



The Robert Facchina  
Italian American Museum  
of Washington DC

[www.casaitalianacenter.org](http://www.casaitalianacenter.org)

## **Italian Legacy Summer Grant Archival Project**

### **Information and Terms of Grant**

**Application Deadline: June 16, 2023**

**Application available at: [casaitalianacenter.org/italian-legacy](http://casaitalianacenter.org/italian-legacy)**

#### **Who we are:**

The Casa Italiana Sociocultural Center Inc. (CISC) is a non-profit organization dedicated to promoting Italian American history and culture through various programs, including the Italian American Museum of Washington DC (IAMDC), an Archives collection, a compendium of oral histories, and *Voce Italiana*, an Italian American newspaper. CISC also sponsors events to promote and educate the community on the history and culture of the greater DC area's Italian and Italian American heritage.

The grant will support the archives component of the IAMDC, whose mission is to honor the legacy of Italians and Italian Americans in the Nation's Capital, preserve our history, and celebrate our cultural heritage.

#### **Who is eligible:**

Undergraduate and graduate students attending accredited colleges and universities who will be living in the DC metropolitan area this summer, within commuting distance of the Italian American Museum of DC (IAMDC).

Applicants must be available to work 15 to 20 hours per week in the Archives Office of the IAMDC (three or four days per week, flexible hours Monday through Thursday). The term of the grant is June through September 30th.

While students majoring in library sciences or history are preferred, we are welcoming applications from students in all academic programs.

Knowledge of Italian is required for this initial phase of the Archives Project.

## Terms of the Grant:

1. The Archives Project Director (the CEO of CISC, Inc.) and the selected student will jointly develop a work plan to produce a professional database of a collection of papers using either Excel or Microsoft Access. Specifically, the student will inventory the Pino Cicala Collection which consists of around 300 file folders, which have been already indexed and posted online at <https://www.casaitalianacenter.org/cisc-archives>. These folders contain clips, notes, newsletters, articles, etc., which pertain mostly to the Italian American community in the Washington DC area. The student will work independently under the guidance of the Archives Director.
2. Time schedules and deadlines will be coordinated at the outset. Expectation is a flexible schedule [four to six hours per day, three or four days per week (Monday through Thursday) until work is completed by or before September 30th.
3. CISC-IAMDC holds the rights to all the recipient's IAMDC work. Any use of the museum's copyrighted material must be approved by CISC-IAMDC in advance.
4. The student will be paid a \$5,000 stipend in four installments of \$1,250 over the course of the grant. All work agreed to in the plan must be satisfactorily completed before the final installment is paid. The four work completion points will be agreed upon with the Archives Project Director.
5. CISC will issue an IRS Form 1099. Any tax implications are the recipient's responsibility.

## Desired Skills:

- Excellent research, writing and organizational skills, especially attention to detail. Ability to work independently.
- Proficiency in Microsoft Office (Excel and/or Access).
- Course work or experience in library sciences, collections management or archiving a plus, but not required.
- Proficiency in Italian is required, as many of the documents included in the collection are in Italian.

## Required Documents:

Please submit a copy of your *resume* and a *transcript* from your college/university (an unofficial transcript is acceptable).

**NOTE:** "The student or grantee by making this grant application understands that the selection of the student under this grant program is not an offer of employment and the Casa Italiana Sociocultural Center Inc. d/b/a the Robert A. Facchina Italian American Museum of Washington, DC is not responsible for any benefits, insurance coverages or the payment of any tax related to awarding of the grant."



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## Casa Italiana Sociocultural Center Inc.

### Italian Legacy Summer Grant - Archival Project Application due: June 16, 2023

#### General Information:

Name: First \_\_\_\_\_ Last \_\_\_\_\_

Address: \_\_\_\_\_

Email address: \_\_\_\_\_

Phone: \_\_\_\_\_

School attending/anticipated graduation date: \_\_\_\_\_

Address: \_\_\_\_\_

Major: \_\_\_\_\_ Minor: \_\_\_\_\_

What is your GPA? \_\_\_\_\_

What are your main extracurricular interests?

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**NOTE: This is a summer project from June to September 30th.**

Will you be living in the DC metropolitan area this summer within commuting distance of the IAMDC?

What is the earliest date you could start this research/writing project?

\_\_\_\_\_

Can you work independently without supervision?

\_\_\_\_\_

What is your level of Italian language proficiency?

\_\_\_\_\_

## Assurances for the Italian Legacy Summer Grant - Archival Project 2023

I have read the application and have completed the application as my own work.

I attest that all the information is correct and true.

I understand and agree to the terms of the stipend and work conditions.

I understand this is a direct grant to me for summer 2023. Work is to be accomplished no later than September 30, 2023.

I understand I will be paid for the work in four installments of \$1,250 upon points determined in conjunction with the Project Director during the term of the grant.

CISC will issue an IRS Form 1099. Any tax implications are my responsibility.

The work is to be completed using the computer and software provided in the IAMDC Archives Office.

All written materials produced will be products of CISC-IAMDC. If I use information from the archival work I complete during the grant to satisfy course requirements, I will request CISC-IAMDC permission in advance. If requested, a letter documenting my work will be provided by CISC-IAMDC.

Signed \_\_\_\_\_

Date \_\_\_\_\_

**Checklist:**

**Application deadline is June 16, 2023.**

**To complete your application, send ALL the following in pdf format:**

1. Your completed application.
2. A copy of your resume.
3. A copy of your academic transcript [unofficial version accepted].
4. Two references familiar with your academic and work experiences (names, title, and contact information).
5. The signed Assurances form.

**Your application and associated materials should be emailed to: [maryann.re@gmail.com](mailto:maryann.re@gmail.com)**