

archives

SOCIETY OF ALBERTA

Access to Holdings Program Application 2019-2020

A. Contact Information

Name of Archives:

Contact Person and Title:

Address:

City/Town:

Postal Code:

Phone Number:

Email:

Provincial Electoral District(s):

Cheque should be made Payable to:

B. Project Checklist

Yes **No** **N/A**

This project proposes work related to archival records.

My archival institution is an ASA member in good standing

Did your institution receive an Access to Holdings grant last year?

B. Project Checklist (continued)

Yes No N/A

My organization has successfully completed previous Access to Holdings grant reports, if applicable

The project conforms to legislation such as copyright or privacy. If any legislation restricts access, explain.

Is your project outcome publicly accessible? If not, explain.

A job description of personnel who are involved in this project is attached

Quote(s), if the project involves outsourcing, are attached

Did your archival institution contribute to the ASA in the past 2 years? Examples of contributions include participation in committees, Archives Week, attendance at workshops, newsletter/blog contributions, etc. Please list all contributions your institution has made to the ASA.

For projects involving the processing of archives (ie. appraisal, arrangement, description, and/or digitization):

Donor agreement/deed of gift if applicable is attached to this project

The records proposed in this project are not closed to the public for 20 years or more

Will the description and/or digital objects be added to Alberta On Record

C. Project Information

C1: Project Title:

C2: Project Description: Explain in detail what your project entails. If you are proposing to work on a set of records, provide the provenance, inclusive dates, the media type, content and physical extent of the records in addition to your project description.

C3: Explain how the project works towards your archives' strategic goals and how it will positively impact your archives' users/community. Also explain how the projects meets ASA's objectives of access and/or awareness of archives.

C4: What personnel will work on the project and what is their role? Include staff and volunteers.

C6: What standards and best practices are you using in this project?

C7: What risks may be associated with your proposed project and how have you planned to mitigate these risks?

C8: What outcomes from this project would make this project successful? How will you measure success?

D. Project Timeline

D1. What is the start date of your project?

D2. What is the end date of your project?

D3. How many hours is a full workday at your archives?

D4. What is the rate of pay for project staff?

D5. Provide a timeline that identifies the schedule of activities and who is responsible for each activity. If appraisal, arrangement and description are part of your project, and your project deviates from the CCA guidelines, explain. Also, provide information on the state of the records if you are proposing to appraise, arrange and/or describe records. Use an additional sheet if needed.

E. Project Budget

See attached Excel spreadsheet.

My institution, the _____, agrees to comply with the terms governing the provision of funds for this program. I certify that I have the authority to administer funds received and that I am the head of the archival institution applying under this program.

Name and Title

Signature

Date

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For use by Archives Society of Alberta only

The Grants Committee of the Archives Society of Alberta approves the following:

Amount of grant: _____ Start Date: _____

Institutional Member-at-Large: _____ Date: _____