

## Access to Holdings Grant Report Form

*Access to Holdings grant projects must be finished on March 31, 2018. The grant report is due on April 30, 2018. Please return your report to:*

**Archives Advisor**  
**Archives Society of Alberta**  
**407-10408 124 St NW Edmonton, AB T5N 1R5**  
[reneg@archivesalberta.org](mailto:reneg@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**

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**

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

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For office use only:

Date received: \_\_\_\_\_ Date letter acknowledging receipt of report sent: \_\_\_\_\_

Attachments: \_\_\_\_\_