

GRANTS POLICY

Purpose

- 1.1 The purpose of this policy is to provide direction in the administration of grants by the Archives Society of Alberta (ASA). This policy applies to all grants issued by the ASA unless superseded by requirements laid out by funders supporting the grants program.
- 1.2 The Archives Society of Alberta (ASA) adjudicates and delivers institutional grants (currently through the Access to Holdings Program) to institutional members in order to assist in the meeting of archival objectives of collecting, preserving, and providing access to the documentary history of Alberta.
- 1.3 The ASA provides grants to individual members to assist with archival education, professional development and ongoing learning.
- 1.4 A copy of this policy will be provided to all members of the ASA Board of Directors (the Board), all members of the ASA Grants Committee (the Grants Committee), the ASA Executive Director (Executive Director) and made available to institutional and individual members.

Grants Eligibility

- 2.1 See Grants Guidelines

Reporting

- 3.1 ASA grants require reporting from the recipient individual or institution upon completion of the grant project or educational opportunity.
- 3.2 If an individual or institution has failed to complete a grant project by the stated grant completion deadline, they must do one of the following:
 - request an extension in writing, explaining the current progress in the project and reasons for its incompleteness. The request for an extension must also include a plan for how the individual or institution plans to complete the grant in the extended period of time. These requests must be received by the Executive Director by the grant completion deadline if one is stated.
 - return the funding to the ASA in its entirety.
 - report on completed portions of the grant project and return the unused funds.

- 3.3 An extension of six months beyond the initially stated completion date *may* be granted upon recommendation of the Executive Director, to be approved by the ASA Board of Directors. Multiple extensions, or a longer extension, may be granted in extraordinary circumstances, as deemed appropriate by the Board. The ASA reserves the right to request scheduled reporting.
- 3.4 Failure to complete a satisfactory report without approved extension by the posted deadline will result in ineligibility for future grants until
- the grant project and report is submitted to the ASA and is deemed satisfactorily complete.
 - reporting for any used money is satisfactorily completed and unused money is returned to the ASA.
- 3.5 If an extension is denied, the ASA has the right to ask that all unused money be returned, and the grant recipient complete a report for used funds that is deemed satisfactory by the ASA.

Withholding of Funds and Services

- 4.1 The ASA reserves the right to withhold or deny grant funds if it is determined that the applying institution has not satisfactorily reported use of previously dispensed grant funding, or has not successfully requested an extension. The right to withhold extends to instances where the ASA Grants Committee has approved an institution's application.
- 4.2 The ASA reserves the right to withhold access to ASA activities and services if grant completion or reporting is determined to not be satisfactorily completed without approved extension, or the issue has not otherwise been satisfactorily resolved. The Executive Director may make this determination, but must inform the Board of this decision.

Accuracy of Application

- 5.1 It is the responsibility of the applicant to ensure the accuracy of information provided.