

FIDA ICA

Fund for the International Development of Archives

Fonds International de Développement des Archives

APPLICATION FORM FOR GROUP OR ORGANISATION

Thanks for your interest in applying to the Fund for the International Development of Archives (FIDA). Before you start completing your application form, please read carefully the Guidelines for Applicants.

The application form must be completed and emailed to: fida@ica.org by the **deadline provided on the ICA FIDA web page.**

Late or incomplete applications will not be considered.

For more information, please send an email to fida@ica.org.

Application Form for Group or Organisation

Q1 - Contact Details

Applicants

Principal Applicant	
<i>Name of group or organisation</i>	
<i>Name of contact person</i>	
<i>ICA membership number</i>	
<i>Address</i>	
<i>Email address</i>	
<i>Telephone number</i>	
<i>Fax</i>	

Co-Applicant (1) <i>(Must also be an ICA member; may be either a group or an individual)</i>	
<i>Name of group or organisation</i>	
<i>Name of contact person</i>	
<i>ICA membership number</i>	
<i>Address</i>	
<i>Email address</i>	
<i>Telephone number</i>	
<i>Fax</i>	

Co-Applicant (2) ¹ <i>(Must also be an ICA member; may be either a group or an individual)</i>	
<i>Name of group or organisation</i>	
<i>Name of contact person</i>	
<i>ICA membership number</i>	
<i>Address</i>	
<i>Email address</i>	
<i>Telephone number</i>	
<i>Fax</i>	

¹ Add as many co-applicants that will be collaborating in the project by copying and pasting this table.

Name and address of host institution (*which will administer the award*)

Name:	
Address:	

Q2 - Title and summary of project: (*Not more than 120 words*)

You are reminded that full details of your proposal must be provided in **Q10**. Please provide the project summary in English, French, and Spanish, using Google Translate, deepl.com, or other online translation tool.

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Q3 - Period for which support is sought: (*State in number of months*)

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Q4 - Proposed start date: (*dd/mm/yy*)

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Q5 - Amount requested in euros:
(*Maximum of €10.000*)

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Q6 - What will be the specific outcomes of the project? Will your group be better trained/skilled and/or your organisation developed in some way which is significant for the archives/records management of your country or region?

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Q7 - Will the physical condition of the archival material concerned, if relevant, be better safeguarded and preserved by the project?

Q8 - Indicate how outcomes of the project will be sustainable in the future after the ending of the project (e.g. trained personnel or some other continuing development or improvement).

Q9 - Describe the methods to be used for doing the project (e.g. training courses, educational visits 'on-the-job' secondments or internships with a partner organisation).

Please also include a work plan to show the progress of the work that is planned to be undertaken. The work plan may be added as an annex to the application in the form of a table if that is preferred.

Q10 - Detailed description of the project

Please provide a detailed project description in no more than 1000 words. Please provide the project description in English, French, and Spanish, using Google Translate, deepl.com or other online translation tool.

Q11 - Financial details of support requested

a) General information. Applicants are reminded that all costs within the budget must be given in **euros** and that only costs related to the project will be accepted (e.g. NOT normal everyday archival costs).

Details of currency and exchange rate used:

E1.00 =

b) Summary of budget. The figures you present here must agree with the more detailed breakdown of costs that you will provide in section 11 (c) below.

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c) Detailed budget. Add as many rows as you need to describe the cost of your project.

	Year 1 (euros)	Year 2 (euros)	TOTAL (euros)
SALARIES			
Replacement archivist/librarian cover			
NON-SALARY COSTS			
Travel and subsistence			
Equipment and consumables			
Training costs			
Other costs			
GRAND TOTAL			

Q12 - Replacement archivists/librarians cover

This section is only to be completed if archivists and/or librarians are the principal and/or co-applicants of the project and will need to be away from their own archives for a period not less than one month.

	Year 1 (euros)	Year 2 (euros)	TOTAL (euros)
Principal applicant			
Co-applicant (1)			
Co-applicant (2)			
Co-applicant (3)			
Total replacement salary costs			

Justification: Provide details of the basis for calculating the above annual replacement salary costs, their justification and the length and location of applicants' related trips. Official rates of pay in your country should be provided, as a comparison with the level requested.

Q13 - Travel and subsistence costs: detailed breakdown

Please provide details here of all travel costs for yourself and any co-applicants (return air-fares etc) and all costs of subsistence, stating the basis on which they have been calculated.

Itemised travel and subsistence	TOTAL (euros)
Total travel and subsistence costs	

Justification: Please provide a full justification for all your travel and subsistence costs.

Q14 - Training costs

Please provide details here of all training costs.

Itemised training costs	TOTAL (euros)
Total training costs	

Q15 - Any other costs not covered above: detailed breakdown

Please list here any other costs relating to the project only NOT normal everyday costs with an explanation.

Itemised expenditure	TOTAL (euros)
Total expenditure	

Q16 - Details of other funding applications

Please summarise any current or recent applications to other bodies for identical or closely related projects.

Funding body	Title of project	Duration of project	Amount sought/awarded	Date of decision & outcome (if known)

Q17 - Archival partner

a) Please provide details of the archive(s), which have agreed to be partnered with you for this project, if relevant, and will assist you.

Name of archive

Address of archive

Name of individual authorising this partnership

Position held in institution

Signature

Date

Q18 - Host/own institution

In order to establish your own institution's responsibility to receive and administer funding from FIDA, please provide details of the website address where your Institution's Annual Report is located. If the Annual Report is not available on the internet then please submit a paper copy with your application.

Website address:

OR

Paper copy of Annual Report enclosed.

Q19 - Your track record and career to-date (Curriculum Vitae of applicant(s)).

This section should be completed by the Principal Applicant and Co-applicants.

Family name:

First names:

Date of birth:

Gender:

Nationality:

Title of current post:

Date of appointment: (dd/mm/yy)

With whom do you have your contract of employment?

Previous posts held: (list the most recent first)

Dates	Position	Institution

Education/training:

Date	Degree/other qualification	Subject	University/Institution

Summary of career to date, including key achievements.

Undertakings

I confirm that:

1. To the best of my knowledge, the information provided in this application is accurate and complete.
2. I am authorized to submit this application on behalf of the organization or group named in Q1.
3. I have read the Guidelines for Applicants, and, if a grant is made, I agree to abide by them.
4. The necessary facilities will be made available to do this project.
5. I understand that it is the responsibility of the Principal Applicant to request reviews of the project from the selected referees to be returned no later than the deadline for the submission of applications.

Signature of Principal Applicant

Date

Signature of Co-applicant (1)

Date

Signature of Co-applicant (2)

Date

Signature of Co-applicant (3)

Date

For and on behalf of the Host/own Institution**Signature****Date****Name****Position in
Institution****Institution**Institutional
stamp**Q20 - Provide details of two referees from whom you will seek a review of your proposal.**

Please supply full contact details of two referees. You must send a completed copy of this application plus a referee form to each of your referees. Your referees must return their completed form by email attachment direct to fida@ica.org. The Directors of FIDA may also seek comments from independent advisers.

In signing the application form, you confirm that these referees have no direct connection with your proposed project and are not employed by your own institution.

1)

Name:

Position:

Address:

Email:

Why have you chosen this referee?

2)

Name:

Position:

Address:

Email:

Why have you chosen this referee?