

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

**FAIC “TAKE A CHANCE” GRANT
GUIDELINES**



Description

The Foundation of the American Institute for Conservation (FAIC) offers support of up to \$1000 to help defray costs for innovative conservation research or projects that may not otherwise be funded. The “Take a Chance” fund was established in honor of Carolyn Rose, Chairman of the Department of Anthropology at the National Museum of Natural History and internationally recognized leader and educator in conservation, who died August 29, 2002 at the age of 53.

Throughout her career, Carolyn Rose often remarked that she was able to investigate ideas and pursue unconventional lines of research because she had the backing and support of a major research institution. As a teacher and mentor for many conservators working today, she encouraged creativity and broad thinking in her students. She also recognized that few people have the opportunity she had to follow an idea either to a successful outcome or perhaps a dead end, and wanted to be able to give others the opportunity to “take a chance” (her words) on an idea, even if it came to nothing. In honor of Carolyn’s spirit of encouragement and of her career, the “Take a Chance” Grant has been established to support unorthodox projects.

An important component of this grant is dissemination of the project results, regardless of the project outcome. By definition, not all risks will be successful. However, even negative results may be helpful for future projects and research.

Eligibility

Applicants must be current members of AIC. The grant is intended to encourage imaginative and innovative projects; therefore, funds may be used for any purposes that are relevant to the project. Since other FAIC scholarships and grants are available for attending courses, workshops, and seminars, applications for these types of projects are unlikely to be considered for funding.

Criteria for Review

- Imaginative or innovative project
- Clearly articulated goals and timeline for the project
- Usefulness to the participant and/or the conservation profession
- Ability of applicant to accomplish the project
- Lack of other funding sources for the project
- Reasonableness and completeness of budget information
- Effective plan for dissemination of the project results (whether project is successful or not)

Final Report

A final report is to be submitted to the FAIC office within 60 days after the project completion. Final Report Forms are available from the FAIC Website or office. Final reports will be published in full or in part by FAIC, including posting to the AIC-FAIC website.

Procedures

Electronic submissions are encouraged but not required. **Important:** you may submit your application electronically only if **all** of your materials 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.

If you choose to mail your application, five copies should be **delivered** to the FAIC office no later than **February 1** of each year.

Letters of support MAY be submitted, but are not required: faicgrants@conservation-us.org
Letters, if sent, should show signature and be sent as email attachments or by mail or delivery service. Letters and other application materials are not accepted by fax.



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

FAIC “TAKE A CHANCE” GRANT APPLICATION

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

I. Applicant Information

Name			
Street address			
City, State, Zip			
Phone		Fax	
E-mail address			
Project title			
Estimated start and end dates of project	Start date:	End date:	
Project location			
Names, affiliations, and roles of other key individuals involved in this project, if any			
FAIC amount requested			

II. Project Summary

Please attach a description of the project, no more than 2 pages in length. Please address the grant criteria, including the project goals, procedures, timeline, and significance, as well as your ability to carry out the project and how you intend to disseminate the results.

III. Resume or C.V.

Please attach a current resume or c.v.

IV. Budget Information

1. On the budget worksheet below, list all costs (in \$US) needed to complete project. Include any expenses in addition to those for which you are applying. The “totals” columns will calculate automatically.

Item Description	Amount from non-FAIC sources	Amount from FAIC request	Total Estimated Costs	Source of non-FAIC funds
Total Project Expenses				

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

3. Will you receive any support from your employer for this project? (Please also include any non-cash support, such as release time or use of resources.)

V. Submission Information

Include the following with your application:

- Project Summary (no more than 2 pages)
- Résumé or c.v.

Electronic submissions: Electronic submissions are encouraged but not required. **Important:** you may submit your application electronically only if **all** of your materials 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@conservation-us.org no later than February 1. You should receive an e-mail receipt within 72 hours.

Hard-copy submissions: Send **five** complete copies of the application form and attachments to: The Foundation of the American Institute for Conservation, 1156 15th Street, NW, Suite 320, Washington, DC 20005. All materials must be **received** by February 1.

4. What advice would you give to someone else who might be interested in pursuing a similar project?

5.A. Please summarize expenditures including expenses from any matching funds (use form below or attach a summary in your own format). In the table below, list all costs (in \$US) needed to complete project. Include any in-kind expenses or outside support (if any) in addition to the FAIC-funded items.

Item Description	Amount from non-FAIC sources	Amount from FAIC request	Total Estimated Costs	Source of non-FAIC funds
Total Project Expenses				

5.B. Please indicate any sources of additional funds or in-kind goods and services: