

ICA Subsidized Survey Application Instructions & Cover Sheet

Please fill out the cover sheet on page 2 and include a narrative of **no more than three pages** in which you respond to the questions below. Images of items to be surveyed will be helpful and are not counted as part of the three pages. 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.

- **Important Note:** the ICA Subsidized Survey for 2022 will focus specifically on painted surfaces (easel paintings, frames, murals, polychrome sculpture, and painted furniture). If you have questions about objects, works on paper, or textiles you can always call us **but only applications to survey painted works will be considered in this round.**
- Describe the part(s) of your collection you would like surveyed. Why have you selected these items?
- How many items are in the collection you would like to have surveyed? (twenty items or fewer)
- Have you established curatorial priorities for treating individual items based on relative importance, exhibition scheduling, monetary value, etc.? If not, can this be done prior to a collection survey?
- How have the items been housed? What are the storage/exhibition conditions? 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.

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.

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 chosen organization will be responsible only for travel and accommodation costs associated with on-site visits. If a collection can be brought to ICA for assessment there are no associated costs. If you have questions about the survey process please contact Andrea Chevalier, Director of Conservation by phone (216.658.8700) or email (andrea@ica-artconservation.org).

Please return completed application by Friday October 28, 2021 via mail (Attention: Holly Witchey, Dir. Education & Outreach, ICA-Art Conservation, 2915 Detroit Ave, Cleveland, Ohio 44113, or email to hwitchey@ica-artconservation.org).



ICA-ART CONSERVATION SUBSIDIZED SURVEY
COVER SHEET TO BE RETURNED WITH APPLICATION

Institutional Information

Name of institution:

Mailing address:

City/state/zip:

Website:

Type of institution:

Date founded:

Average annual budget:

Non-profit 501c3

Yes

No

Do you have annual budget line item for preservation/collection management activities?

Yes

No

Primary Contact

Name:

Title:

E-mail:

Phone: