

INSTAP Study Center for East Crete**The Al & Mary Leonard Emergency Preservation Fund**

The Al & Mary Leonard Emergency Preservation Fund provides up to \$5,000 annually to support one or more projects on the island of Crete focused on the preservation of cultural heritage. Eligible uses of the fund include, but are not limited to, site conservation, the construction or repair of fences around sites, or the addition of bilingual signage to help visitors better understand the significance of an excavated site. The fund is available to individuals or groups actively involved in the preservation of Crete's cultural heritage.

Deadline: November 1 for work the following year

Applications will be reviewed and approved by an anonymous review committee. Priority will be given to projects that require immediate conservation or preservation. Award(s) will be announced by January 31.

Applications should be submitted via email to [elizabethshank@hotmail.com](mailto:elizabethshank@hotmail.com) in either Word or PDF format.

**Acknowledgement:** All funded projects must credit INSTAP SCEC on relevant publications, signage, and materials. **Final Report:** A brief report (1–2 pages) is due upon project completion, summarizing outcomes and impacts, which should form the basis of an article that will appear later that year in *Kentro*, the newsletter of the foundation.

**Application Form**

*Applicant Information*

**Full Name:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Organization (if applicable):** \_\_\_\_\_

**Role/Position:** \_\_\_\_\_

**Email Address:** \_\_\_\_\_

**Phone Number:** \_\_\_\_\_

**Mailing Address:** \_\_\_\_\_

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*Project Information*

**Project Title:** \_\_\_\_\_

**Project Location (Site Name and Region on Crete):** \_\_\_\_\_

**Brief Project Summary (max. 750 words):**

*(Please describe the purpose of the project, the cultural significance of the site, and the specific preservation needs being addressed.)*

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**Requested Amount (up to \$5,000):** \_\_\_\_\_

**Total Project Budget (if different):** \_\_\_\_\_

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*Project Details*

**Specific Use of Funds:**

*(Provide a brief breakdown of how the requested funds will be used—e.g., fencing, signage, conservation materials, labor, etc.)*

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**Timeline:**

*(Provide estimated start and completion dates, or major project phases if applicable.)*

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**Project Team and Collaborators:**

*(List any individuals or organizations involved in the project, including local Ephorates, archaeologists, conservators, etc.)*

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**Permits or Approvals Required:**

*(Please indicate whether you have secured or will be securing the necessary permissions from the Ephorate or other authorities.)*

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*Impact Statement*

**How will this project contribute to the preservation and public understanding of Crete's cultural heritage?**

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**Will there be any public outreach or community involvement (e.g., educational materials, signage, guided visits)?**

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**Supporting Materials (optional but encouraged):**

- Photos of the site
- Maps or ground plans
- Letters of support from collaborators or authorities
- Budget breakdown