

## FAIC GEORGE STOUT GRANT GUIDELINES

### Description

The FAIC George Stout Grant supports students who are members of AIC to attend professional meetings. Funds can be used to defray costs for transportation, accommodations and registration.



George L. Stout (1897-1978) was a pioneer in conservation of historic and artistic works in America, particularly in his application of scientific techniques to art restoration. The George Stout Memorial Fund for student awards was established in 1981 and has been supplemented by additional gifts over the years.

Students who are members of AIC and are attending a professional meeting after April 1 are eligible. Preference may be given to students presenting papers or those who are nearing the completion of their graduate education. Unless there are sufficient funds, Stout awards are not made to the same individual in succeeding years. FAIC will partially or totally fund as many qualified applicants as possible, given funds available. Meal costs are not eligible.

### Procedures

Electronic submissions are encouraged but not required. **Important:** you may submit your application electronically only if **all** of your materials (with the exception of letters of support) can be submitted electronically. Send the application form and all supporting materials in PDF (portable document format), RTF (rich text format) or Microsoft Word format. Name the files to include your last name ("smithcv.doc" or "smith.pdf"). Send the files as e-mail attachments to faicgrants@aic-faic.org. You should receive an e-mail receipt within 72 hours.

Five copies of the application should be **delivered** to the AIC office no later than **December 15**. Faxed applications will not be considered. Letters of reference must be mailed directly to the AIC office and must be received by the deadline. The applications will be reviewed and a recommendation will be made to the FAIC board for final approval. Notification of awards will be made by February 1<sup>st</sup>. Projects should take place six weeks to twelve months after the application deadline. Applicants must be current AIC members.

### Criteria for Review

- Usefulness of project to the student
- Completeness of the application
- Strength of recommendations
- Level of participation in the meeting
- Reasonableness and completeness of budget

### Final Report

A final report is to be submitted to the AIC office within 30 days of the project completion. Final Report forms are available from the AIC Website or office.

**Foundation of the American Institute for Conservation of Historic & Artistic Works**

**FAIC GEORGE STOUT GRANT APPLICATION**



*NOTE: This form is provided as a PDF form. Text fields will expand as you type.  
For best results, begin by saving the file on your computer and giving it a new name.*

**I. Applicant Information**

Name			
Address			
City, State, Zip			
Phone		Fax	
E-mail address			
Meeting name			
Meeting dates		Meeting location	
Name of school or institution			
FAIC amount requested			

Please check one of the following:  undergraduate  graduate (indicate year): \_\_\_\_\_  
 other (describe status): \_\_\_\_\_ AIC member since (year): \_\_\_\_\_

Are you presenting a paper?  yes  no      Are you presenting a poster?  yes  no  
 If yes, title: \_\_\_\_\_

Are you applying for other FAIC funds at this time?  yes  no  
 If yes, for what other funds are you applying? \_\_\_\_\_

Have you received FAIC funding in the past three years?  yes  no  
 If yes please describe: \_\_\_\_\_

**II. Project Summary**

1. How is participation important to you?

2. Please provide details of your participation.

### III. Budget Information

Please be as specific as possible when completing the budget section. In the “Description and Calculations” column, please note how you arrived at your budget amounts. For example, Lodging might be “1/2 shared room x \$150 double room per night x 3 nights.” Transportation should be computed at the lowest advance-purchase, round-trip fare available. Lodging costs should be based on a double room rate for the duration of the meeting only. Registration should be at early-bird or student rate when available. The George Stout Grant does not fund meal expenses.

Item	Description and calculations	FAIC support requested	Additional funds amount	TOTAL AMOUNT	Source of additional funds
Transportation					
Lodging/nights					
Meals		<i>(no FAIC funding)</i>			
Early-bird Registration					
<b>Total Expenses</b>					

What other sources will be used to match additional expenses, if any?

### IV. Submission Information

Send **five** copies of application and attachments to: The Foundation of the American Institute for Conservation of Historic and Artistic Works, 1156 15<sup>th</sup> Street NW, Suite 320, Washington, D.C. 20005. All materials must be **received** by December 15. See guidelines for electronic submission requirements.

*Please remember to:*

1. Include your résumé or c.v.
2. Provide supporting information, if applicable, about the project
3. Request three letters of reference (may be non-AIC members), to be mailed directly to the AIC office. Notify references that the deadline for receipt of letters in the AIC office is December 15.  
List names below:

Name of letter writer	Title/Affiliation	Phone or e-mail address

**The Foundation of the American Institute for Conservation of Historic and Artistic Works**

1156 15<sup>th</sup> Street, Suite 320 • Washington, DC 20005

Phone: (202) 452-9545 • Fax: (202) 452-9328 • E-mail: faicgrants@aic-faic.org • Web site: <http://www.aic-faic.org>



**Foundation of the American Institute for Conservation of Historic & Artistic Works**

**Final Report for FAIC George Stout Grants**

*NOTE: This form is provided as a PDF form. Text fields will expand as you type.  
For best results, begin by saving the file on your computer and giving it a new name.  
Please mail to AIC office or e-mail to faicgrants@aic-faic.org.*

**1. Award and contact information:**

Name	
Address	
City, State, Zip	
Phone	
E-mail address	
Conference title and dates	

2. How did you participate in the conference (attended sessions, workshops, gave paper, etc.)?

3. How did the conference benefit you as a student and/or as a professional?

4. Please summarize expenditures, including expenses met by other funding sources:

Item	FAIC funds amount	Additional funds amount	TOTAL AMOUNT	Source of additional funds
Transportation				
Lodging/nights				
Meals	<i>(no FAIC funding)</i>			
Early-bird registration				
<b>Totals</b>				

**5. Return to: FAIC, 1156 15<sup>th</sup> Street, Suite 320, Washington, DC 20005, or email to: faicgrants@aic-faic.org**