

## *Appendix B - Assessment Criteria*

**All applications for funding will be assessed against these criteria:**

1. **Strategic Direction:** whether the project will contribute to ICA's strategic goals as set out in the- ICA's New Strategic Plan, [Empowering Archives and the Profession 2021-2024](#). In particular, projects must:
  - raise awareness of the importance of records and archives, especially for good governance, transparency, collaboration, networking, and diversity and inclusion;
  - support the development and application of new technologies in the use of records and archives (for example in dealing with information overload, administrative reform, e-government, access, and intellectual property rights in the digital age);
  - build capacity in the archive profession, including work on standards, training and publications;
  - build the ICA network or improve communications, including among new professionals (for example integrating the work of Sections, Branches and Expert Groups with that of ICA as a whole, providing reports or content for Conferences or Congresses, developing archival biographies, or global directories of specialised archive services);
  - reduce the digital divide for ICA members; and/or
  - build or develop partnerships (including with other non-government organizations, regional organizations, international bodies, development bodies, other professional organizations that use records and the private sector).
  
2. **Project Impact:** the extent to which a project supports one or more of the elements in the PCOM programme. The Project must have the potential to improve the recordkeeping/archival activity of:
  - the proposing organization;
  - organizations that are the target of the project;
  - an entire government or other corporate entity;
  - an ICA Branch or Section; and/or
  - the wider ICA network.
  
3. **Likely Success of the Project:** PCOM wants to fund successful projects. Success depends on developing realistic goals and objectives, a clear view of costs and resources needed, and an assessment of likely risks and how to deal with them. It is also important that either the applicant or at least one of the partners has already managed a major project or has similar experience. Proposals should provide evidence of:
  - what will be done;
  - who will do it;

- when will they do it;
- how much it will cost; and
- how success will be measured.

PCOM will consider whether the goals and objectives are clear and achievable, whether the budget is realistic, and whether risks have been adequately considered.

It will also consider whether the organization(s) involved are likely to provide the necessary support. If the applicant has no previous experience of managing a project, PCOM will consider whether they have taken advice from others, studied previous examples of successful projects, or otherwise shown that they understand what is involved.

**Applications for project funding will also be assessed against the following criteria:**

4. **Project Funding:** PCOM funding for a single project is up to €5,000, but may be more in cases where a project is considered to be of the highest importance in supporting the ICA Strategic Programme.

PCOM will not provide 100% funding for projects. Applicants are expected to secure funding to cover the remaining total of the costs, from other sources. This can be either money or other “in kind” forms of support (for example, contribution to local costs, staff time, translation, etc.).

Applications must include details of resources being provided by the applicant, partner/s or other sources.

5. **The Role of ICA:** PCOM funds projects that go beyond the normal operations of organizations, and where its support will add the most value. This criterion assesses the impact of the project and the importance of ICA’s input. In evaluating applications under this heading, PCOM will assess whether the project extends beyond the normal operations of the organization and will consider how important ICA input is to the project (for example, if no PCOM funding is provided the project will not happen).

- **Partnerships:** Applications can be strengthened with the support of the relevant ICA Branch, Section or Expert Group. This can help ensure that your project or meeting complements work that is already being done within the ICA, it will expand your network of professionals and advice and it will help prevent duplication of projects. Projects proposing activities in partnerships with an ICA body will be prioritized for funding.

If you need help identifying a relevant ICA Branch, Section or Expert Group please contact the PCOM team at [programme@ica.org](mailto:programme@ica.org).