### The Foundation of the American Institute for Conservation of Historic and Artistic Works

ARTISTIC WORKS

## FAIC LECTURE GRANT APPLICATION

NOTE: This form is provided as a PDF form. Text will flow in the fields as you type. For best results, begin by saving the file on your computer and giving it a new name.

I. Applicant Information

Title of lecture	
Date of lecture	
Name of speaker	
Lecture Coordinator	
Address	
City, State, Zip	
Phone	Fax
E-mail address	
Site contact person	
Site name	
Site address	
City, State, Zip	
Phone	Fax
E-mail address	FAIC amount
	requested

# **II. Project Summary**

- 1. What is the proposed lecture about?
- 2. What preparations will be done in advance?
- 3. How many people do you expect to attend?
- 4. How will the event be publicized?

Phone: (202) 452-9545 • Fax: (202) 452-9328 • faicgrants@conservation-us.org • www.conservation-us.org

### III. Project Budget

1. On the budget worksheet below, list all costs (in \$US) needed to complete project. Include any expenses in addition to those for which you are applying.

Item Description	Total Estimated	Amount from FAIC	Amount from Non-FAIC	Source of Non-FAIC funds
	Costs	Request	Sources	
Speaker Fee				
Travel (describe)				
Lodging: # of nights				
Meals & Incidentals*				
Materials & Supplies (describe)				
Other (please describe)				
<b>Total Project Expenses</b>				

<sup>\*</sup> Meals and incidentals should not exceed Federal per diem rates (available at http://www.gsa.gov).

- **2.** FAIC award would be made payable to:
- **3.** What other sources will be used to fund additional expenses, if any?

### **IV. Submission Information**

Send this form and attachments in as few files as possible, with your name as part of the file name ("Smithmuseum.pdf"), in PDF, RTF and/or Word formats, to: <a href="mailto:faicgrants@conservation-us.org">faicgrants@conservation-us.org</a>. If sending by mail, send **two** copies of application and attachments to: The Foundation of the American Institute for Conservation, 1156 15<sup>th</sup> Street, NW, Suite 320, Washington, DC 20005. All materials must be **received** by the deadline.

$Pl\epsilon$	ease attach the following:
	Letters of commitment from the Lecturer, Site, and Lecture Coordinator
	Brief description or brochure about the sponsor
	Résumé or c.v. of Lecturer
	The Foundation of the American Institute for Conservation of Historic a