

PROGRAM FOR LATIN AMERICAN LIBRARIES AND ARCHIVES

Application form

[Please type or print.]

Date: _____
(day/month/year)

I. About your institution.

Name of Library or Archive:

Mailing Address:

Street Address:

Telephone (include city and country codes):

Fax (include city and country codes):

E-mail:

Name and Title of Director (attach "Professional Career Biography"):

Name and Title of Chief Executive Officer for the Institution (if distinct from the Director):

Name and Address of Parent Institution (if any):

Relationship between Parent Institution (if any) and Applicant Institution:

Please describe the budgetary support currently available to your library or archive. Attach your two most recent budgets or financial reports. Also describe the source, amount, and purpose of any outside support received during the past five years.

II. About your collections and services. (Please attach no more than five pages):

- A. Describe the research collections held by your library or archive. Include a description of the system of bibliographic control, and the proportion of your collections represented in this catalog or system.

- B. Describe the primary users of your holdings (e.g. professionals, scholars, secondary students, etc.).

- C. How many users consult your collections?

- D. What are the requirements for consulting your collections?

- E. Please list no more than five national or foreign scholars who have consulted your holdings within the past three years, including addresses and institutional affiliations as well as names.

1. Name:

Institutional affiliation:

Address:

2. Name:

Institutional affiliation:

Address:

3. Name:

Institutional affiliation:

Address:

4. Name:

Institutional affiliation:

Address:

5. Name:

Institutional affiliation:

Address:

III. About your project. (Please attach no more than five pages):

- A. Please describe the general need which the requested funding would address (e.g. improved access to holdings, preservation, improved user services, etc.).

Please explain why this need cannot be met from the repository's (or its parent institution's) normal budget.

B. Describe the specific project and workplan that will address the need described in Section III-A. The workplan should discuss:

- Project activities and their expected results
- The timetable for the project.
- Itemized cost estimates.
- Local support for the project including institutional contributions of staff, space, equipment, and funds, plus any funds available from other sources.
- How you will evaluate whether the project has been successful.

IV. Statement of responsibility.

This application can be considered only when the following statement has been signed by the institution's president, director, or chief executive officer:

The _____ hereby affirms the following:
[name of institution]

-The institution is legally empowered to receive and expend such grant funds as may be awarded as a result of this application;

-The institution will comply with any and all stipulations associated with any Program grant that it accepts;

-The institution will submit narrative and financial reports as required concerning grant activities until the project described in the workplan is complete;

-The institution will forfeit and return grant funds if it does not comply with these provisions and with all other stipulations associated with any Program grant that it accepts.

[signature/title/date/seal]

Professional Career Biography

This form is to be completed by the Director of the archive or library that is applying for grant funds and submitted with the application form. If another person will actually manage the project, a second form should be attached as well. Please do not attach a separate résumé or curriculum vitae. Each completed Professional Career Biography should be no more than four pages long.

Name (surnames/first names):

Title:

Institution:

Mailing address:

Street address:

Telephone (include city and country code):

Fax (include city and country code):

E-mail address:

I. Professional Experience:

Please list and describe jobs held during the past five years, particularly describing areas of managerial and/or decision-making responsibility:

II. Education:

Please list all post-secondary degrees, and significant professional training in seminars or workshops:

III. Languages:

List the languages in which you have either reading, writing, or speaking competence:

language reading writing speaking

F = fluent

C = competent

K = basic knowledge

IV. Scholarship and publications:

Please list no more than five of your publications, papers, or presentations that reflect your scholarly or professional interests.