



2019 SUBSIDIZED SURVEY APPLICATION

Name of institution:

Mailing address:

City/state/zip:

Website:

Type of institution:

Date founded:

Average annual budget:

Is the institution a non-profit/501(c)(3)? Yes No

Does the institution's annual budget have a line item for preservation or collection management activities?

Yes No

Primary Contact

Name:

Title:

E-mail:

Phone:

Fax:



2019 SUBSIDIZED SURVEY APPLICATION INSTRUCTIONS

Please attach a narrative of no more than three pages answering the questions below. Applicants should carefully consider the number of objects they would like examined during a site visit. The lower the number of objects, the more in-depth the examinations and condition reports produced. If an applicant requests a survey of a collection the ICA does not feel can be reasonably assessed in the time allotted, we will ask the applicant to identify a smaller group of objects.

Please note: this is not a general organizational assessment. Applicants requesting a general collection assessment will not be considered. If your organization requires a general assessment, please contact the ICA for additional information about our available services.

- Describe the part of your collection you would like surveyed. Why have you selected these particular items for a survey? Are they made of the same material, the same type of object, made by the same artist/manufacturer, etc.?
- How many items are in the collection you would like to have surveyed? Can the items be grouped into categories, for example, drawings vs. paintings by the same artist?
- Have you established curatorial priorities for treating individual items in this collection based on relative importance, exhibition scheduling, monetary value, etc? If not, can this be done prior to a collection survey?
- In what types of storage and/or exhibit settings have the items been housed? To the best of your knowledge, please describe environmental conditions including temperature, humidity, lighting, storage enclosures and/or furniture.
- Have the items been treated, cleaned, or mounted previously? If so, please provide descriptions of previous work done that may be applicable.
- How are you hoping to use the information gained from this survey? Please include a description of any available or requested funds to be used towards the preservation/conservation of your collection.

The selected organization will receive a free on-site survey of up to two days in length, and written condition assessment(s) with treatment recommendation(s). It will be asked to contribute only the travel costs associated with on-site visits.

Return completed application by **Friday, September 27, 2019** via mail (Attention: Holly Witchey, Dir. Education & Outreach, ICA-Art Conservation, 2915 Detroit Ave, Cleveland, Ohio 44113, or email to hwitchey@ica-artconservation.org).