



APPLICATION FORM

Thanks for your interest in applying to the Fund for the International Development of Archives (FIDA). Before you start completing your application form, please read carefully the Guidelines for Applicants.

The application form must be completed and emailed to: fida@ica.org **by the deadline provided on the ICA FIDA web page.**

Late or incomplete applications will not be considered.

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

FIDA Application Form

APPLICANT INFORMATION

1. Who is submitting the application?

The applicant is the **project lead**.

If selected, the principal applicant and the person/institution administering the funds, if applicable (see below), must sign a project charter and must have the authority to do so.

The principal applicant must be an ICA member in good standing when the application is reviewed. To apply for or renew membership, please go to www.ica.org/en/get-involved-0/join-the-international-council-on-archives and follow the instructions.

Principal Applicant	
Name of individual, group or organisation	
ICA membership number	
Address	
Email address	

2. With whom should FIDA communicate for the purposes of this application?

To add others to the communication, add lines if necessary.

Name of individual	
Email address	
Role in the project	

3. Who are the co-applicants?

Co-applicants are ICA members who are jointly leading the project with the principal applicant.

Co-applicants must also be ICA members; and may be either a group or an individual.

To add others, add lines if necessary.

Co-Applicant (1)	
Name of individual, group or organisation	
Name of contact person (if co-applicant is not an individual)	
ICA membership number	
Address	
Email address	

4. Who are the associate applicants?

Associate applicants are individuals or groups working with the principal applicant in undertaking the project.

Associate applicants may be non-ICA members, and may be either a group or an individual.

To add others to the communication, add lines if necessary.

Associate applicant	
Name of individual, group or organisation	
Name of contact person (if associate applicant is not an individual)	
ICA membership number (if applicable)	
Address	
Email address	

5. Who will administer the funding if the project is selected?

The Funding administrator is an individual or institution that will **receive funds and administer the funds, if selected**. They must hold a bank account to which funds can be transferred from France.

The Funding administrator should (but is not required to) be a member of the ICA; and must be listed as an applicant, co-applicant, or associate applicant for the application.

Funding administrator	
Name of individual, group or organisation	
Name of contact person (if administrator is not an individual)	
ICA membership number (if applicable)	
Address	
Email address	

6. Is the Principal Applicant employed by the Funding administrator?

If No, please explain how the grant will be administered if your project is selected.

7. Are there country requirements for receiving funds internationally?

If the country where the grant administrator is based has specific documentation requirements from the provider of the funds (for instance, proof of status under French law), please detail below, if known:

PROJECT PROPOSAL INFORMATION AND PROJECT PLAN

8. Is this application for a feasibility study grant or a project grant?

Please specify whether you are applying for a feasibility grant (up to 1000€) or a project grant (up to 10000€ but normally not exceeding 7000€). See the guidelines for additional details.

9. What is the project's title?

Please provide the project title in English, French, and Spanish, using Google Translate, deepl.com, or other translation.

10. What is the summary description of the project?

Full details of your proposal will be provided later in the application form.

Please provide the project summary below in English, French, and Spanish, using Google Translate, deepl.com, or other translation. Maximum of 300 words.

11. What is the proposed start date for the project?

Use dd/mm/yy format.

12. What is the total funding requested in Euros?

Use current conversion (<https://www.oanda.com/currency-converter/>).

If selected, the conversion in use will be the one in effect on the date of the transfer of funds.

13. What are the expected specific outcomes of the project?

Be as specific as possible.

Examples:

- X number of archival professionals will gain capacity in skill Y.
- X percent of fonds Y will be digitized and made available to the public.

- *X linear metres of material will be properly preserved in accordance with international standards, Etc.*

14. What are the expected deliverables of the project, if applicable?

Examples: report, guidebook, pamphlet, other documentation.

15. If your project is a training project: Who is the training for? What are the expected learning outcomes from the training? How will the group or organisation benefit? How will the archives/records management of the country or region where the project is undertaken benefit?

16. If your project is a preservation project: how will the physical condition of the archival material concerned be better safeguarded and preserved by the project?

17. Is your project a digitization project?

If yes, please provide information below to meet the following special criteria for digitization projects:

- 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.*

18. How will the outcomes of the project be sustainable into the future?

19. Detailed description and significance of the project:

Please provide a project description in no more than 1000 words. This must include a statement of why the project will be of significance to the host archival organisation and/or the development of the archival organisations and/or profession of the country or region where the project will be undertaken.

Please provide the project description in English, French, and Spanish, using Google Translate, deepl.com or other online translation tool.

20. Please detail a project plan to show how the project will progress. The project plan may be added as an annex to the application if that is preferred.

This plan should clearly specify the different phases/steps of the project, duration, a brief description of each of the people/institutions involved. It should also include a description of how success will be measured.

PROJECT BUDGET

21. Please provide a project budget, as detailed as possible, in the space provided, in Euros.

Only costs specifically related to the project will be accepted. Please do not include, for instance, portions of overhead of an institution's budget, or other consequential costs.

Please be aware that recipients of payments out of the FIDA funding under SALARIES AND FEES must be legally able to receive payment in the country in which the project activity is undertaken. ICA/FIDA may require documentation of this ability at a later date.

Please explain planned expenditures in the notes column to specify what is covered in the item. For instance, under Supplies, you might list “archival boxes”.

Budget

	Amount (Euros)	Description <i>(e.g., # of items, cost per unit, etc)</i>
SALARIES AND FEES <i>(please add details on next page)</i>		
Consultant fees <i>(e.g., trainers)</i>		
Replacement salary <i>(may be included if the principal and/or co-applicants of the project will need to be away from their own institution, unpaid, for a period of at least one month)</i>		
Other <i>(please explain and/or add lines as necessary to add additional items)</i>		
NON-SALARY COSTS <i>(please add details on next page)</i>		
Travel and subsistence		
Equipment		
Supplies		
Training costs <i>(other than fees paid to trainers)</i>		
Other costs		
GRAND TOTAL		

Replacement salary detail

Please provide details here of replacement salary costs.

	TOTAL (Euros)
Name	
Name	

Total replacement salary costs <i>(should align with summary table above)</i>	

Travel and subsistence detail

Please provide details here of all travel costs for yourself and any co-applicants, and all requested subsistence costs, stating the basis upon which they have been calculated.

Itemised travel and subsistence	TOTAL (Euros)
Total travel and subsistence costs <i>(should align with summary table above)</i>	

Training costs detail

Please provide details here of all training costs other than fees.

Itemised training costs	TOTAL (Euros)
Total training costs <i>(should align with summary table above)</i>	

Other costs detail

Please provide details of any other costs.

Itemised expenditure	TOTAL (Euros)
Total expenditure <i>(should align with summary table above)</i>	

22. Has your project received any other funding? Have you applied for other funding for which you are still awaiting a decision? Is your institution providing part of the needed funds?

Please summarise any current or recent applications to other bodies for identical or closely related projects.

<i>Funding body</i>	<i>Amount sought/awarded</i>	<i>Date of decision & outcome (if known)</i>	<i>Is this amount intended to cover a different aspect of the project than the funding you are seeking from FIDA?</i>

**23. Will your project receive any in-kind contributions or donations?
Please explain.**

APPLICANT CREDENTIALS

24. Current position of principal applicant:

Title of current post:

Name of employing institution:

25. Summary of career to date:

Please include a description of experience in the field, brief employment history, and list and details of any grants awarded.

REFERENCES

26. Provide two referees from whom you will seek a review of your proposal.

Please supply full contact details of two referees. You must send a completed copy of this application plus a referee form to each of your referees. Your referees must return their completed form by email attachment direct to fida@ica.org.

The FIDA Board of Directors may also seek comments from independent advisers.

In signing this application form, you confirm that these referees have no direct connection with your proposed project.

1)

Name:

Position:

Address:

Email:

Relationship to the applicant
(colleague, etc)

2)

Name:

Position:

Address:

Email:

Relationship to
the applicant
(colleague, etc)

ARCHIVAL PARTNERS

27. Is any archival institution, other than those listed as applicant, co-applicant, or associate applicant, involved in the project?

Please provide details of the archival institution(s) that have agreed to actively partner with you for this project. Provide additional documentation, such as support letters, as part of your application if desired.

Name of archival
institution

Address

Name of individual
authorising this
partnership/contact
person at the archival
institution

Position held in
institution

Description of the
institution's
involvement in the
project

SIGNATURES

Please choose one of the following options: 1) print, sign, scan, and send completed application with signatures; 2) insert electronic signature using Adobe functionality; 3) insert an image of your handwritten signature.

Applicant

Signature

Date

Co-applicant

Signature

Date

Co-applicant

Signature

Date

Co-applicant

Signature

Date

Co-applicant

Signature

Date