

## Application Form

Thanks for your interest in applying to the PCOM Call for Projects. Before you start completing your application form, please read carefully the Guidelines for Applicants.

The application form must be completed and emailed to: [programme@ica.org](mailto:programme@ica.org) by the deadline provided on the ICA webpage.

Late or incomplete applications will not be considered.

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

### Part 1 – Applicant Details

**1.1 Name of the ICA body ([Regional Branch](#), [Professional Section](#), or an [Expert Group](#)) you represent** (if you have partnered with one of these bodies, please fill out question 2.1):

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

Project Role	Complete Name	Email address	ICA Membership Number (Individual or Institutional Membership)	City and country of residence
Project Leader				
(List other main project members here)				

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

### Part 2 – Partners

**2.1 Which ICA Regional Branch, Professional 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/Expert Group Chair)

**2.2 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 3 - About your Project or Meeting

**3.1 Project title or Meeting name:**

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

**3.3 Intended audience and size** (Who will use the work once it is completed or attend the meeting?)

**3.4 Planned results and products from this project** (Provide a list of project outcomes and deliverables here)

### Part 4 – How the Project will benefit the ICA?

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

PCOM Priority Subject Areas and/or Interest Groups	Yes
Access	
Africa Programme	
Digital records	
Diversity and Inclusion	
New Professionals Programme	
Preservation and conservation	
Training/CPD/Paraprofessional development	
Advocacy	
Archival description	
Archive buildings and environments	
Archives and Human Rights	
Intellectual Property	

Legal (Archives Legislation)	
Records Management	
Audio visual Archives	
Trafficking and security of archives	

Other?

## Part 5 – Project Management Success Factors

5.1 How will the archives and records management profession benefit from this project or meeting?

5.2 How will the results and products be made available to ICA and its members?

5.3 Provide a summary project plan here:

Action	Comments
Estimated start date for project	
Major Milestones	
Estimated completion date for project	

## Part 6 – Project Budget

6.1 PCOM will consider funding applications for:

- conference, seminars, webinars, and workshops to a **total of €5,000** for meeting arrangements planned between **March and December 2022**, and
- projects planned to be developed between **March and December 2022**, generally up to **€5,000 per year**.

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

Fund Source	Amount
ICA PCOM	€
ICA – other sources (specify)	
Applicant/project team	€
Other sources	€
Total	€

6.2 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?

### 6.3 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	Amount
	€
	€
	€
	€
	€
	€
	€
	€
	€
	€
Total	€

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

## Part 7 – CV of Project Team Members

Model CV for project and meeting team members:

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