

## Access to Holdings Grants

### Terms, Conditions and Program Criteria, 2017-2018

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#### GENERAL

1. The Archives applying for funding under this program must be an institutional member of the Archives Society of Alberta 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.

#### ELIGIBILITY

4. The purpose of this program is to assist Archives in providing or enhancing access to holdings, making them available for use.
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. The following types of projects are eligible for funding under the Access to Holdings Program:
  - 7.1 projects to arrange and describe unprocessed records;
  - 7.2 RAD compliance projects;
  - 7.3 projects to improve access to holdings, such as digitization (with an arrangement and description component), indexing, retroactive conversion, or institutional guide

Preference will be given projects outlined in 7.1 and 7.2.

8. Projects listed in 7.1 - 7.3 must generate a product such as:

- a RAD compliant finding aid
  - a guide to holdings
9. 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 for records that will not be open for public research for more than 20 years
  - projects to arrange and describe active or semi-active records
  - projects which involve records which have been acquired by the archives within the 12 months prior to the date of this application

## **ADJUDICATION PROCESS**

10. The ASA Grants Committee will evaluate and score all applications using the score sheet provided.
11. The 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.
12. Applicants will be informed of the Grants Committee's decisions within four weeks of the adjudication meeting.
13. 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**

14. The fiscal year for funding purposes is 1 April to 31 March.
15. Projects must be completed by 31 March of the fiscal year in which the grant was received. Any funds not spent by that date must be returned to the ASA.
16. A final report and financial statement must be submitted to the ASA by 30 April. The final report must contain a copy of the product generated by the project, and publicity material.
17. 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.
18. 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.

## ACCESS TO HOLDINGS GRANTS

Grant Application Form, 2017-2018

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### SECTION A: INSTITUTIONAL INFORMATION

A1. Name of Archives: _____
*Address: _____ City/Town: _____ Postal Code: _____
Contact Person: _____
Telephone: _____ Fax: _____
E-mail: _____
Electoral District: _____
Cheque should be made payable to: _____

A2. Did your institution receive an Access to Holdings grant in the previous round of funding?

Yes                      No

A3. Did a representative of your institution participate in ASA activities in the past year, such as serve on the Board or a committee, attend the Institutional Forum, write a newsletter article, or attend workshops?

Yes                      No

A3a. If yes, please note what activity/activities. Please provide a list of all activities you/your institution participated in.

\*Please provide the address at which you would like us to send correspondence and/or the cheque regarding this grant application.

## SECTION B: PROJECT INFORMATION – DESCRIPTION OF RECORDS

Name of Project: \_\_\_\_\_

B1. Provide a brief description of the records involved in this project. Include provenance information, outside dates, physical extent (before appraisal for selection and anticipated after selection, if selection is applicable), and types of records.

B2. On what date were the records acquired by your institution? \_\_\_\_\_

B3. Does the archives have a deed-of-gift or equivalent agreement for the records?

Yes

No

B4. Have copyright and rights issues been addressed? Explain.

B5. Are there any access restrictions on these records?

Yes

No

B6. If yes, explain restrictions. Include how long the records are restricted and the percentage of the records that are restricted:

## **SECTION C: PROJECT INFORMATION – IMPACT OF PROJECT**

C1. Which levels of community does this project impact? Select all that apply.

Local Significance

Provincial Significance

National Significance

C1a. Please explain how your records apply to the cases above. Additionally, you may indicate any significant impact that the project has on your archival institution, its researchers and the archival community.

C2. Explain how this project meets the provincial initiative(s) for 2017 - 2018. The provincial priority for this year includes projects that involve arrangement and description.

## **SECTION D: PROJECT INFORMATION – PROJECT DESCRIPTION**

### **D1: Project Description:**

Include a clear and adequate outline of the project, expected results, level of arrangement and description, and what standards will be used to complete the project. Use an additional sheet if necessary.

D2. Please select what archival work will be part of the proposed project. Select all that apply.

Research	Description	Migration (media: _____)*
Appraisal	Re-Description	Finding aid production
Re-Appraisal	Digitization (media: _____)*	Preservation
Arrangement	Conservation	
Re-Arrangement	Exhibit creation	Application of metadata to digital object(s)

\* Please list the media type before migration and digitization. For example, if you are digitizing glass plate negatives into tiff mastercopies, only include glass plate negatives as your media type.

D3. If the project includes records appraisal for selection, please indicate the physical extent before and after selection:

Selection is not part of this project

Selection of Textual Records:      \_\_\_\_\_ Extent pre-appraisal      \_\_\_\_\_ Extent post-appraisal

Selection of Photographs:      \_\_\_\_\_ Extent pre-appraisal      \_\_\_\_\_ Extent post-appraisal

Selection of A/V material:      \_\_\_\_\_ Extent pre-appraisal      \_\_\_\_\_ Extent post-appraisal

Selection of Born Digital Records:      \_\_\_\_\_ Extent pre-appraisal      \_\_\_\_\_ Extent post-appraisal

D4. If description is part of the project, select the levels that will be described.

- |   |      |
|---|------|
| Description is not part of this project | File |
| Fonds                                   | Item |
| Series                                  |      |

D5. Is there currently a finding aid and/or description for these records? If yes, explain.

Yes                      No

D6. Will the description be available on the Alberta On Record database?

Yes                      No                      N/A

D7. Outline any standards used, including any descriptive, metadata, digitization, format standards, etc. Please explain any institutional procedures that govern the standards you apply to this project.

D8. If any aspect of this project is to be outsourced, is a quote attached to this application?

Yes                      No                      N/A

D9. Describe the anticipated length of time required to complete this project. Include your estimated length of time for processing based on the current state of the records. If your project deviates from the CCA time guidelines, please explain why.



**SECTION E: PROJECT INFORMATION - STAFF**

E1. List project staff and/or volunteers involved, who will carry out the project (position and skills), and how their time will be allotted. Use additional sheet if necessary.

E2. What are the qualifications of the proposed staff/volunteers/contractors who will be involved in the proposed project?

E3. What is the rate of pay for project staff/contractor(s)? \_\_\_\_\_

E5. I have attached a job description of the person/people completing the project:

Yes                  No                  N/A

## SECTION F: PROJECT INFORMATION - FUNDING AND TIME REQUIRED

<b>Funding Categories</b>	<b>Amount of records*</b>	<b>Days of Work**</b>	<b>In-kind days (if applicable)</b>	<b>In-kind funds (if applicable)</b>	<b>Funds Required***</b>
<b>Training/Orientation</b>					
<b>Research</b>					
<b>Textual Records - Appraisal****</b>					
<b>Textual Records - Physical Processing</b>					
<b>Textual Records - Arrangement</b>					
<b>Textual Records - Description</b>					
<b>Photographs - Appraisal****</b>					
<b>Photographs - Physical Processing</b>					
<b>Photographs - Arrangement</b>					
<b>Photographs-Description</b>					
<b>Audiovisual</b>					
<b>Born digital</b>					
<b>Finding aid production</b>					
<b>Digitization</b>					
<b>Conservation</b>					
<b>Other*****</b>					
<b>TOTAL:</b>					

\*Provide the amount in metres or centimetres for textual records, number of photos for photographic records, hours or minutes for audiovisual materials, and KB for born digital records.

\*\* Please use the Canadian Council of Archives' Time Guidelines for Arrangement and Description Projects to determine the days of work required. Please note that the CCA guidelines are based on a 7 hour work day.

\*\*\* Total funds requested shall not exceed \$7,500

\*\*\*\*If you are using the Other category, you MUST specify what activity it encompasses

Preferred start date: \_\_\_\_\_ Duration of Project (in weeks): \_\_\_\_\_

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.

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**Name and Title**

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