



Cultural Heritage
Administration



COLLASIA FIELD PROJECTS 2021–2022

CONNECTING COMMUNITIES AND COLLECTIONS

Application Guidelines

Thank you for your interest in participating in CollAsia Field Projects 2021–2022. Please read this document carefully before applying.

Objectives

CollAsia Field Projects 2021–2022 is aimed at strengthening and showcasing the benefits of the rich and diverse heritage of Southeast Asia through local, innovative field projects addressing *Collections, Conservation, and Communities*. It hopes to create positive and lasting change for present and future generations of Southeast Asians, by making concrete contributions to advance the Sustainable Development Goals of the UN 2030 Agenda.

Financial support

Selected proposals will receive a grant of up to 3 000 Euros to support the implementation of the project, which should have a maximum duration of three months.

Eligibility criteria

This grant application is open to all former CollAsia participants affiliated with heritage institutions within the Southeast Asia region. This includes museums, galleries, libraries, archives, religious and community centres.

Joint applications are acceptable, provided you have a lead organisation that is the main driver of the project and is eligible to apply.

Eligible Projects

Field projects can be in the form of co-curated, interactive exhibitions; outreach activities; workshops; community events based on the theme of heritage or mediated through collections; publications; development of digital platforms (e.g. website, interactive apps, virtual tours, etc.); or other formats that suit the local setting. The activities must make use of heritage collections and promote the wellbeing and development of communities. In addition, the projects must highlight the essential role of conservation in ensuring that collections remain in good condition, accessible, and ready to use.

Each application will be evaluated by a selection committee through a competitive process. Applicants are encouraged to find innovative and effective ways to present their project.



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Application process timeline

The table below shows the timeframe for the application process:

Key moments	Timeframe
Deadline for receiving applications	31 July, 2021
Notification of results of the selection process	By 31 August, 2021
Deadline for signing MoUs with organizations whose proposals were selected	15 September, 2021
Deadline for project start	1 October, 2021
Deadline for project conclusion	31 December, 2021
Deadline for submission of deliverables (final report, video, financial statement)	31 January, 2022

Successful applicants will receive a letter stating the terms and conditions for the grant, project deliverables and the project/disbursement schedule.

ICCROM will notify unsuccessful applicants by email upon completion of the evaluation process.

Assessment criteria

Priority will be given to projects that:

- promote innovative and meaningful engagement between communities and the participating institutions through their collections;
- highlight the interconnections between *collections*, *conservation*, *community*, and *communication*;
- foster inclusivity and mutual exchange, and demonstrate awareness of the local context(s);
- clearly state their intended outcomes and indicate how the ICCROM-CollAsia grant will enable the implementation of project activities leading to those outcomes; and
- clearly document and indicate how the experience gained through their implementation will be shared and sustained.

Decisions are final and ICCROM reserves the right not to disclose reasons for approving or not approving an application.



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Terms and conditions

1. The grant funds are not transferable and are to be used only as specified in the approved grant proposal.
2. Grant funds are NOT to be used for:
 - the purpose of commercial gains
 - the purchase of assets (e.g. land, building, spaces, vehicles, etc.)
 - paying personal salaries
 - international travel (e.g. overseas trips, including for study, or to procure materials or items)
 - infrastructure development (e.g. refurbishment of buildings and spaces)
 - any purpose prohibited by law.
3. All related costs must be factored into the application submission. Any fees collected for project activities should be kept at nominal rates and for the purpose of cost recovery.
4. Grant recipients are required to maintain relevant records (e.g. receipts, invoices, etc.) to show account for the use of grant funds.
5. ICCROM reserves the right to access records to verify grant expenditures and activities.
6. Working language will be English. Local languages are accepted for videos, publications and/or interviews with English translations / subtitles.
7. Grant recipients are required to:
 - Complete and deliver the project as proposed.
 - Submit a final report on achievements and deliverables upon completion of the project.
 - Maintain relevant records related to the use of grant funds and submit a financial report with supporting documents or receipts if requested for audit.
 - Inform ICCROM of any changes to the proposed project, including postponement and/or extension due to disruption caused by the pandemic, at least one month before the original grant end date, via email to: collasia_fieldprojects@iccrom.org.
 - Acknowledge ICCROM and –the Cultural Heritage Administration of the Republic of Korea (CHA) on all publicity materials unless otherwise indicated.
8. ICCROM reserves the right to review, withdraw or suspend all funding or any part thereof, for failure to comply with any of the Terms and Conditions.