

# FIDA ICA

## Fund for the International Development of Archives

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## Fonds International de Développement des Archives

### Guidelines for applicants April 2017

#### 1. Rationale for the FIDA awards for developing archives and archivists

While archives and archivists have made great strides in the last few years, in many countries there is still more to be done. FIDA's role is therefore to support the development of archives and archivists across the world. In order to do this satisfactorily the Trustees have determined that 'development' means, in practical terms, that any applicant organization or individual must consider where they are now and what they need to do to develop. To aid this process the Trustees will expect applicants to have referred to and, where appropriate, in the case of National Archives to have assessed themselves using the PARBICA self-assessment checklist as a guide ([See ICA website for this checklist](#)) and to explain in their application what they want to develop and how they intend to do it. Other archives will need to do their own self-assessment similarly.

In particular FIDA wishes to help to build capacity in countries, where archive and records provision is weak, and, through career development, mentoring and other methods, enable archives and their archivists to acquire professional and management competencies needed to occupy leadership positions in their regions and countries. Taking account of the Programmes of ICA (under the Programme Commission) already under way or envisaged, FIDA will operate a complementary and distinct programme of awards to support those projects which endeavour to develop their own archives or those of a particular region and to help, where appropriate, the individual archivists concerned.

## 2. Eligibility

2.1 The awards can be to individuals, organisations or groups who are members of ICA or whose parent organization is already a member or will partner the applicant. Any ICA member from all categories or regional branch may apply for an award. See *form for individual application and form for a group/organisational application*.

2.2 The application should always be from the country or region concerned, not from the external provider of the training or services, should that be the case, to ensure that the development requested is what the applicants really require themselves and that they are committed to the success of the project and to continuing the development afterwards for themselves and colleagues, eg training trainers/staff to teach others.

2.3 FIDA does not offer awards to support the normal activities of an archive.

## 3. Criteria for evaluating applications

3.1 **Significance** of the proposal to the archival heritage of the country or region concerned, eg some element lacking in the infrastructure of archival or records provision or in the development of the competences of an applicant or a group of applicants from the archival organizations concerned, eg developing some critical specialist or managerial skills which are lacking and which are hindering their development and that of their organization.

3.2 **Best practices and Standards.** The project should be carried out according to the best practices and standards available to ensure the quality of the outcome.

3.3 **Track record.** For all applicants they will be expected to show evidence of having had a total of **at least 3 years' work experience** in records/archives management or a cognate field.

3.4 **Personal qualities:** All applicants should provide evidence of the following qualities: -

- o Proven achievement in their professional life so far;
- o Self-awareness, in that they can see the strengths and weaknesses of their organizations/groups or of their own present career experience and can identify the gaps which need to be filled to progress;
- o Motivation to succeed and evidence of being able to deliver;
- o Effective communication in writing and speaking in groups;
- o Being a team player.

3.5 **Feasibility:** how realistic is the proposal, do the time-scale and resources requested match the project described and are all the elements in place to carry out the project, eg available and willing colleagues in the proposed partner organizations and any necessary experts, as well as any agreed educational courses.

## **4 Awards**

4.1 It is envisaged that there will be up to five awards for a period of up to two years each. It is envisaged that each award will not exceed 6,000 Euros and the total to be expended on all the awards in the year will not exceed 25,000 Euros. In any case the award grant must be spent within the time specified in the award and, if not, the balance must be returned to the Fund.

## **5 Applications and procedures**

5.1 The trustees shall at least annually and normally by 31<sup>st</sup> March of each year make a Call for applications. Notice of the application period, normally not later than 31<sup>st</sup> May shall be given to all members and the regional branches, sections and committees.

5.2 The applications will be evaluated by the Trustees according to the criteria in section 3 and they may use experts on the register maintained by the Programme Commission (PCOM) or outside advisers to help them do so. Before the final grants are awarded the Trustees shall consult PCOM for review and any comment. The final decision on awarding grants shall be taken solely by the Trustees.

5.3 The decisions will normally be taken by September or October and the grants paid in instalments starting from the start date of the project concerned.

5.4 Reports on progress will be expected after 6 months or halfway through the project and before the final instalment is made

5.5 A final report will be expected at the end of the project