



Tru Vue Optium® Conservation Grant

Overview

Tru Vue, Inc. has partnered with the Foundation of the American Institute for Conservation to offer grants to support projects in glazing applications for preservation of museum and library collections. The goals of this grant program include increasing knowledge of glazing applications, promoting Optium Acrylic® products, and encouraging the involvement of conservators in museum and library collection projects.

Funds are to help defray direct project costs, including supplies and publicity.

Up to four awards will be made each calendar year. Each award includes a cash amount of up to \$4,000, and donated materials which may include part or all of the following: up to 60 square feet of 6.0 mm Optium Museum Acrylic® product, or up to 64 square feet of 3.0 Optium Museum Acrylic® product or Optium Acrylic® product for use directly related to the conservation project.

Eligibility

- Applicant must be a not-for-profit collecting institution (museum or library) with active exhibition programs and located in one of the 50 U.S. states, the District of Columbia, or U.S. territories
- The institution must have at least one full-time conservator on staff, or a conservator on contract for the project
- Projects should be completed within 12 months of the award date

Criteria

- Project overview and significance
- Rationale for support (proposals should demonstrate conservation goals, rather than collection management or maintenance)
- Feasibility of project (project support and appropriate use of the Optium Acrylic® product(s))
- Level of innovation in the use of Optium Acrylic® products
- Amount of publicity proposed for the project that will help raise awareness of conservation

Application Procedure

There will be two review periods per calendar year. The deadline for **receipt** of all grant application materials will be **May 1** and **November 1** of each year. Applications will be reviewed and a recommendation will be made to the FAIC board for final approval. Notifications of grant awards are expected to be sent by FAIC approximately six weeks after each deadline. The selected grant projects should be scheduled by the recipients to be completed within 12 months after the application deadline.

Electronic submissions are encouraged but not required. **Important:** you may submit your application electronically only if **all** of your materials can be submitted electronically. Name all files to include the organization's name (e.g. "smithmuseumletter.doc" or "smithmuseumapplication.rtf"). Submit the application form and supporting materials in PDF (portable document format), RTF (rich text format) or Microsoft Word format. Send the files as e-mail attachments to faicgrants@aic-faic.org. You should receive an e-mail receipt within 72 hours.

If submitting hard copies, please send **five sets** of the application and attachments (with the exception of letters of support for which only one copy or original is required). Application packages or electronic submittals must be **delivered** to the AIC office no later than **May 1** or **November 1** in the grant year.

For consideration, applications must include:

- The completed application form,
- A letter of commitment from the organization,
- A letter of commitment from the project conservator,
- A brief resume or C.V. of the project conservator, and
- A description (no more than one page) of the organization and conservation activities related to exhibitions.

Conditions

Recipients of this grant must acknowledge and agree that they shall be required to:

- Acknowledge FAIC and Tru Vue's financial support in all publicity materials and news releases related to the project,
- Provide at least two digital images of the completed project(s), for use by FAIC and Tru Vue in publicity materials, and
- Submit a final written report to FAIC within 60 days of completion of the project summarizing the results of the project.

Final Report

Final written report forms are available on the AIC-FAIC website. Final reports should include:

- A statement by the project conservator on what worked, what could have been done better, and how the event was publicized,
- A summary of expenses and sources of revenue for the project,
- Copies of publicity materials, such as news articles,
- Two to six digital images of the project, including at least one image of the completed project, and
- Copies of project documentation such as conservation report summaries and photo documentation.

If you have questions about this grant and the application process, please contact FAIC at faicgrants@aic-faic.org or at (202) 452-9545, ext. 0. For more information about the Tru Vue Optium Acrylic® products visit www.tru-vue.com.

FAIC and AIC thank Tru Vue for its support of this grant program. FAIC and AIC do not endorse any manufacturer's products or make any recommendations regarding the suitability of particular brands of materials for conservation or exhibit purposes.



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NOTE: This form is provided as a PDF form. Shaded fields will expand as you type. For best results, begin by saving the file on your computer and giving it a new name.

I. Institutional Information

Name of institution			
Contact name and title			
Mailing Address			
City, State, Zip			
Phone		Fax	
E-mail address			
Institution's website address			
Brief project title or description			
FAIC amount requested			
Optium® material requested	<input type="checkbox"/> 6.0 mm Optium Museum Acrylic® (60 square feet maximum) <input type="checkbox"/> 3.0mm Optium Museum Acrylic® (64 square feet maximum) <input type="checkbox"/> 3.0 mm Optium Acrylic® (64 square feet maximum)		
	Amount requested: _____ square feet		

Has your institution received FAIC funding in the past three years? yes no

If yes please describe: _____

II. Project Summary

1. Describe the goals and significance of the proposed project, and how it aligns with current institutional plans and priorities.
2. Provide an overview of the project, including how this project will utilize Optium® products.

3. How are conservators involved with this project? Will they be staff conservators or contractors? Has a treatment proposal been completed?

4. What is the estimated timeframe for completion?

5. How will this project be publicized, and how will it raise awareness of conservation?

III. Budget Information

Please be as specific as possible when completing the budget section. In the “Description and Calculations” column, please note how you arrived at your budget amounts.

Item	Description and calculations	TOTAL AMOUNT	FAIC support requested	Additional funds amount	Source of additional funds
Personnel (fees, wages)					
Personnel benefits					
Travel					
Supplies					
Publicity					
Equipment					
Other:					
Other:					
Other:					
Other:					
Total Expenses					

What other sources will be used to match additional expenses, if any?

IV. Submission Information

Please remember to include all of the following:

1. Completed application form
2. A letter of commitment from an institutional representative
3. A letter of commitment from the project conservator
4. A brief resume or C.V. for the project conservator
5. A brief (one page or less) description of the organization and its conservation activities
6. You may attach drawings and/or planning documents if desired

Electronic submissions: Combine documents into as few files as possible. Name all files to include the **organization's name** (e.g. "smithmuseumletter.doc" or "smithmuseumapplication.rtf"). Submit the application form and supporting materials in **PDF** (portable document format), **RTF** (rich text format) or Microsoft **Word** format. Send all files as e-mail attachments to **faicgrants@aic-faic.org**. You should receive an e-mail receipt within 72 hours.

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