

ACCESS TO HOLDINGS GRANTS

Terms, Conditions and Program Criteria, 2018-2019

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 or to purchase hardware/software (only applicable to priority 7.2). 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 for the 2018-2019 fiscal year:
 - 7.1 projects to arrange and describe unprocessed records;
 - 7.2 projects to support institutional initiatives for managing digital records.
8. Projects listed in 7.1 - 7.2 must generate a product such as:

- 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
 - proof hardware and/or software purchased with this grant was successful
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
 - projects exclusively for digitization and/or the purchase of digitization equipment such as scanners

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. Applicants can appeal the Grants Committee's decision by writing to the ASA Board outlining the concerns surrounding the adjudication decision.
14. 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

15. The fiscal year for funding purposes is April 1 to March 31.
16. 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.
17. A final report and financial statement must be submitted to the ASA by April 30. The final report must contain a copy of the product generated by the project, and publicity material.
18. 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.

19. 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.

(November 2017)

