

Application Form

Thanks for your interest in applying to the PCOM Call for Projects. Before you start completing your application form, please read the Guidelines for Applicants carefully.

The application form must be completed online by the deadline provided on the ICA webpage.

Late or incomplete applications will not be considered.

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

Part 1 – Applicant Details

1.1 You are applying as:

- An Active ICA Body
- An ICA member at large

1.2 Name of the ICA body ([Regional Branch](#), [Professional Section](#), or an [Expert Group](#)) you represent

1.3 Project Team

List the main project members here

Project Role	Complete Name	Email address	ICA Membership Number (Individual or Institutional Membership)	City and country of residence
Project Leader				
<i>(List other main project members here)</i>				

Project Leader's responsibilities: Signature of the Project Charter, Administration of the PCOM funding, Reporting.

Project Coordinator's responsibilities: this role is not mandatory. Delegation of the administration of the PCOM funding, Reporting.

You will be asked to provide a curriculum vitae for each project member using the template at the end of this form (Part 7 – Supporting Documents).

Part 2 – Partners

2.1 Which ICA Regional Branch, Professional Section or Expert Group is supporting your application ?

For projects which are not being proposed by an ICA body

(PCOM projects involving at least one ICA partner are prioritized and it is recommended to include a statement of support from the Branch/Section/Expert Group Chair)

For reference: It is expected from the project leader to share the project deliverables with the partnering ICA Body/ies for their feedback, and to keep them informed of the project's development and outcomes.

2.01 Have you partnered with another ICA body for this application?

For projects proposed by an ICA body

2.2 Do you have any other project partners? *(List each partner individually here)*

Name:

Type of organization*:

Contact person:

Role in this project:

Is the partner a member of ICA?

Yes

No

Type of organization: Public institution / Private institution / Non-for profit organization, etc.

Part 3 - About your Project

3.1 Project title :

3.2. Project Type:

- Event – workshop
- Event - Conference
- Event - Other
- Resource development and publication
- Advocacy project
- Other

3.3 Project rationale (*What issue(s) or themes does the project address? What needs does it meet?*)

3.4 Description of the intended audience (*Who will use the work once it is completed or attend the event?*)

3.5 outcomes and deliverables of this project

(Provide a list of project results and products here, with information about how each will be shared with the ICA community.)

Part 4 : Project Plan

4.1 Project Duration:

Please indicate the duration of the project in months, noting that PCOM Projects cannot be longer than 12 months, and starting in January 2024 at the earliest.

4.2 Project Management:

Please provide a project plan below, showing major tasks to be accomplished, deliverables, and planned completion dates. Use as many rows as required to explain your project.

Task	Subtask	Responsible party	Planned date	Notes

Part 5 – How the Project will benefit the ICA?

5.1. Which of PCOM's priority subject areas and interest groups does the project cover?

PCOM Priority Subject Areas and/or Interest Groups	Yes
Access	
Africa Programme	
Digital records	
Diversity and Inclusion	
New Professionals Programme	
Preservation and conservation	
Training/CPD/Paraprofessional development	
Advocacy	
Archival description	
Archive buildings and environments	
Archives and Human Rights	
Intellectual Property	
Legal (Archives Legislation)	
Records Management	
Audio visual Archives	
Trafficking and security of archives	
Climate Change and Sustainability	
Other (specify)	

5.2. Please add here any additional explanations on how your project will benefit the subject areas you have selected and any other relevant themes:

Part 6 – Project Budget

PCOM will provide up to 5 000€ per year for selected projects, which must be spent within the project year. Projects should estimate the cost of the project and

request the amount required, not to exceed 5 000€ of PCOM funds, using the spreadsheet attached to show each expense.

6.1 Sources of funding:

TOTAL Budget of the project	€
ICA PCOM	€
ICA – other sources (specify)	
Applicant/project team	€
Other sources	€

6.3 For non ICA-funding: has the funding been confirmed and allocated to the project, is it pending approval, or has not yet been sought?

- funding confirmed
- funding pending approval
- not yet sought

Additional Comments:

6.3 How will PCOM funds be used?

Please fill in the template budget provided and upload it. Show figures in euros and your local management currency in square brackets [], where applicable. Put the currency exchange rate at the time you have filled in the information.

Part 7 – Supporting Documents

7.1 Please include the CV of project team members here:

A template CV is provided here:[link]. 2 pages maximum.

7.2 Please include the letter of recommendation/support of the ICA body/ies you are partnering with: