FROM A GOOD IDEA TO AN ICA PROJECT: FOLLOW THE 12 STEPS!

You have got a good idea; you want to contribute to ICA professional programme, to share with the professional international community, to contribute to archival solidarity: get ICA supporting your idea by presenting a project to the Programme Commission!

Here are the main steps you should follow to get your project endorsed and/or Funded by ICA.

STEP 1

You already know ICA : go to step 2.

You do not know ICA: learn more about the organization and its philosophy! It will help you to formulate properly your idea. Just have a look at our website, know about existing projects and programmes, about our activities, etc. The ICA strategic directions (http://icarchives.webbler.co.uk/3667/reference-documents/ica-strategic-direction-20082018.html) will help you to better understand what ICA is about, and to find if your idea can fit in with ICA philosophy.

STEP 2

What is an ICA project? Like any other international body proposing to support projects, ICA has developed criteria to define a project in relationship with the general vision and mission of the organization. To be eligible, your project will have to comply with a project profile which is presented and defined in the following documents:

- project definition

- guidelines for applicants.

Read them carefully!

STEP 3

If needed, if you have a doubt about your idea being developed into an ICA project, **contact PCOM secretary**, preferably by e-mail (martinez@ica.org). Christine Martinez will provide you with further information, and help you to formulate your idea so that it can be an ICA project. If ICA is not the right partner for you, she will try indicating others.

STEP 4

It is time now **to fill the form**. To help you, the Programme Commission has developed guidelines. But you will also need the strategic directions (http://icarchives.webbler.co.uk/3667/reference-documents/ica-strategic-direction-20082018.html).

Here is a check list:

- are you a member of ICA? If not, you need to join ICA if you want PCOM to fund the project, or to have a partner which/who is a member of ICA.
- you need ICA to fund your project: do you have other funding sources? An ICA project must be co-funded. -
- have you developed a realistic project plan? Do you think you will be able to complete the project within the time frame you have proposed? Are you sure of the availability of your partners? Is your budget solid enough to support the whole development of the project?
- What about the sustainability of the project? If the result of your project is for instance a database, who will host and update it in the long term?
- If your request PCOM funding, do not forget that the maximum amount awarded is 5000 euros, except if you feel that your project is a core one for ICA and the archival community (for instance, development of a major professional standard).
- Did you mention the completion date for your project?

STEP 5

Send your proposal to PCOM secretary **observing the deadline**. Projects received after the deadline will not be taken into account. On the contrary, we encourage you to send the proposal earlier. The proposal should go with a cover letter. You will receive an acknowledgement of receipt within two weeks after we receive your letter.

STEP 6

The Programme Commission will **assess all the proposals**. It usually takes a month, including the meeting with final review. Then, PCOM will publish the results within a fortnight after its meeting.

STEP 7

You have received a letter from PCOM chair, Lew Bellardo, informing you about the **Programme Commission's decision**. There are four possibilities:

1. Your project has been **endorsed**. You can use ICA label to promote your project, to seek for other funding sources, etc. Your project will be featured on the ICA website, and included in the ICA business plan as part of the professional programme.
2. Your project has been **endorsed and funded**. A contract will be sent to you, proposing the payment of the money which has been allocated to your project according to the milestones

and deliverables. The whole amount will be only provided at the starting of the project in exceptional cases.

3. The project is eligible, but will be funded with condition(s). You will not have to apply again, but you will need to comply with the conditions within a month after you have received the letter. Then, if you satisfy with PCOM requirements, you fall into case n°2.
4. You project has been **rejected**. Even though, PCOM will provide you with advice and ideas to develop your project, or contacts with potential partners.

STEP 8

You are the project **development phase**. A PCOM mentor has been appointed for your project. We encourage you to get in touch with him (her) at an earlier stage of the project, and to develop regular contacts. The mentor will help you in the project management in terms of content. As far as the process is concerned, Christine Martinez will support you.

STEP 9

The **reporting phase** is essential: at a given date which will be indicated to you when you receive the endorsement letter of sign the contract, you will have to send back to PCOM the evaluation form, with a financial report if your project has been funded. The report main features will be included in the PCOM annual report to the General Assembly, which is the sovereign body of the organization, and votes the ICA budget. ICA is committed to proceed with transparency and provide its members with clear indications on how its money is used.

If you have got any problems with the project management, please do not wait for the reporting phase, contact PCOM as soon as possible.

STEP 10

Your project is completed: please provide ICA with the **deliverables** (study, guidelines, training packages, standard, etc.). There is no obligation to translate into the ICA working languages, as ICA is supporting multilingualism and cultural diversity. However other languages versions are welcome.

STEP 11

In the application form, you were asked about a **communication plan**. It is time now to disseminate the result of your project within the ICA community, and if it is relevant, to a wider public. Keep in touch with PCOM to help you in this important phase.

STEP 12

You think there is a possible **follow on** for your project? Just send a new proposal to PCOM!!!

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