**COLLASIA FIELD PROJECTS 2021-2022**

**CONNECTING COMMUNITIES AND COLLECTIONS**

**Project Proposal Form**

Please complete this form in full. Email completed forms to *collasia\_fieldprojects@iccrom.org*. Proposals must be submitted by the designated deadline.

1. **GENERAL INFORMATION**

Name: Click here to enter text.

Address: Click here to enter text.

Email: Click here to enter text.

Institution: Click here to enter text.

1. **PROJECT DETAILS**

Title: Click here to enter text.

Objective(s):

(Limited to 100 words)

Click here to enter text.

Target audience:

(Who is the community your project aims to reach)

Click here to enter text.

Description:

(Explain the scope of the project, its key activities, and expected outcomes. Limited to 500 words)

Click here to enter text.

Project location: Click here to enter text.

Project duration: Click here to enter text.

(Your project can be no longer than 3 months)

Project timeline:

(List key events/activities, expected dates for their implementation, and related outputs. Add more lines as needed)

|  |  |  |
| --- | --- | --- |
| **Timeline** | **Events/activities planned** | **Related outputs** |
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1. **PROPOSED BUDGET** (List the resources required to implement the proposed activities and their cost in local currency and Euros. Add more lines as needed. Maximum budget supported by the ICCROM-CollAsia grant for successful applications will be of 3 000 Euros)

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **No.** | **Item** | **Proposed activity** | **Amount****(Local currency)** | **Amount****(Euro)** |
| 1 |  |  |  |  |
| 2 |  |  |  |  |
| 3 |  |  |  |  |
| 4 |  |  |  |  |
| 5 |  |  |  |  |
| 6 |  |  |  |  |
| 7 |  |  |  |  |

1. **OFFICIAL ENDORSEMENT**

**[**Institution name]shall facilitate the implementation and development of the field project implemented by [Applicant name] in close collaboration with the ICCROM team, as well as be responsible for supervising how the grant money is spent, based on the proposal submitted by the applicant, in order to successfully implement the field project, as specified.

[Institution name] shall signoff on the final report, the template for which will be provided, complete with photographs and audio-visual material where applicable, including a financial report on the expenditures made. The deadline for submission is 31 January 2022.

[Institution name] shall ensure that in the implementation of the project, [Applicant name] shall adhere to the following obligations:

1. Ensuring that while implementing the project they observe ICCROM’s principles of inclusivity and respect for diversity, as well as ‘do no harm’.
2. Ensuring that the field project contributes to increasing local capacities for community engagement, wellbeing, and development, promotion of cultural heritage, and/or fill in knowledge and information gaps on the subject.
3. Communicating to ICCROM any change in purpose, design or implementation of their field project.
4. Providing periodic reports to the ICCROM project team as per the schedule defined by the ICCROM team.
5. Ensuring that all narrative and financial information is collected and organized in a manner necessary to meet the final reporting requirements.
6. Comply with reasonable requests for information about programme activities.
7. [Institution name] shall also give ICCROM the irrevocable and unrestricted right to reproduce the photographic, published/printed information, and any other materials related to the field project, without further notice, for the purpose of publication, promotion, illustration, advertising, or trade, in any manner or in any medium and without restriction. ICCROM and its legal representatives are released from all claims and liability relating to said images and printed material. Additionally, any right to royalties or other compensation arising or related to the use of image or recording will be waived. There is no time limit on the validity of this release.

|  |  |
| --- | --- |
| **Name and Surname** |  |
| **Position** |  |
| **Institution** |  |
| **Date** |  |
| **Signature** |  |
| **Institution’s stamp** |  |

1. **IMPORTANT NOTICE BEFORE SUBMISSION**

By submitting this application, the applicant warrants that the facts stated in this application and the accompanying information are true and correct to the best of the applicant’s knowledge and that the applicant has not withheld/distorted any material facts. The applicant understands that if the applicant obtains the grant by false or misleading statements, ICCROM may, at its discretion, withdraw the grant and recover immediately from the applicant any amount of the grant that may have been disbursed.

|  |  |
| --- | --- |
| **Applicant name** |  |
| **Position** |  |
| **Institution** |  |
| **Date** |  |
| **Signature** |  |