

GUIDELINES FOR APPLICANTS

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

The ICA Constitution, Preamble, states:

....the International Council on Archives... shall commit itself to... encourage and support the development of all archives in all countries, in co-operation with other organisations, including international agencies, government and non-governmental...

Within this objective, FIDA's role is specifically to support the development of archives and archivists in countries, regions and communities where archives and records provision could be strengthened due to lack of resources or training opportunities, or for other reasons.

Taking account of the Programmes of ICA promoted by the Programme Commission (PCOM) already under way or envisaged, FIDA will operate a complementary and distinct programme of awards to support those projects which endeavour to develop an archives or to support individual archivists, through career development, mentoring and other methods, to enable archives and their archivists to acquire professional and management competencies needed to manage the archives in their countries, regions or communities.

2. Eligibility

2.1 The awards can be to individuals, organisations or groups who are, at the time of application, members in good standing of the ICA, or whose parent organization is already a member in good standing and will partner with the applicant. Any ICA member from all categories may apply for an award. Non-members or non-member organizations may partner with members to apply for project funding as long as an ICA member is a project lead. *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, e.g., training trainers/staff to teach others.

2.3 FIDA offers awards to support specific and time-bound projects which have not been included in the ongoing activities of an archive, with due consideration to the impact and sustainability of the project results.

2.4 Scholarships, i.e., funds for the sole purpose of enabling an individual or individuals to attend established courses and educational programs and institutions, are not eligible for FIDA funding.

2.5 ICA branches, sections and expert groups are not eligible to apply for FIDA funds. However, they may partner with a member in their application.

3. Criteria for evaluating applications

Your application for FIDA funding will be considered by the FIDA Board by the end of the year in which you are applying. The Board will take into account the following in making its decision. Please ensure that your documentation addresses these factors. If necessary, include additional documents.

Use the checklist in Appendix A to ensure your proposal is complete.

3.1 **Significance** of the proposal to the archival heritage of the country or region concerned, e.g. 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, e.g. 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.** Applicants will be expected to show evidence of having a total of **at least 3 years' work experience** in records/archives management or a related field.

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

- Proven achievement in their professional life so far;

- Professional insight, 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;
- Motivation to succeed and evidence of being able to deliver;
- Effective communication in writing and speaking in groups;
- Being an effective 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, e.g. available and willing colleagues in the proposed partner organizations and any necessary experts, as well as any agreed educational courses.

Special criteria for digitization projects

If your project is a digitization project, it must demonstrably meet the following additional criteria:

- i. Appraisal and description of the material has already occurred.
- ii. Copyright is addressed.
- iii. The material is of outstanding significance.
- iv. The resources available in the country and the institution are limited.
- v. The material is at risk.
- vi. The project is sustainable, i.e., the ongoing care and preservation of the material is planned and achievable.

4. Awards

It is envisaged that there will be up to five awards for a period of a maximum of one year. Multi-year projects must apply for each year of funding separately, with no guarantee of receiving funds in subsequent years. It is envisaged that each award will not exceed 5,000 Euros and the total to be expended on all the awards in the year will not exceed 25,000 Euros. Exceptionally, projects may be considered for amounts greater than 5,000 Euros, but never in excess of 10,000 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 Directors shall annually and normally by 31st May of each year make a Call for applications. Notice of the application period shall be given to all members.

5.2 The applications will be evaluated by the Directors 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. The final decision on awarding grants shall be taken solely by the Directors.

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, but no sooner than mid-January of the year following the decisions.

5.4 An interim report on progress will be expected approximately halfway through the project.

5.5 A final report will be expected at the end of the project, by no later than six weeks following the completion of the project. If possible, final reports should be accompanied by several high-resolution photographs, in both TIFF and JPEG format, conveying the project's successful completion.

Appendix A

Application completion checklist	
I am/ my organization is an ICA member, and I have provided this information in the application	
My project is not normal activities of an archive, nor is it a request for a scholarship, and I have demonstrated this in the application	
I have described the Significance of the proposal to the archival heritage of the country or region concerned	
I have described how the project will be carried out according to the Best Practices and Standards available	
I have shown evidence of my Track Record, having had a total of at least 3 years' work experience in records/archives management or a related field	
I have provided evidence of Proven Achievement in my professional life so far	
I have provided evidence of Self-awareness;	
I have provided evidence of Motivation to succeed and evidence of being able to deliver	
I have provided evidence of Effective communication in writing and speaking in groups	
I have provided evidence of Being a team player	
The proposal is feasible and realistic, with time-scale and resources requested matching the project described and all elements in place to carry out the project	
If my proposal is a digitization project, the six special criteria are demonstrably met	
My references have sent their completed referee forms to fida@ica.org	

Is the application complete?

A complete dossier is one submitted by the deadline and using the required templates or online forms, including:

- Completed application form
- Two references sent independently to fida@ica.org

What is the significance of the proposal?

Significance of the proposal to the archival heritage of the country or region concerned is judged based on the following factors:

- Does the region or country lack infrastructure that will be addressed in part by the project? Please provide examples, descriptions, photographs, or other evidence of need.
- Does the region or country lack professionals with a particular competency that will be addressed in part by the project? Please provide specific examples.

- Does the region or country lack some critical specialist or managerial skills which are hindering development and that will be addressed in part by the project? Please provide specific examples.

Does the project plan include the use of best practices and standards?

The project plan should mention specific best practices and standards that will be used in the project.

Does the applicant demonstrate the needed experience?

All applicants are expected to show evidence of having had a total of at least 3 years' work experience in records/archives management or a related field.

Does the applicant demonstrate the required qualities and capacities?

All applicants must provide evidence of the following:

- Proven achievement in their professional life so far;
- Professional insight, 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;
- Motivation to succeed and evidence of being able to deliver;
- Effective communication in writing and speaking in groups;
- Being a team player.

How realistic is the proposal?

- Does the period of the project and the resources requested match the project described?
- Are all the elements in place to carry out the project (e.g., colleagues in proposed partner organizations, any necessary experts, any necessary training, etc.)?

Special criteria for digitization projects are met, and described in the application?

- Has appraisal and description of the material already occurred?
- Has Copyright been addressed?
- Is the material is of outstanding significance?
- Are the resources available in the country and the institution limited?
- Is the material at risk?
- Is the ongoing care and preservation of the material planned and achievable?