



## **CARBICA FIRST AID RECOVERY FUND FOR ARCHIVES APPLICATION FORM**

Following the extreme conditions experienced in the Caribbean after Hurricanes Irma and Maria in September 2017, the Caribbean Branch of the International Council on Archives (CARBICA) with the support of our parent body, the International Council on Archives (ICA), has set up a first aid recovery fund to assist those regional archives directly affected by the storms.

Any repository holding archival records is eligible to apply for a grant. Grant monies may be used for the direct recovery of at-risk archival materials: including such services as freeze drying, storage, transportation of materials and rental facilities; supplies including acid-free boxes and folders, storage cartons, cleaning materials, plastic milk crates and protective gear and to defray the costs for volunteers or other labourers who assist with the recovery.

**Name of Institution:**

**Name of Head of Organization:**

**Street Address:**

**Country:**

**E-Mail:**

**Tel:**

**Fax:**

**Social Media:**

**Primary Contact (if different from Head of Organisation)**

**Title:**

**Street Address:**

**Country:**

**E-mail:**

**Tel:**

**Fax:**

**Social Media:**

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**Building Description:**

Brief description of building and damage to building and equipment (including electronic):

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**Description of damage to collections:**

Brief description of archival collections (extent, media etc) and damage to the affected collections:

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**Recovery Assistance required:**

How much funding is being requested (up to €2000)?

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How will these funds be used?

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What other funding sources are available to the repository?

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If selected, to whom should the payment be made? (Name of institution and responsible officer, bank information.)

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**Send your application form, along with two photographs of the damage as attachment to this application, to:**

**Caribbean Branch of the International Council on Archives. Att: CARBICA First Aid Recovery Fund for Archives**

- [rita.tjenfooh@gmail.com](mailto:rita.tjenfooh@gmail.com)
- [avril.belfon@archives.gov.tt](mailto:avril.belfon@archives.gov.tt)