

**ACCESS TO HOLDINGS GRANTS  
FORM FOR PROJECT UNDER 7.2**

**Grant Application Form, 2018-2019**

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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 – Background of Institution

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

B1. Provide a brief description of what your institution has been doing to prepare for the acquisition, description, arrangement and reference of born digital records. These elements can include staff training, development of a digital preservation policy, development of a digital preservation plan, approval by your sponsoring body, acquisition of software, preservation initiatives, and/or processing born digital records.

Complete B2-B6 *only* if your project involves arrangement and description:

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 digital preservation initiatives 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 2018 - 2019. The provincial priority for this year includes projects that involve arrangement and description as well as digital initiatives.

## SECTION D: PROJECT INFORMATION – Project Description

### D1: Project Description:

Include a clear and adequate outline of the project, expected results, and details of various areas of the work being proposed. This could include levels of arrangement and description, what standards are being used, any hardware/software your institution would like to purchase, etc. Use an additional sheet if necessary.

Complete sections D2 – D6 *only* if your project involves arrangement and description.

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

### **Details on Born Digital records**

Selection is not part of this project

Selection in KB:      \_\_\_\_\_ Extent pre-appraisal      \_\_\_\_\_ Extent post-appraisal

Selection details (optional)

Text files (.doc, .xls, etc.):      \_\_\_\_\_ Extent pre-appraisal      \_\_\_\_\_ Extent post-appraisal

Photographs (.jpg, .tif, etc.):      \_\_\_\_\_ Extent pre-appraisal      \_\_\_\_\_ Extent post-appraisal

A/V material (.wav, .mp3, etc):      \_\_\_\_\_ Extent pre-appraisal      \_\_\_\_\_ Extent post-appraisal

Other\*\*\* define \_\_\_\_\_      \_\_\_\_\_ 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 your project result in a description that will 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? If you are purchasing hardware/software, have you a quote attached to this application?

Yes                  No                  N/A

D9. Describe the anticipated length of time required to complete this project. For description, include your estimated length of time for processing based on the current state of the records and where applicable, with CCA guidelines. For other projects, please give timeline details.

## 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

Funding Categories	Amount of records*	Days of Work**	In-kind days (if applicable)	In-kind funds (if applicable)	Funds Required***
<b>Training/Orientation</b>					
<b>Research</b>					
<b>Hardware</b>					
<b>Software</b>					
<b>Appraisal</b>					
<b>Physical Processing</b>					
<b>Arrangement</b>					
<b>Description</b>					
<b>Digitization</b>					
<b>Conservation</b>					
<b>Other****</b>					
<b>TOTAL:</b>					

\*Provide the amount in number of photos for photographic records, hours or minutes for audiovisual materials, and KB for born digital records. It is assumed that these records are born digital.

\*\*Note that the CCA guidelines, if you are using them, are based upon a 7 hour 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**

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