



foundation  
for advancement  
in conservation

**Protecting Cultural  
Heritage**

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## **Request for Proposals: Connecting to Collections Care Course Development**

*Connecting to Collections Care shares conservation and preservation expertise with people who care for cultural heritage at small and mid-sized organizations.*

### **Deadline for Submission:**

Preference will be given to proposals submitted before May 15th, 2024, but submissions after the deadline will be considered.

### **Project:**

The Foundation for Advancement in Conservation (FAIC) seeks proposals for the development and delivery of a [Connecting to Collections Care](#) Course between September 2024 and July 2025.

Connecting to Collections Care Courses are offered as an in-depth look at a collections care topic that cannot be covered thoroughly in one webinar. The Courses consist of four or five online sessions over a two- to three-week period on one topic and include opportunities for interaction and follow-up with the participants. Connecting to Collections Care typically offers two courses each year and will select between one and three proposals for 2025.

Courses are recorded and made available for free public viewing after one year. View the [C2C Care archive](#) for examples of previous courses.

### **C2C Care Audience:**

Our course participants primarily come from small to mid-sized cultural institutions—museums, archives, libraries, historic houses and sites, and related non-profits and governmental organizations. They have a range of backgrounds and some may have little to no formal collections care training; many are beginners or advanced beginners in collections care. Our goal is to provide practical and cost-effective guidance that recognizes the staffing and budgetary constraints faced by smaller organizations. For additional information about our audience, see the results of [our most recent survey](#).

### **Responsibilities:**

The Course Coordinator will design the course, identify instructors, communicate with the C2C Care Coordinator, and ensure the selection and development of course materials and assignments as appropriate. They will also host each of the sessions and lead Q&A.



### **Professional Fee:**

The Course Coordinator receives an honorarium of \$3,000 for their role organizing and hosting the course. An additional \$2,000 is available for honoraria for Session Instructors (the Course Coordinator may also be an instructor.) The Course Coordinator works with the C2C Care Coordinator to allocate the \$2,000 (e.g. - five Instructors at \$400).

FAIC charges participants a registration fee of \$99 (early registration) to \$149.

### **Proposal Format:**

Please submit a description (up to 500 words) of the course topic and its relevance to the C2C Care audience. The description should include three learning objectives for <https://connectingtocollections.org/> the participants, a list of four to five webinars that will comprise the course, and a one- or two-sentence description of each webinar.

Additionally, please provide a brief personal statement (up to 300 words) that describes your experience with the topic. If additional instructors (maximum 5) are included in your proposal, please list them here. Previous online teaching experience is preferred, but not required.

Include CVs for yourself and any additional instructors.

### **Contact or Questions**

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### **About FAIC**

FAIC is a 501c3 foundation created in 1973. Its mission is to save cultural heritage for future generations, protecting it from decay and destruction.

FAIC carries out a wide range of programs to provide continuing education, scholarships, research, publications, emergency programs, and assistance to collecting institutions. Further details can be found on the FAIC website: [www.culturalheritage.org/foundation](http://www.culturalheritage.org/foundation)

*Connecting to Collections Care is made possible in part with support from the Institute of Museum and Library Services.*