensure the maintenance and sustainability of the project?
- 1.4. How will the results and products be made available to ICA and its members?
- 1.5. Provide a summary project plan here:

¹ For more detail about these see the [ICA website – Working Groups and Committees and PCOM Programmes](#)

Action	Comments
Estimated start date for project	
Year 1 major milestones	
Year 2 major milestones	
Year 3 major milestones	
Estimated completion date for project	

1.6. What risks are likely to impact on the success of the project or meeting and how will you deal with them?

Nature of risk	How will you mitigate against this risk?	Likelihood of risk after mitigation ²
Financial		
Technical Expertise		
Project management experience	<p>How much experience does the project leader have of managing projects?</p> <p><input type="checkbox"/> None <input type="checkbox"/> A little <input type="checkbox"/> Considerable</p> <p>Give examples of successfully managed projects:</p>	
Personnel availability		
Timeliness		
Sustainability		
Physical, environmental, social and/or political risks		
Other risk factors		

² Where 1=low and 5=high

Part 4 – Project Budget (funding applications only)

4.1 PCOM will consider funding applications for:

- conference, seminars and workshops to a total €3,000 per year for meeting arrangements spanning 1 to 2 years, and
- projects spanning 1 to 3 years, generally up to €10,000 per year.

(Show figures in euros and your local management currency in square brackets [], where applicable)

Fund Source	Year 1	Year 2	Year 3
ICA PCOM	€	€	€
ICA – other sources (specify)			
Applicant/project team	€	€	€
Other sources	€	€	€
Total	€	€	€

4.2 For non ICA-funding: has the funding has been confirmed and allocated to the project or meeting, is it pending approval, or has not yet been sought?

4.3 How will PCOM funds be used?

(Show figures in euros and your local management currency in square brackets [], only on lines which are costs for your project or meeting)

Nature of costs	Year 1	Year 2	Year 3
Salaries and related employment	€	€	€
Publication and advertising	€	€	€
Meeting	€	€	€
Travel	€	€	€
Website, software and other digital	€	€	€
Meeting venue	€	€	€
Travel for keynote speaker	€	€	€
Travel for new professionals and other prioritised groups	€	€	€
Translation	€	€	€
Total	€	€	€

Please use this space to provide a detailed breakdown of how the requested funding will be used:

Part 5 – Partners

5.1 Which ICA Branch, Section or Expert Group have you partnered with for this application?
(PCOM projects must involve at least one ICA partner and it is recommended to include a statement of support from the branch/section/working/expert group Chair)

5.2 Do you have any other project or meeting partners? *(list each partner individually here)*

Name:

Type of organisation:

Contact person:

Role in this Project:

Is the partner a member of ICA?

Yes

No

Part 6 – CV of project team members

Model CV for project and meeting team members

Name	
Institution name	
Address	
Current employment	
Past employment, including dates	
Project management experience	
ICA activity	
Other international activity	