

WORLD MONUMENTS FUND

Request for Assistance

CONTENTS

Part I: Introduction

- World Monuments Fund
- Types of Assistance
- Financial Assistance
- Restricted Funding Programs: Description, Criteria, and Deadlines

Part II: Instructions and Requirements

- General Instructions
- Image Requirements
- Map and Plan Requirements
- Supplemental Materials
- Summary of Required Materials for the Request for Assistance
- Mailing and E-mailing Information
- Request for Assistance Examples

Part III: World Monuments Fund Request for Assistance Form

- Request for Assistance Summary
- General Site Information
- Site Significance
- Threats to the Site
- Actions Needed to Address Threats
- Request for Assistance
- Sources of Financial Assistance
- Ownership, Administrative Responsibility, and Jurisdiction of the Site
- Applicant and Endorsement Information
- Release of Images

Part I: Introduction

This universal request for assistance (RFA) form should be used by all interested parties, including individuals, organizations, and governmental bodies, seeking assistance from the World Monuments Fund (WMF) in the conservation of cultural heritage sites and as an application for financial support for field conservation projects. A separate form is available to use to nominate sites to the World Monuments Watch list of *100 Most Endangered Sites* and is available for download from www.wmf.org. RFA forms are received and reviewed throughout the year. The completed form should be forwarded by e-mail to registrar@wmf.org or mailed to the Registrar at the World Monuments Fund headquarters in New York. Forms that are received by WMF field offices or national affiliates will be forwarded to WMF in New York.

WMF will respond to all new requests for assistance within eight weeks of receipt concerning the eligibility of each request for financial support or other forms of assistance.

WORLD MONUMENTS FUND

Founded in 1965, the World Monuments Fund is dedicated to the preservation of significant and endangered works of art and architecture worldwide through advocacy, financial support, fieldwork, education, and training. WMF works with governments, local organizations, and partners around the world, and has contributed to more than 400 projects in over 80 countries.

An international non-profit organization based in New York, WMF has offices in New York, London, and Paris and national affiliates in Britain, France, Spain, Portugal, and the United Kingdom. WMF Europe is a regional operating division based in Paris.

TYPES OF ASSISTANCE

WMF supports efforts to conserve endangered cultural heritage in a number of ways:

- **Advocacy:** WMF raises public awareness of significant and imperiled sites. WMF's primary advocacy tool is the World Monuments Watch list of *100 Most Endangered Sites*, which is published every two years. Other means of raising public awareness include demonstration conservation projects and educational programs.
- **Financial Assistance:** WMF supports planning and field conservation work through a number of restricted funding programs and challenge funding.
- **Technical Assistance:** WMF provides technical assistance to address general conservation issues threatening a region and site-specific conservation issues.
- **Educational Activities:** WMF supports and sponsors public and professional forums, exhibitions, and lecture programs that raise public awareness about a specific site or conservation issue.

Financial assistance from WMF supports conservation projects and initiatives in all stages of development including: preliminary assessment and planning studies; pilot projects; project implementation; and training activities related to the conservation of a specific site.

Completed RFA forms are retained by WMF in the event the organization can at any time match appropriate applications with donor interest.

WMF does not support general research or inventory projects, archaeological survey or investigation, the conservation and restoration of moveable artifacts and works of art, or new construction. WMF cannot provide support for the conservation of sites in private hands, whether owned by a private person or a family trust.

RESTRICTED FUNDING PROGRAMS

Jewish Heritage Grant Program

The Jewish Heritage Grant Program addresses the urgent conservation needs of historic synagogues at risk of losing their architectural integrity. For a more detailed description of the Jewish Heritage Grant Program, visit the WMF website at www.wmf.org.

Robert W. Wilson Challenge to Conserve Our Heritage

The Robert W. Wilson Challenge to Conserve Our Heritage provides matching funds for the conservation of sites of exceptionally high architectural significance, and for projects that foster partnerships with private and public institutions addressing architectural conservation needs.

PART II: INSTRUCTIONS AND REQUIREMENTS

GENERAL INSTRUCTIONS

- World Monuments Fund RFA forms may be submitted in English, French or Spanish. If filling out the MSWord version, please type directly into the allotted spaces and save file as "Country, Site Name.doc" (e.g. "Afghanistan, Ghazni.doc"). Then either mail the completed hard copy or email the completed electronic copy to registrar@wmf.org. If RFA is emailed, **a signed copy of the applicant and endorsement page**, images (or CD with digital images), and **the signed image release form**, must be mailed separately. Do not email images.
- Use a standard typeface and a font size of 11 points or larger.
- Adhere to word limits. Requests with text that exceeds the word count limits will not be considered.
- Incomplete forms, forms sent by fax, or forms not accompanied by labeled images and images release and locator or site maps will not be considered.

IMAGE REQUIREMENTS

- RFA forms must include a minimum of six (6) and a maximum of twelve (12) high-quality images showing (as appropriate):
 - site context
 - recent overall interior and exterior view(s)
 - evidence of threat(s), damage, and physical deterioration
 - detail(s) or significant elements
- Images must not be glued, taped, stapled, or bound with other materials
- Acceptable image formats are: transparencies, 35mm slides, photographic prints, and digital image files (on CD only)
- Digital files must be: largest dimension 8" (20cm) at 300 dpi (largest dimension = 2400 pixels). Please use JPEG and TIFF formats only
- Each image must be numbered and correspond to an image documentation sheet that lists the following information for each image:
 - Country
 - Site name
 - Date image was taken (include month if possible)
 - Brief caption describing image content (example "East façade of Building Three with fire damage")
 - Photographer and/or institution or organization

MAP AND PLAN REQUIREMENTS

- RFA forms must include a site map indicating the site within its immediate context
- Where applicable, requests for assistance should include a plan(s) of the building(s)

SUPPLEMENTAL MATERIALS

The following materials are not required, but are optional:

- Letters of support
- Architectural drawings (folded to letter size) documenting the site and / or recording existing conditions
- Conservation reports or related technical reports or other reports relevant to understanding the proposed action plan
- Bibliography of resources relevant to the site (books, articles, websites, etc.)
- CD ROMs or Videos (VHS, DVD or MiniDV cassettes)
- Additional images, including copies of archival photographs or drawings, illustrating the history of the site

SUMMARY OF REQUIRED MATERIALS FOR THE REQUEST FOR ASSISTANCE

- One (1) completed and signed RFA
- Six (6) images of acceptable formats with required labels
- Site map and building plan (where applicable)
- Labeled compact disc (CD) or e-mail with digital images and digital version of site map

MAILING AND E-MAILING INFORMATION

Please send all electronic versions of RFA and required support materials to registrar@wmf.org or forward all paper copies via mail to:

World Monuments Fund

Request for Assistance

95 Madison Avenue, 9th Floor

New York, New York 10016, U.S.A

Phone: 1 (646) 424-9594 • Fax: 1 (646) 424-9593

E-Mail: registrar@wmf.org

REQUEST FOR ASSISTANCE EXAMPLES

Applicants requesting assistance from the World Monuments Fund may download examples of previous, successful requests from the organization's website: www.wmf.org.

PART III

WORLD MONUMENTS FUND

Request for Assistance Form

1. REQUEST FOR ASSISTANCE SUMMARY

1.1 After completing the RFA form, summarize the site’s significance, threats to the site, actions needed to address threats, and the specific project for which assistance is being requested. (300 word limit)

2. GENERAL SITE INFORMATION

2.1 Name of Site:

2.2 Location of site (Country, City/Municipality, State):

Latitude/Longitude:

2.3 Describe the site’s construction history including its first date of construction and the most important changes and modifications to the site over time, with their dates:

2.4 Type of site (check the **one** that best applies):

- | | | |
|--|---|---|
| <input type="checkbox"/> Archaeological | <input type="checkbox"/> Dwelling | <input type="checkbox"/> Military |
| <input type="checkbox"/> Civic | <input type="checkbox"/> Engineering Work | <input type="checkbox"/> Public Art / Space |
| <input type="checkbox"/> Commercial | <input type="checkbox"/> Garden / Park | <input type="checkbox"/> Religious |
| <input type="checkbox"/> Cultural Landscape | <input type="checkbox"/> Industrial | <input type="checkbox"/> Townscape |
| <input type="checkbox"/> Other (please describe) | | |

2.5 What was the original use of the site?

2.6 What is the current use of the site?

2.7 Is the site on the UNESCO World Heritage List? yes no

(if no, proceed to question 2.8)

- | | | |
|------------------------------|------------------------------|-----------------------------|
| Listed individually? | <input type="checkbox"/> yes | <input type="checkbox"/> no |
| Included in Designated Area? | <input type="checkbox"/> yes | <input type="checkbox"/> no |
| World Heritage in Danger? | <input type="checkbox"/> yes | <input type="checkbox"/> no |

Official Site Name:

Date of Inscription:

Inscription Number:

- 2.7 List national, state and local landmark designations or inscription on other lists that distinguish this site.

3. SITE SIGNIFICANCE

- 3.1 Describe the site's significance, including its historic, architectural, cultural, artistic, social or associative values. Specify if the site is unique or is representative of a type of site and, if applicable, what other sites could easily be compared to it. (250 word limit)

4. THREATS TO THE SITE

- 4.1 List the **five (5)** principal threats to the site in order of urgency, beginning with the most urgent. Lists of natural and man-made threats are provided below for your consideration and use.

Threat 1: (Most Urgent)

Threat 2:

Threat 3:

Threat 4:

Threat 5: (Less Urgent)

Natural Threats

Insect/Animal Damage

Erosion

Flood

Fire

Geo-Technical Instability

Ground Water

Natural Aging

Biological Attack

Vegetation Ingress

Seismic

Volcanic Activity

Ground Water

Water Ingress

Water Drainage

Other (please describe)

Man-Made Threats

Armed Conflict

Development Pressures

Flooding / Dam Construction

Inadequate Planning

Neglect and Inadequate Maintenance

Industrialization

Lack of Financial Resources

Lack of Public Awareness

Negative Effects of Tourism

Obsolescence

Pollution

Inappropriate Prior Conservation

Vandalism / Looting

Other (please describe)

- 4.2 Describe the threats and physical condition of the site. How have the threats negatively impacted the physical condition of the site and its most significant elements, including loss of significant elements that characterize the site? Describe the extent and rate of deterioration. (250 word limit)
- 4.3 Describe actions the government, community, and/or other groups have taken to combat the threats listed and described above? What measures are being implemented to protect the site in the immediate and long-term future? Explain the obstacles to implementing effective site protection. (250 word limit)

5. ACTIONS NEEDED TO ADDRESS THREATS

- 5.1 Has a formal conservation management plan been prepared for the site? yes no

If no, is one currently being prepared? yes no

What is the anticipated date of completion of the plan? (month / year)

If yes, please provide the completion date of the plan. (month / year)

Outline the main points of the plan below. (150 word limit)

- 5.2 Will the current use of the site change? yes no

If yes, summarize the proposed new use? (100 word limit)

- 5.3 Describe all actions necessary to address the threats to the site and conserve it. (150 word limit)

- 5.4 From the description in 5.3, provide a global budget assigning costs to the immediate and long-term actions needed to address the threats to the site and conserve it. If possible, organize budget information according to phase. All costs should be listed in U.S. dollars.

- 5.5 Describe the benefits that will result from the conservation of the site. (150 word limit)

6. REQUEST FOR ASSISTANCE

6.1 From the list of actions provided in 5.3, describe the specific project for which support from the World Monuments Fund is being requested? (150 word limit)

6.2 Provide a detailed budget, in U.S. dollars, for the requested project described in 6.1.

6.2 Exact amount of financial support requested in U.S. dollars \$

7. SOURCES OF FINANCIAL ASSISTANCE

7.1 List sources of financial assistance received within the last two years. Provide the amount of financial assistance in US dollars and the month and year the financial assistance was received.

Funding Source, Amount in U.S. dollars, Date Received (month/year)

7.2 Describe current and potential future efforts to secure financial assistance for conserving the site, including other sources that are currently being approached for financial support. (150 word limit)

7.3 Describe how the long-term maintenance for the site is foreseen once the threats are addressed. (150 word limit)

8. OWNERSHIP, ADMINISTRATIVE RESPONSIBILITY AND JURISDICTION OF THE SITE

8.1 Ownership of Site

The owner is the governmental agency, public or private organization or private individual(s) who legally retain rights to the site. The owner's name and address should be included whether or not the organization or individual endorse the RFA.

Is the owner of the property aware of the request for assistance to the World Monuments Fund? yes no

Does the owner of the property endorse the request for assistance to the World Monuments Fund? yes no

Mr. Mrs. Ms. Dr.

First Name

Last Name

Institution/Organization

Institution/Organization's website

Address

City, State, Postal Code, Country

Telephone Number

Fax Number

E-mail

8.2 Administrative Responsibility for Site

The governmental agency, public or private organization, or private individual(s) who is responsible for making decisions about the site and administering the actions to protect the site.

Mr. Mrs. Ms. Dr.

First Name

Last Name

Institution/Organization

Institution/Organization's website

Address

City, State, Postal Code, Country

Telephone Number

Fax Number

E-mail

8.3 Jurisdiction over Site

Please indicate all government or non-government agencies and/or organizations whose permission is required before proceeding with any protective actions at the site.

Name of Agency or Organization, Contact Person, Telephone No., E-Mail

9. APPLICANT AND ENDORSEMENT INFORMATION

9.1 Request for Assistance Applicant

Government or non-government agency, institution, organization, or individual submitting the request.

Mr. Mrs. Ms. Dr.

First Name

Last Name

Institution/Organization

Institution/Organization's website

Address

City, State, Postal Code, Country

Telephone Number

Fax Number

E-mail

Signature _____ Date _____

Describe relationship to site:

9.2 Request for Assistance Endorsement

Government or non-government agency, institution, organization, or individual familiar with the site, threats, and proposed action, other than the nominator.

Mr. Mrs. Ms. Dr.

First Name

Last Name

Institution/Organization

Institution/Organization's website

Address

City, State, Postal Code, Country

Telephone Number

Fax Number

E-mail

10. RELEASE OF IMAGES

RFA forms without the release of images will not be considered.

Images submitted must be clear of copyright restriction. All reproduction rights, releases and/or permissions are the responsibility of the applicant. Images will only be used to promote the site and World Monuments Fund. Images submitted become property of World Monuments Fund and will not be returned.

Credit will read: "WMF/[photographer and/or institution / organization]." If no photographer or institution/ organization is provided in image documentation, credit will read: "WMF."

I, the undersigned, understand the above and give World Monuments Fund permission to reproduce submitted images in its publications (including website) and make images available to the press and educators.

Applicant's Name:

Applicant's Signature _____ Date _____