



International Council on Archives  
Conseil International des Archives

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**Fund for the International Development of Archives**

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

The final grant instalment will be paid once this report is received. Any unspent funds will be required to be returned to the Programme.

## 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?

**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 Leading  
Applicant**

**Date**