# Special Grants: Support to Museums and Museum Professionals in/from Ukraine

## GUIDELINES & APPLICATION

~~**Deadline for application: 14 October at midnight (CET)**~~

**Extended deadline: 24 October at midnight (CET)**

**Before you start your application, please carefully read the below guidelines for proposal submission. In case of any question please contact us at projects@icom.museum.**

## INTRODUCTION

ICOM is offering a Special Grants round in response to the war in Ukraine and its impacts on neighbouring countries. It is open to those countries which are supporting, or wanting to support, Ukrainian museums and museum professionals.

**ICOM can cover up to 90% of the project total budget, providing 27 500 euros as maximum.**

This call for projects is another step in ICOM's efforts to support museums and museum professionals in Ukraine. This Special Grants round is a pilot effort. ICOM will be assessing its outcomes as a model for future emergency responses in other regions of the world.

To raise awareness about any emergency situations that could require ICOM's attention and support, please contact the Heritage Protection Department.

## NATURE OF PROJECTS

These are the type of projects that ICOM is intending to finance through the funds:

**a) Museums assessment, protection and safety,** including**:**

- Documentation of museums, their collections and objects, including all kinds of damages, using photography and other forms of data capture
- Packaging & storage of objects on site, or necessary for transport and/or evacuation
- Relocation & transport of museum collections including all the necessary documentation and insurance costs. These activities should be implemented within Ukraine's regulatory framework. For example, the relocation of collections in storage facilities outside of Ukraine should have the permission of the Ministry of culture
- Increased building security for museum staff and collections access

- Conservation including preventive care, conservation tools, materials and procedures
- Research related to museum collections assessment, protection and safety in war zones

**b) Professional development and specialized training** for Ukrainian museum professionals in any of the subjects mentioned in the previous category. Priority will be given to proposals that include online and/or digital training.

**c) Digital access to Ukrainian museum collections and national heritage**, including the digitalization of collections and virtual exhibitions among others.

**d) Education and increased awareness**, including advocacy campaigns and exhibitions that rise awareness of the current situation in Ukraine.

**e) Publications** in any of the subjects mentioned above. Priority will be given to proposals that include digital publications.

**f) Direct support for temporary employment in a museum** or participation of Ukrainian refugees in special courses (3-6 months).

**g) Other projects** in support of Ukrainian museums, museum professionals and refugees.

## GUIDELINES

Please fill in the **online form** available beside the call announcement considering the following:

### a) Proposal requirements

- The proposal should clearly indicate the support offered to mid-term or long-term needs to museums and museum professionals in/from Ukraine. Please use the Priority Needs Table attached to the document.
- The proposed project should align with ICOM's current Strategic Plan.

### b) Application content

The project proposals should clearly state the following:

- The specific needs to be addressed
- A brief explanation of how the suggested activity addresses the emergency situation
- The methodology that will be used
- Expected results and impacts
- The co-operation with other ICOM committees and/or external organizations
- Detailed budget
- Signatures of all the participants.

In addition, please consider the following aspects:

- Use a single application form for one project involving several National Committees, International Committees, Regional Alliances and/or Affiliated Organizations (NC, IC, RA, AO).
- The application form should be co-signed by each NC / IC / RA / AO Chair involved. If a signature is not possible, an email in support of the project will be accepted. In doing

so, the NC, IC, RA, or AO guarantees that the project will be carried out in compliance with the request.

### c) Collaboration within the ICOM network

Proposals should include one leading committee and preferably at least one partner committee, such as NC, IC, RA or AO. Collaborations with ICOM institutional members are encouraged.

Participating committees can only be a leading applicant in one proposal, and a support or partner applicant in a second proposal. The exception to this rule is ICOM Ukraine, which may be a leading applicant in up to three proposals and a support applicant in as many proposals as required.

### d) Collaboration with other organizations outside ICOM

Collaboration with external (non-ICOM) organisations, such as governments, museums associations, foundations or NGOs, is encouraged. Partners can include museums and suppliers.

For those proposals that are highly relevant to support Ukrainian museums and museum professionals ICOM could help initiating contacts with key external organizations (such as letters of introduction).

### e) Eligible expenses

Expenses that directly relate to completion of the project – technical support, printing, consultants' fees, etc – are eligible as long as they are justified.

Before collaborating with suppliers, please make sure they have registered their business. The company or individual (freelance) registration number must be indicated on the invoices presented at the conclusion of the project. ICOM funds can only be used for invoices issued by companies or individuals duly registered in their respective countries. This includes trainers, coordinators, consultants, keynote speakers, etc.

Suppliers must be selected on the basis of reasonable market cost, quality and suitability to complete the work.

### f) Ineligible expenses

Proposals that include any of the following aspects would be considered as ineligible:

- Proposals intending to use funds from this Special Grants opportunity as the only source of money.
- Proposals that request more than 90% of the total budget.

ICOM funds provided throughout this call cannot be used to finance the following:

- Direct payments to ICOM individual members in any personal capacity such as employee, trainer, consultant, coordinator, keynote speaker, among others will not be possible. These payments can be directed through ICOM committees or non ICOM organizations.

- Expenses that are not directly connected with the support to museums and museum professionals in Ukraine and/or Ukrainian refugees
- Expenses related to the organization and funding of Committees' annual conferences and the publication of their conference
- Expenses related to the organization and funding of activities related to the International Museum Day

### g) Budget

ICOM Special Grants can only fund up to 90% of the project's total budget, providing 27.500 euros as maximum.

ICOM committees can use their own funds to match the 10% not covered through this call. Board members' activities should be voluntary and not considered as in-kind contributions.

Project proposals must provide clear, detailed and coherent budget to be considered, using **the template provided**.

**→ Click here to download the budget template.**

For any assistance in completing the budget, please contact pojects@icom.museum

### h) Reporting requirements

Selected projects have **one year** from the date of the grant to complete the activities. Upon the completion of all activities, a written final report should be submitted to the ICOM Secretariat. The report should contain:

- A written summary (300-500 words) of the topics and issues dealt with. This may be used again in future ICOM activities and be published on the ICOM website
- A detailed financial report with proof of expenses (receipts, invoices, etc.)
- Copies of, or links to, any material that was created and published in relation to the project (brochures, books, illustrations, audio-visual material, etc.)

In addition to the final report submitted at the end of the activities, **a progress report should be submitted at the end of the calendar year (31/12/2022)**.

All the reports must be submitted in one of the ICOM official languages.

### i) Conflict of interest

Applicant organizations and individuals must declare in their application anything that may be, or could be perceived to be, a conflict of interest. This includes familial or personal relationships with suppliers or beneficiaries of the grants, whether pecuniary or non-pecuniary.

### j) Assistance to proposal development

Support on completing project proposals is available through the Secretariat. Committees can submit questions to projects@icom.museum.

A Questions and Answers (Q&A) online session with simultaneous translation will be conducted on mid-September and recorded for later access.

ICOM may propose to combine projects or suggest other modifications to ensure the best outcomes to respond to this emergency situation.

### k) Application deadline

**24 October at midnight (CET). Applications submitted after the deadline will not be considered.**

**ICOM will communicate the results of the call by the end of November 2022.**