

Photographic Materials Group Project Support Grant Guidelines

Introduction

The PMG Project Support Grant was established to support community-oriented initiatives in the field of photograph preservation or conservation that have a concrete impact on the preservation of the photographic heritage of a community.

The grant is open to broadly defined photograph conservation projects and does not require AIC membership for eligibility.

This annual grant reflects PMG members' commitment to supporting initiatives that recognize and elevate the importance of photography as a vital record of identity, memory, and emotional well-being.

Funds for the grant are allocated from PMG's annual operating reserves. The feasibility of this grant is contingent upon the strength of PMG's annual reserves in each given year.

Eligibility Requirements

- Applicants must be involved in a project relevant to the field of photograph conservation.
- Applicants may be an individual or an organization/association.
- AIC membership is not required.
- Projects must result in a tangible public benefit and have a documented outcome that can be shared with the PMG community (e.g., report, tool, publication, resource, or documentation).
- A final report must be submitted within one year of the award date (awarded May/June, report due following April 20th).

Grant Scope

Projects may include, but are not limited to:

- Community outreach and education in photograph preservation and/ or conservation
- Development of culturally responsive preservation tools or resources for photograph collections
- Disaster response initiatives involving photographic materials
- Photography preservation or conservation projects addressing underrepresented languages, communities, or geographies
- Documentation, research, or technical innovation with clear community impact in photograph preservation and/ or conservation

Exceptions and Limitations

Funding may not be used for travel, lodging, or registration to attend meetings or conferences. Funding cannot be used for costs related to preparing research for publication. Projects intended for commercial profit are ineligible.

Application Procedure

Applicants must submit the following materials to the current PMG Chair at chair.pmg@gmail.com.

1. **Project Summary** (1,000 words or less), including:
 - Project description
 - Communities or institutions involved
 - Anticipated outcomes and impact
 - Relevance to photograph conservation and the PMG community
 - Method of dissemination (e.g., public resource, publication, digital output)
2. **Budget** indicating how funds will be used
3. **Project timeline or work plan**
4. **Curriculum Vitae or resume**
5. **One letter of support** from a PMG member or professional peer

Application Deadline and Review

- Application materials are due on February 28th of each year. Proposals are reviewed by PMG officers.
- Selected proposals are presented to the PMG membership for approval by vote at the Business
- Meeting held during the AIC Annual Meeting each May/June. Applicants will be notified following the Business Meeting.
- Report is due on the following April 20th, to be reported on at the subsequent Business Meeting.

Grant Amount

- The annual total available for this grant is \$2,000.
- The full amount may be awarded to a single project, or the amount may be divided among up to four projects in increments of no less than \$500 each.
- The amount and number of awards will be determined by the PMG officers and voted by members based on applications received and the annual budget.

Disbursement of Funds

Recipients will receive full payment after the grant has been approved by officers and voted on by the membership at the business meeting in May/June.

Final Report

Recipients must submit a final report on the 20th of April of the following year. Reports should summarize the completed work, describe how funds were used, and outline how results were shared. Reports will be shared with PMG members via PMG channels or presented at a PMG event.

Last Update: May 2025