

## **AIC/PMG FUNDING GUIDELINES**

### **PURPOSE:**

The Photographic Materials Group of the American Institute for Conservation offers small grants to encourage scholarship, research, exchange, and publication within the field and related communities. Projects demonstrating immediate dissemination through publication, workshops, and/or public lectures will be given priority. Proposed projects may include a research project or segment thereof, preparation of a manuscript for publication, or organization and implementation of a workshop. Proposals for other projects will be considered if appropriate to the general funding goals.

### **ELIGIBILITY and PROCEDURES:**

Applicants must be members of the Photographic Materials Group of the American Institute for Conservation. Application forms are available on the AIC website or from PMG officers. Applications for grants should be submitted to the PMG Chairperson care of the AIC office on or before **October 15th** of each year. The applications will be reviewed by PMG officers and additional reviewers as necessary. Notifications of awards will be made six weeks after each deadline. A maximum of two projects will be funded per calendar year. Projects should take place between six weeks and twelve months after the award of the grant.

### **AMOUNT OF GRANTS:**

The grant will provide up to \$500. A successful candidate may not reapply until a period of two years has passed since the first successful completion of an awarded project.

### **CRITERIA FOR REVIEW:**

- Proposed project
- Usefulness to the field
- Feasibility
- Qualifications of applicant
- Publication
- Budget
- One letter of support for the project. A member of the grant application review committee may not provide letters of support for projects currently under review.

### **FINAL REPORT:**

A final report is due to PMG **60** days after completion of the project. This report should include a summary of the spending of funds. The PMG Chairperson must be notified in writing of any significant delay in project completion.

### **PAYMENT:**

Payments will be made in two installments: one portion at the start; the final portion on completion of project.

See Application and Final Report Forms on the AIC website.

Submitted by the Funding Guidelines Committee:

Susan Barger, Laura Downey, Greg Hill, Nora Kennedy, Andrew Robb, Sarah Wagner  
February 2003

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**REQUEST FOR FUNDING FROM PMG: APPLICATION FORM**

Name:  
Address:  
Phone:  
Fax:  
E-mail address:

Project Title:  
Schedule of Completion:  
Project Location:  
Matching Funds (if applicable):

**Describe the Proposed Project in the space below.** Use additional sheets if necessary, but please limit to 1-2 pages. Describe how the project will help to advance or benefit the field. Describe how the project will benefit you as a professional.

Include a budget listing all costs (in US\$) estimated to complete the project. Include any expenses in addition to those for which you are applying for funding. If applying only for an honorarium to support your time, indicate full time needed to complete project. What other sources of funding will be used to match additional expenses if any?

Attach the following to your application:

- Your resume
- Any additional supporting material for the project
- One letter of support for the project from a professional colleague. The letter must either accompany the application or be received by the AIC office on or before the deadline.

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**PMG GRANT: FINAL REPORT OF SPENDING**

Name:

Address:

Phone:

Fax:

E-mail address:

**Summary Statement on Status of Project (1-2 pages)**

Please summarize the original intent or purpose and overview the completed project. Were the proposal goals met? How? Include the final article for publication, letter of acceptance for publication of same; workshop advertisement and schedule, faculty, participants, participants' evaluations; or other outcome as appropriate.

What were the unanticipated challenges encountered with the project?

Please suggest future activity that might follow this project.

Please attach a list of expenditures including any expenses covered by matching funds.

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