

# archives

SOCIETY OF ALBERTA

## EDUCATIONAL AND TRAVEL GRANT PROGRAMS POLICIES

Revised January 2015

### Introduction

Registered under the Alberta Societies Act in 1992, the Archives Society of Alberta has the following goals and objectives:

- Provide a framework through which all those engaged in, or interested in archival preservation work may meet, discuss, and resolve common needs and issues;
- Promote and advance the acquisition, collection, preservation, and use of archival material; and
- Encourage and develop archival skills among those engaged in archival work.

To meet these objectives, the ASA developed education and travel assistance grant programs to meet the professional development needs of Albertans in fostering the preservation of the Province's archival resources.

Together with the description of categories of Programs and Grant Application Forms, this document provides the applicant with comprehensive requirements regarding the grant process. Please review them prior to applying for funding to facilitate the application process.

The funds at the disposal of the Society for these grants are primarily derived from an allocation from the Alberta Historical Resources Foundation.

For more information and to submit completed grant forms contact:

ASA Executive Director  
Archives Society of Alberta  
Suite 407, 10408 124 St NW  
Edmonton, Alberta T5N 1R5

### Eligibility

1. Applicants shall be resident Albertans or those whose permanent address is in Alberta.
2. Education and travel assistance grants are available only to current individual members who are resident in Alberta. Applications for assistance submitted by people who were not current ASA individual members at the time the application is processed will not receive funding. Applicants are responsible for confirming their membership status.

### Applications

1. The Executive Director of the Archives Society of Alberta shall approve and award all education and travel grants subject to available funding and the terms and conditions described in this guidebook.
2. Funding amounts described in each program category represent the total amount available per program in each membership year. Funding for each program is expended on a first come, first served basis and may therefore be completely expended before the end of the membership year. Consequently, not all applications may receive funding.
3. Applications received more than thirty (30) days after the activity has taken place will not be considered.
4. Successful applicants will be funded only once for a conference or course.
5. Applicants should use the most economical methods of travel and accommodation and adhere to the ASA's expense guidelines. Failure to do so may result in the application being denied, or the amount paid being reduced to reflect the lower cost alternative as determined by the ASA. The ASA reserves the right to reimburse claims on the basis of lower cost alternatives to those indicated in the original application.
6. Applicants may be reimbursed for modest gestures of appreciation for hosts who have provided accommodation or other reimbursable items to the applicant. Reimbursement is a maximum of \$25.00, supported by original receipts, for the entire duration of the accommodation. Reimbursement may not be approved if the Executive Director determines the gesture was inappropriate. Applicants may not claim for reimbursement of both accommodation and host gift expenses.
7. All applicants must submit their applications for funding on the forms provided.
8. Incomplete applications will not be considered.

## Evaluation

1. The following factors will be considered relative to each application:
  - a) Relationship of the application to the purpose of the grant applied for;
  - b) Evidence that the applicant has applied to other possible funding sources;
  - c) Evidence of the applicant's commitment to the archival profession in the form of employment and / or volunteer time in archives, or commitment to archival education and training.
2. All applicants, whether successful or unsuccessful, will be notified by letter from the ASA.
3. Applicants should not expect automatic approval. In the event an application is denied funding, the applicant may appeal the decision to the ASA Board of Directors. The decision will be reviewed only if significant additional information is provided within thirty days of the date of rejection.

## Reports and Commitments

1. Submission of applicable original receipts is a condition of financial assistance.
2. Grant recipients may be required to submit progress reports as is appropriate.
3. Submission of a final narrative report is required of applicants for the PDTA program. For other grants, a report may be required, the format and content of which will be determined by the Executive Director.
4. A condition of accepting a grant from the Archives Society of Alberta is that auditors for the Alberta Historical Resources Foundation are authorized to audit all books and records in connection with the monies received.