

Access to Holdings Grant Report Form

*Access to Holdings grant projects must be finished on March 31. The grant report is due on April 30.
Please return your report to:*

Archives Advisor
Archives Society of Alberta
407-10408 124 St NW Edmonton, AB T5N 1R5
meribethp@archivesalberta.org

Part A - Institution Information

Name of Archives: _____

Person who completed the report: _____

Address: _____

Telephone: _____ E-mail: _____

Provincial Electoral District: _____

Project Title: _____

Part B – Advocacy and Outreach

A requirement for receipt of the Access to Holdings grant is to produce publicity regarding the grant project. Writing the MLA in your institution's constituency and submitting a media release are required as part of the publicity.

What publicity did you produce upon receipt of the grant and/or completion of the project?

Please attach:

- A copy of the letter you sent to your MLA
- A media release re. receipt of grant/completion of project

Part C - Project Information

Grant Year: _____

Date grant received: _____ Date project completed: _____

Brief Summary of the Project: (attach a copy of the finding aid produced)

Were any fonds or collection-level descriptions or re-descriptions made for this project?

Yes No

Did the project result in descriptions and/or digital objects submitted to the ANA database?

Yes No

How many items were digitized for the project? _____

Staff/Volunteers/Consultants

Were there volunteers that participated in the project? Yes No

If yes, how many volunteers? _____ What is the total volunteer hours? _____

Please attach a copy of the contract with the archives consultant or details of work hours committed by staff responsible for the project.

Part D- Financial Report

Please attach a financial statement of expenditures relating to the project, signed by a signing authority (ie. senior officer of the archives)

Expenses

Budget Categories	Estimate	Actuals
Background Research		
Initial Sort and Selection		
Arrangement/Organization		
Physical Processing		
Description		
Finding Aid Production		
Other		
Total Expenses		

For office use only:

Date received: _____ Date letter acknowledging receipt of report sent: _____

Attachments: _____