



COLLECTION SURVEY APPLICATION

Name of institution:

Mailing address:

City/state/zip:

Website:

Type of institution:

Date of establishment:

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:

Please attach a narrative of no more than three pages that answers the questions below.

Applicants should consider carefully 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 grouping of objects.

- Describe the part of your collection you would like assessed. 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 assessed? Can these items be sub-grouped, 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, amount of use, monetary value, etc? If not, can this be done prior to a collection assessment?
- What types of storage and/or exhibit settings have the items been in? 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, describe.
- How are you hoping to use the information gained from this assessment? Please include a description of any available or requested funds to be used towards the preservation/conservation of your collection.

Return completed application by **October 30, 2009** via mail, e-mail, or fax (attn: Nicole Hayes/nhayes@ica-artconservation.org).

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). The organization will be asked to contribute only the travel costs associated with the on-site visit(s).