

The Paper Project: Workshops

To complete your application, please upload documents 1-7 as described below. Please include the applicant organization's name on each document and in document file names.

All files should be submitted in PDF format.

1. Project Description (5-10 single-spaced pages)

- a. **Project Summary** (no more than 1 page): Describe the goals of the proposed workshop and the ways it will benefit the participants.
- b. **Intellectual Context:** Please describe the intellectual goals of the project, how it relates to current approaches and needs in the field.
- c. **Program Structure:** Please describe the structure of the program (seminars, meetings, research travel, etc.); the location, duration, and content of each component; and potential dates. Please also provide a rationale for the program location(s). If requesting support for a virtual or hybrid workshop, please describe the digital platform to be used and note whether it is already in use by your institution.
- d. **Institutional Profile:** Please describe the institution's capacity to provide the infrastructure, facilities, and other resources required to support the program.
- e. **Participants:** Please describe the targeted participants for the program and the rationale for their inclusion. Indicate whether they have already expressed an interest in participating. If participants will be invited through an open application process, describe this process and the selection criteria. For U.S.-based organizations only: provide information about how visa processing will be handled for any international attendees or project participants if the activity or event(s) will take place in the United States.
- f. **Evaluation:** Please describe how you will assess and evaluate whether project goals have been met.
- g. **Project Team:** List all key personnel associated with the planning and implementation of the project. Explain their roles in the project and provide a brief description of their qualifications to undertake this program. Please indicate whether existing staff will manage the project or if additional staff, such as a project coordinator, will be hired.

2. Curriculum Vitae: No more than 3 pages for each project team member. Please combine all CVs and upload as a single PDF.

3. Timeline: Provide a timeline of significant milestones and activities, including the anticipated workshop dates.

4. Itemized Budget: Provide a complete itemized budget for all project costs using the headings below. Include one column for the total cost and another that indicates the portion requested from the Getty Foundation.

Salaries and/or honoraria (including project directors, project support staff, and consultants)

Travel

Accommodations and per diem

Catering and/or shared meals (adjust per diem rates accordingly)

Local transportation

Facility or admission fees

Administrative expenses

Research materials

Overhead/Indirect costs (maximum 15%)

Other

5. Budget Narrative: explain how you arrived at the figures provided in the itemized budget, giving additional context or detail where helpful.

6. Letter of Support: Provide a letter of support for the project from the head of the organization or from the person authorized to sign grant agreements, if other than the head of organization.

7. Images: Provide key images (with captions) relating to the project. Please collate all images into one PDF. (5 pages maximum)

Important Note: The Getty Foundation is dedicated to promoting international exchange between and among professionals, students, scholars, and experts in the Getty's fields, within the bounds of all applicable U.S. laws including financial sanctions administered by the U.S. Treasury Department's Office of Foreign Assets Control (OFAC). In some cases, the Getty may need to obtain licenses (i.e. advance permission) from OFAC in order to allow certain individual or entities from sanctioned countries (including, but not limited to Iran, Syria, and Cuba) to participate in the programs we sponsor, particularly those taking place outside of the United States. Additional time may be required to review and process proposals including international participants and entities; support is always contingent on our ability to be in full compliance with U.S. law.

