

# FIDA ICA

## Fund for the International Development of Archives

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## Fonds International de Développement des Archives

### FINAL REPORT FORM

Please complete and return this form to: [fida@ica.org](mailto:fida@ica.org)

An appropriate senior person in your host or other agreed institution must sign and/or stamp to certify that the statement of expenditure is accurate.

Any unspent funds must be returned to the Programme.

Please append high-resolution photographs (JPEG and TIFF Format) of your project, if possible, for publication on the FIDA web page following completion of your project. The name of the author will be cited by the ICA whenever their work is used.

**IMPORTANT:** By providing photographs, you are:

1. attesting that you are the sole copyright holder of the images under national legislation and pertinent international conventions on copyright. (Please do not provide photographs for which you are not the owner of the copyright, unless accompanied by a license assigned by the copyright owner.)
2. granting to the ICA and to FIDA, free of charge, a nonexclusive right to reuse the content in any form and on any support, including digital. This licence is granted for the legal term of copyright throughout the world.

## 1 Grant details

Name of grant holder

Project title

Type of grant

Start date  
(dd/mm/yy)

End date  
(dd/mm/yy)

## 2 What was the aim of the work supported by this grant? (200 words maximum)

**3 What have you achieved? What impact will your project have in the short term? What impact do you expect that your project will have in the longer term? Did you conduct any evaluation of the project's outcomes or success factors?**

**4 Have any other funding bodies been involved in supporting this project?**

Yes  No

If yes, please provide details

**5 Do you have any comments you would like to make regarding your project, this award or the FIDA programme?**

**6 Statement of expenditure – add lines or append extra documents if necessary**

	Amount awarded (E)	Amount spent (E)	Surplus (E)
Replacement archivist/librarian cover			
Travel and subsistence			
Equipment and consumables			
Training costs			
Other costs			
<b>TOTAL</b>			

**For and on behalf of the Host/other agreed Institution**

**I certify that this is a true statement of expenditure of funds awarded under the Fund for International development of Archives (FIDA)**

**Signature**

**Date**

**Name**

**Position in Institution**

**Institution**

Institutional stamp

**I certify that the information provided in this report is accurate and complete.**

**Signature of Principal Applicant**

**Date**