



ALCF Grant Application printable PDF

Please note, this document is intended for those who would like to view or print the application form questions in order to prepare for applying online.

The online application link: <https://airtable.com/shrrWnKnh2MD3U8Yu>

The Guidelines & FAQs: <http://www.allarvickfund.org/guidelines/>

The online application is 5 pages, a page per section. We suggest reviewing it first and have your answers ready before filling it out. When using the online application, hovering a mouse over certain fields, will prompt additional instruction if further clarification is provided. On this document, further instruction is italicized. Word limits are tracked within the online application.

PLEASE NOTE: In order to continue to other pages of the online application, you must:

- 1). Check the box indicating you agree to the terms about sharing your media.
- 2). Fill in your first and last name of the "Applicant/Project Manager" section.
- 3). Choose one applicant category.

Incomplete submitted applications will automatically be disqualified.
Email info@allarvickfund.org with any questions.

Below are the required information and questions you'll need to have ready in order to submit an online ALCF grant application.

Section I: Applicant Information

By checking the box below, you understand that if awarded an ALCF grant, a copy of your transferred media will be uploaded onto the Internet Archive (archive.org), where it will be available for study and enjoyment by the general public. You also agree to work collaboratively with the Fund to screen selected clips from your collection at public events. Since the Fund acts as a digital archive it retains a copy of all grantee media for the purposes of public programming and promotion. This must be agreed to in order to submit this application. You will be asked to check this box again at the end of the application form.

ALCF realizes some media may not be suitable for public consumption or might be considered too personal to share with a wider audience. If you are applying to conserve and digitally capture an entire collection that might contain a couple clips that fall under one of these categories, the Fund is willing to omit those clips from its digital archive, the Internet Archive and public programming. If most of a collection falls under one of these categories, it is probably not a good fit for ALCF'S grant program.

Yes, I understand and agree to the above.

Applicant/Project Manager * First and last name

Applicant Category (choose only one): *



I am applying for this grant as an individual.

I am applying for this grant as a representative of an organization.

Organization/Institution Name (if applicable)

Applicant Mailing Address

Street Address / Address Line 2 City State / Postal / Zip Code

Phone Number ### - ### - ####

Email **Verify Email**

Grant Category: (please choose only one) *Most grants are awarded in smaller amounts to multiple grant recipients per award cycle that total 5,000.00 or under.*

Al Larvick North Dakota Grant (max. amount \$5000).

Al Larvick National Grant (max. amount \$5000).

Please note: The grants may only be used for actual costs associated with the shipping of materials to & from labs, cleaning, repairing, color correction, of audiovisual materials, & digital captures and hard drive storage. Grants do not cover salaries or administration costs. Labs are paid directly by the Fund to sponsoring labs and other ALCF approved third party vendors. Grant recipients do not receive any funds directly.

Audiovisual conservation knowledge: (please choose one)

1 2 3 4 5 Please rate the project manager's audiovisual conservation & digital capture (video files) understanding. 5 being the highest.

Technical knowledge: (please choose one)

1 2 3 4 5 Please rate the project manager's comfort level caring out computer tasks, which involve working with audio & video files (including uploading video files to the Internet, on platforms such as Youtube & Vimeo, entering keywords and 'tagging'). 5 being the highest.

Organization Information: (if applicable)

Does your organization house an archive?

Yes or No

If not, are you working with an archive on this project?

Yes or No

Archive Name: (if applicable)

Archive Address: (if applicable)



Street Address / Address Line 2 City State / Postal / Zip Code

Archive Phone: (if applicable) ### - ### - ####

Archive Email: (if applicable)

Archive Website: (if applicable)

Does your organization have 501(c)(3) status? (if applicable)

N/A, Yes or No

If not 501(c)(3), please indicate how the group is legally organized: (if applicable)

Section 2: Audiovisual Media Information

Tell us about the home movies and/or amateur cinema materials in the collection that you'd like a grant for.

Project Title: *Assign your project/collection a title. Please choose a collection title for your media. It could be a family name, or phrase or place that describes your collection well. For examples, please refer to the grant recipient page: <https://www.allarvickfund.org/grantees>*

Creation Date/Date Range or Circa: (if known)

Inventory: (choose all that apply)

Film
Videotape
Other

Film Type(s): (check all that apply):

8mm	Super 8	9.5mm	16mm	Super 16	35mm
Sound	Don't know	Other			

Video Type(s): (check all that apply):

Betacam SP, Betacam	1" Type B, 1" Type C	U-Matic ¾"
VCR, VCR-LP, SVR	8mm Video	Video8
Betamax	VHS, S-VHS, VHS-C	2" Quadruplex videotape
Don't know	Other	

Tell us about the home and/or amateur material that you'd like a grant for. When deciding on how much media to include in your application for a \$5000 grant, keep in mind you may want to consider applying with your entire collection, even if it's larger than what you think ALCF can support. The Fund appreciates having some context about the bigger picture and goals around your collection. ALCF can decide how much the grant can cover if you receive an award. If you hold a large collection, it is a good idea to prioritize your film reels and/or tapes and be prepared to submit this list. Please mention this in your application. Grantees receive further guidance

when notified of their grant award. If you would like further guidance before submitting your application, please contact info@allarvickfund.org.

Number of film reels: (if applicable)

Approximate number of total film feet (if known/if applicable)

Number of videotapes: (if applicable)

Running time: (approx., if known) *How many minutes or hours of playable media? If you don't know an approximate number, leave blank.*

If you selected "other", please describe the format

Section 3: Storage History Current and previous locations of media.

Current location of media: (within 50 words)

Town/City/State/Country

Please indicate the where the media is stored now (choose all that apply)

In private home/residence

In storage room that is climate controlled

In storage room that is not climate controlled

In professional archive

Further describe the storage space: (within 100 words). *If stored at a private residence please indicate where, such as attic, basement, middle story hall closet, etc. and approximately how long the materials have been in storage. If in temperature/climate-controlled storage, please indicate regulated temperature of space. If not in a climate-controlled space, describe the environment, such as humidity, temperature, etc.*

Archive Name where media is stored: (if applicable)

Archive Contact Name: (if applicable) First and last name

Archive Address: (if applicable)

Street Address / Address Line 2 City State / Postal / Zip Code

Archive Phone Number: (if applicable) ### - ### - #####

Archive Email: (if applicable)

Archive Website: (if applicable)

Describe how the media is stored within the above spaces: (within 50 words) *For example:*

© Al Larvick Conservation Fund

ALCF | PO Box 302, New York, NY 10024

www.allarvickfund.org | info@allarvickfund.org | 646-797-3295



In cans that are stored in old boxes, loose film reels stored in new boxes, plastic containers, VHS tape sleeves on book shelves, on floor, on tables, etc.

Describe any previous storage locations and conditions you're aware of: (within 50 words)
Include any known exposure to damp, humid conditions, flooding, heat or fire, etc.

Section 4: Ownership

Are you, the individual applicant or organization, the owner of this media?

Yes or No

Are you, the individual applicant or organization, the creator of this media?

Yes or No

If you are not the creator of this media, please explain your relationship to the creator and how you came to hold this media. (within 50 words) *If you are an organization, please indicate if the media is a donation, a purchased acquisition, an adopted orphan work, and the circumstances around obtaining it.*

Owner/Creator Name: (if different from project manager/if known)

First and last name

Is the owner/creator available to contact?

Yes or No

If owner/creator is unavailable, please indicate why: *For example: the owner/creator may be deceased, unknown or unable to locate or contact.*

Owner/Creator Company, Organization or Institution: (if different from project manager/if known/if applicable)

Owner/Creator Address: (if different from project manager/if known/if applicable)

Street Address / Address Line 2 City State / Postal / Zip Code

Owner/Creator Phone: (if different from project manager/if known/if applicable)

- ### -

Owner/Creator Email: (if different from project manager/if known/if applicable)

Section 5: Statement

1). Explain how you or your organization will maintain your original and digital assets if

awarded a ALCF grant. (within 300 words) *The Fund doesn't require the original materials be stored at a professional archive. It does aim to educate and promote a greater understanding of analog and digital media conservation and management best practices. Grantees will be given reference material and a guide on basic care and maintenance. Please indicate how you will ensure the materials longevity to the best of your, or your organization's ability.*

2). Provide a description of the subjects and contents of the recorded media: (within 300 words) *For example: a graduation ceremony, community theater performance, town's public event, holiday gathering, etc. Include intent of documentation, historic or cultural or educational value of work. Include any known dates or time periods. If unsure, explain why you want this material conserved and transferred - part of a collection which includes important material - if so, what is in the rest of the collection? If you are applying as an individual, maybe you inherited the media but don't know what's recorded on it. Please indicate so.*

3). Explain the background of the key people and/or places and/or events in the recorded media. And/or key people who were involved in the recording of the media, to the best of your knowledge: (within 300 words) *If you don't know, please indicate so.*

4). Describe why your media is important to your personal legacy and/or American culture at large: (within 300 words) *If you are an organization, please indicate why the media is of value to your organization's collection and audience, and American culture at large.*

5). Describe how you will share the digital transfers with family, friends and community, should you receive an ALCF grant: (within 300 words) *If you are an organization, please indicate how you will incorporate these materials into your public/community programming. (See Content Sharing page for ideas).*

6). Describe your relationship to the location or people recorded in the media and what you feel are special elements depicted or represented: (within 300 words) *If you are an organization, please indicate the organization's connection to the media and its content.*

Attach a JPEG photo. Keep each file under 4 or 5 Megabytes in size if possible. (optional) *We encourage applicants to upload up to 5 photographs of their media and/or documents that show media condition, formats, labels or supportive documents that further contextualize the media content. If photographing media, the Fund recommends laying film reels and tapes out on the floor or table to show formats, any potential decay, or helpful labels. This is not required but does strengthen your application.*

Attach a JPEG photo. Keep each file under 4 or 5 Megabytes in size if possible. (optional)

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Add a link that relates to your media's subject matter, creator or key people in the recording: (optional) *For example: A newspaper article from a website, online family history page, blog on local history that relates to what's depicted in the media.*

Add another link that relates to your media's subject matter, creator or key people in the recording: (optional)

How did you hear about Al Larvick Fund and its grant program?

Al Larvick Fund e-Newsletter

A flier at my local library, community center or historical society

Facebook

Instagram

Twitter

Al Larvick Fund live event

Other

By checking the box below, you understand that if awarded an ALCF grant, a copy of your digitally captured media will be uploaded onto the Internet Archive (archive.org), where it will be available for study and enjoyment by the general public. You also agree to work collaboratively with the Fund to screen selected clips from your collection at public live events. Since the Fund acts as a digital archive it retains a copy of all grantee media for the purposes of public programming and promotion. This must be agreed to in order to submit this application. You will be asked to check this box again at the end of the application form. (See Guidelines & FAQs for further details). *

Yes, I understand and agree to the above and am ready to submit my application.

At this time the online form will give you the option to Submit. Once you click on the "Submit" button, your application has been filed. Please keep in mind, you will not have an opportunity to correct your application once you click on the "Submit" button.