

## ACCESS TO HOLDINGS GRANTS

### Terms, Conditions and Program Criteria, 2019-2020

---

#### General

1. The archives applying for funding under this program must be an Institutional Member of the Archives Society of Alberta in good standing and agree to the following terms and conditions.
2. Funds received under this program may not be used for any purpose other than that indicated on the approved application.
3. Funds received must be used to hire project personnel necessary to complete the project. Current staff at an archival institution can be used to undertake projects funded by the ASA only if the funding is used to create either additional days for part-time archives staff or another position that relieves archives staff of regular duties and allows them to undertake the project. Note that ASA encourages projects that provide work experience to students or new graduates from graduate programs in archival science if a student is available.

#### Eligibility

4. The purpose of this program is to meet Goals 2 and 4 of ASA's Strategic Plan, for the public to gain increased access to and/or awareness of Alberta's archives.
5. Only institutions or organizations in Alberta which have as their primary mandate the acquisition, preservation and accessibility of archival materials are eligible for funding under this program.
6. There are no matching funds required under this program; however, applicants are encouraged to specify their institutional contribution to the project. The maximum funding for any project is \$7,500.
7. Examples of projects that meet Goals 2 and 4 of ASA's Strategic Plan could include, but are not limited to the following types of projects: digital initiatives; appraisal, arrangement, description, and preservation of archival records; conservation work; projects for reconciliation; projects that address underrepresented creating bodies or

records in the archives' current holdings; the creation of public programming such as the creation/implementation of an education program, event or exhibit, etc.

8. If the project involves description and/or digitization, it must be added to Alberta on Record.
9. Projects listed in 7 must generate a result such as the following examples:
  - a RAD compliant finding aid or a guide to holdings (note that the project can encompass analog, digital or hybrid records);
  - a plan, strategy, policy and/or procedures for digital preservation;
  - a report on a project's impact on a community or group with evidence of the success of the project.
10. The following types of projects are NOT eligible under the Access to Holdings Program:
  - projects for records which are not owned by the archives applying;
  - projects which involve paying for an acquisition;
  - projects for records that will not be open for public research for more than 20 years;
  - capital funding;
  - projects for non-archival material such as cataloguing books or artifacts
  - projects that are not in compliance with copyright legislation or other permissions;
  - projects that focus exclusively on transcription, translation or digitization of records without other elements such as inputting metadata, etc.
  - projects to arrange and describe active or semi-active records;
  - projects that are exclusively for the purchase of supplies, equipment or software without hiring personnel or increasing current staff's hours as outlined in section 3.

## Adjudication Process

11. The ASA Grants Committee will evaluate and score all applications using the score sheet provided.
12. Applications will be ranked from highest to lowest score. The application receiving the highest score will be funded first, with the next lowest scoring applications receiving funding until the grants budget is exhausted.
13. Applicants will be informed of the Grants Committee's decisions within four weeks of the adjudication meeting.
14. Applicants cannot appeal the Grants Committee's decision as it is a peer reviewed process. Applicants can contact ASA for more specific feedback.
15. While the ASA has approved an institutional member's application for funding, funding

for all Access to Holdings projects is subject to the receipt of the ASA's annual operating grant from the Alberta Historical Resources Foundation.

## Reporting Requirements

16. The fiscal year for funding purposes is April 1 to March 31.
17. Projects must be completed by March 31 of the fiscal year in which the grant was received. Any funds not spent by that date must be returned to the ASA.
18. A final report and financial statement must be submitted to the ASA by April 30. The final report must contain a report on the results generated by the project, and publicity material.
19. Successful recipients must advise their local MLA of the ASA's support through funding provided by the Alberta Historical Resources Foundation. This will assist in securing ongoing support for the archival community.
20. Recipients are required to publicize their project. Press releases and other publicity should contain the following statement: "This project has been supported by a grant from the Alberta Historical Resources Foundation through the Archives Society of Alberta." News releases, organizational newsletters, letters to MLAs or public officials, and letters to heads of the parent organization are acceptable forms of publicity. Failure to submit evidence of publicity will make the archives ineligible for future funding.

