

## ICA Subsidized Survey Application Instructions & Cover Sheet

The selected organization will receive a free on-site survey of up to two days in length, and will be provided with written condition assessment(s) and treatment recommendation(s). Conservator time is free for the two days and for the time it takes to write the assessments (\$2000 value). The institution receiving the subsidized survey is responsible for travel, travel time—if institution is more than an hour from Cleveland—and any overnight accommodation costs involved. There is no charge at all if items are brought to the ICA for the survey.

**Important Note:** the ICA Subsidized Survey for 2023 will focus specifically on objects and works on paper. If you have questions about paintings or textiles you can always call us but only applications to survey objects and works on paper will be considered in this round.

**Please fill out the cover sheet on page 3 and** return it with a narrative of **no more than three to five pages (not including images)** in which you respond to the numbered questions below. Images of items to be surveyed will be helpful and are in addition to the three to five pages in the narrative.

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.

1. Describe the part(s) of your collection you would like surveyed and tell us why you have you selected these items?
2. How many items are in the collection you would like to have surveyed? (5 -8 objects or few, please email [claire@ica-artconservation.org](mailto:claire@ica-artconservation.org) if you'd like to discuss an objects project; number of works on paper items is variable, please email: [KateP@ica-artconservation.org](mailto:KateP@ica-artconservation.org) if you would like to discuss)
3. Have you already established institutional or curatorial priorities for treating individual items based on relative importance, exhibition scheduling, monetary value, etc.?
4. How have the items been housed? How are the items currently stored or exhibited?
5. To the best of your knowledge, please describe environmental conditions including temperature, humidity, lighting, storage enclosures and/or furniture.
6. Have the items been treated, cleaned, or mounted previously?
7. How are you hoping to use the information gained from this survey?

**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 will be provided with written condition assessment(s) and 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](mailto:andrea@ica-artconservation.org)).

Please return completed application by Friday October 27, 2023

Via mail:

Attention: Holly Witchey  
ICA-Art Conservation  
2937 W. 25<sup>th</sup> Street, 2<sup>nd</sup> Floor  
Cleveland, Ohio 44113

Or email the cover sheet and narrative to [holly@ica-artconservation.org](mailto:holly@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: