Appendix C - Practical examples of funding and accountability requirements

Example 1

A series of webinars hosted and organized by an educational institution in partnership with an Expert Group

PCOM funded a project to hold a series of webinars developed by a university in partnership with an Expert Group. The Expert Group provided guidance on the topic selected to be discussed in the webinars and on the potential speakers and facilitators for the virtual sessions.

In this instance the project received all of its PCOM funding at the start of the project and the Project Leader submitted a final report at the end of the project outlining how the project was managed, whether it delivered the expected outcomes (including how the success of the project was assessed) and detailing how the funds were used.

At the end of the series of webinars, the recordings of the webinars were shared with the ICA to be shared in its channels with the ICA membership at large. A final guideline on the topic discussed in the webinars was also published in the three languages used by the ICA.

Example 2

Development of workshop materials and delivery of a series of virtual workshops

PCOM funded a project to develop workshop materials and to conduct a series of virtual workshops.

The project received its PCOM funding in increments at the beginning of the planning phase, at the completion of the planning phase, and after the development of the workshop materials. Funding of each increment of the project was dependent upon the timely receipt of interim status reports that demonstrated the successful completion of the previous phase of the project.

The Project Leader submitted brief progress reports at the end of the planning phase and after the workshop materials had been developed. The reports showed that each stage had been completed as agreed – that timeframes had been generally met, that the project was working within budget, and that agreed deliverables were completed (a project plan and workshop materials).

After the virtual workshops had been delivered the Project Leader submitted a final report at the end of the project outlining how the project was managed, whether it delivered the expected outcomes (including how the success of the project was assessed) and detailing how the funds were used.

At the conclusion of the project PCOM received the workshop materials so that they could be shared with other members.

<u>Note:</u>
In the development of the project, we recommend the Project Leader to maintain permanent contact with the ICA team for coordinating the publication of press releases related to the events or announcement of the finalized materials.

Please be advised that all the press releases, visuals or designs created for promoting the approved initiatives must add the ICA logo and include the following text: *[Name of the project] was developed thanks to the support of the Programme Commission of the International Council on Archives (ICA).*