

**The Saskatchewan Council for Archives and Archivists
Institutional Grant Program (IGP)**

**Frequently Asked Questions
and
Application Walk-through**

prepared by
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1. INSTITUTIONAL ELIGIBILITY

Is my institution eligible to apply?

To be eligible, your institution must:

- be an archives;
- be accessible to the public
- be a non-profit or charitable institution
- be a member in good standing of the SCAA
- not have any delinquent reports from past SCAA projects.

What is the Canadian Council of Archives (CCA's) definition of an "archives"?

Section 2.1 of the CCA constitution defines an archives as "a permanent establishment" which makes Canada's documentary heritage accessible by acquiring, appraising, preserving and making them available for use by researchers. You can read the full definition in the CCA constitution & by-laws at:

<http://archivescanada.ca/CCAConstitutionandBy-laws#Anchor-2.1>

Our sponsor institution is a multi-million dollar organization. How do we prove we're "non-profit" if we don't have charitable status?

Is the ultimate aim of the sponsor organization to make money – particularly, for shareholders or private owners? If not, the organization is non-profit.

What about business archives? The business itself is "for-profit," but the archives has almost no budget and runs as a non-profit centre.

No. The sponsor organization must be a non-profit or charitable organization.

My institution is not open to researchers every day – are we still considered "accessible to the public"?

Accessibility to the public means that the overwhelming majority of your archival records are open to anyone interested in viewing them. As long as your institution has set hours of opening and you make your holdings available equally to all researchers, your institution would be considered "accessible."

Our organization has not yet submitted its report on a prior SCAA grant project. Are we eligible to apply for IGP funding?

Not until all prior grants have been settled. Submit a report on the previous project and demonstrate that the funded work was completed. The SCAA will have records relating to the original application if for some reason these are not available to you.

2. ELIGIBILITY AND DESCRIPTION OF PROJECTS

Review SCAA’s Diversity Plan, and think about projects that may fit the objective to:

“Encourage members at all levels to embrace persons of various races, cultures, sexual orientation and age as demographics in the province change.”

- **If I am successful in obtaining a grant from the IGP for the project, can that be used as my match with another granting agency?**

Yes. You may use these funds as part of your match for other granting programs, such as Young Canada Works. Though the project may not be directly funded by the SCAA IGP, it will still need to meet requirements of the SCAA as an “archival” project, which would benefit or promote the archival collection itself or access to the collection for researchers.

However, if the other funds are not realized the SCAA would want to see what portions of the project would be accomplished using only the IGP funds.

- **Our project will not require the full \$5,000 grant. Can we apply for less than \$5,000?**

We understand how little capital most archives have to put toward projects, and how vital this funding is. Though the cap is \$5000, there is NO MINIMUM placed on grant applications.

If you need the funding, please apply.

- **What should I submit to indicate the qualifications of the project manager?**

Indicate any experience and qualifications that relate to the application and to the kinds of tasks that the project requires i.e. have they taken a basic archive workshop or attended any other post-appointment education opportunities

- **What can I claim for project management?**

Time spent supervising a project (as opposed to working on it), advertising for project help, hiring, budget management, writing the application and final reports – all of this would be considered as project management.

Keep in mind many grant programs specify that management claims cannot exceed 15% of the total request.

- **Can we use this funding to help reimburse salaries?**

Not really. You can use the funds to hire someone on contract or to temporarily increase a part-time employee to full-time. If the latter, you must clearly state that this is the case

and that this employee will be working on the project outlined in your proposal during these additional hours. The adjudication committee won't know unless you tell them. You cannot use this funding to subsidize the cost of existing full-time permanent employees.

- **Can we buy a computer or scanner under this program? It would be essential to our project.**

Yes - IGP funds may be used to purchase or lease computing equipment, but with certain restrictions. The IGP funds may not be used for the ongoing operation or maintenance of computer equipment. Also, get a quote from a dependable dealer before applying and include it in your request.

Your application should also explain why this equipment is necessary for the successful completion of the project.

- **A third party has material they will be destroying. We wish to conduct a project to keep it and provide access to it. Can we use IGP funds for this?**

Yes however, your archival institution must provide proof that the third party has relinquished ownership of the material in your possession. (e.g. a formal donor agreement)

- **Are backlog projects eligible?**

Yes. But you must include at least the fonds-level description on-line on SAIN and ARCHIVESCANADA.ca, and you must indicate that you intend to do so on your application.

- **Can I purchase supplies to house material?**

Yes. The intent is to help preserve the significant collections in the province and nationally.

SCAA asks that you include a current quote for any requested supplies from the vendor with your application. Make sure that your quote includes any shipping charges and taxes as these charges can be covered by the grant. In addition, any supplies requested (Archival boxes; Acid-free folders, photo-sleeves, etc.) must match the extent of the collection(s) as described in the application and be related directly to the project.

For example: if your project involves putting 3000 photos into photo-sleeves then your request should be for an order of 3000 photo-sleeves.

- **Is the SCAA open to the idea of the “bulk purchase” of conservation supplies?**

Although worthwhile, these types of projects can not be funded through the program. Supplies may only be purchased to meet the needs of a specific group of records/project.

However, if sufficient numbers of archives have a certain type of projects, say arrangement and description, the re-housing specific collections or a group having Global Conservation Assessments done that involve the purchase of archival supplies or contracting qualified conservator to complete them in the upcoming fiscal year. It might be possible to merge them and submit them for a joint application. There is nothing stopping a group of institutions from submitting group orders, allowing everyone involved to benefit from bulk price discounts.

- **Can we apply for funds to purchase shelving?**

Yes, provided that you can make a case for this purchase based on your holdings and your need – ideally based on a recommendation in your global assessment or with a letter of support from a qualified conservator. In addition, you must include a quote from the vendor showing the exact price for the purchased materials.

- **How do we make the description available to the national catalogue?**

We have the Saskatchewan Archival Information Network (SAIN) database, each SCAA institutional member is eligible to contribute. If you have any trouble or don't have access to the Internet, contact our Archives Advisor, for assistance at scaa.advisor@sasktel.net.

- **Why do we need to contribute to SAIN?**

If the collection is important to your institution, your community and/or is known to be important to researchers, then adding it to SAIN and ARCHIVESCANADA.ca will enhance that catalogue. Include a statement detailing the significance of the collection in your application.

- **We have our descriptions available on our in-house database – isn't that good enough?**

No. Neither is having them available only on your institutional website. You must put them on SAIN, and through SAIN they will be loaded to the national database, ARCHIVESCANADA.ca.

- **Would a project to do oral history interviews be eligible for funding?**

Yes. The interviews would need to identify the group or community participating, and explain the reasoning this addition would benefit researchers of the institution's collections. Review SCAA's Diversity Plan on our website, as you may find the project meets the objective and could be ranked higher in adjudication.

These interviews would need to be accessible to the public once completed, and some description of them (as a collection) put on SAIN/ARCHIVESCANADA.ca

- **Does increasing the representation of aboriginal and ethno-cultural groups include use of this funding for acquisitions? For purchase of collections?**

For development of an acquisitions program, yes; but use of the funds for purchase of archival records is not allowed under IGP.

- **What would be considered in the SCAA’s Diversity Plan of “...to embrace persons of various races, cultures, sexual orientation and age...”?**

Generally, this objective is targeted at representatives of minorities whose records currently are not well documented or accessible in archives. French-Canadians are probably more under-represented in Saskatchewan than Ukrainian-Canadians, however, depending on the community the reverse might be true.

In the case of projects to make existing materials more accessible, it will be essential to demonstrate how the project will make a difference.

- **Can you give me some examples?**

Fonds, collections, or items (regardless of content) created by an immigrant; (for example, Olaf Bjornson born in Norway, immigrated to Canada when he was 17; the Bjornson Collection is an extensive collection of photographs of cross skiing near Waskesiu between 1950- 1970.) Fonds, collections, or items (regardless of provenance) which include content relating to ethno-cultural individuals, groups or communities; (for example, the Saskatoon Open Door Society fonds).

- **I notice that part of the application is “Timeline,” what is reasonable for completion of the project?**

You should always provide information to support your timeframe – and that may mean more or less time than normal. As a general guideline only, the SCAA has created a set of time estimates for you to use, available for download on the SCAA website (<http://www.scaa.sk.ca/members-section/funding-programs/>) You must always justify the time estimates you make, particularly if they are very high or very low. Keep in mind that these timeframes should match any salary hours you plan on asking SCAA to fund.

For example: if your timeline works out to 20 hours of work, do not ask for funds to cover 100 hours of work.

- **We are just purchasing supplies, what time frame is needed?**

As long as the purchase is made **within the fiscal year** and the supplied receipts reflect this fact, SCAA is satisfied.

- **If we are doing work on a portion of a collection, do we need to provide information about the extent of the full collection?**

Yes. Include the extent of the records being worked on as well as the full extent of the collection using standard archival measurements.

- Linear meters of textual material
- Number of photographs, negatives or slides
- Hours/minutes of audio or video, in addition to the number of cassettes, if applicable.
- Number of maps or blueprints

For example: the collection has 3.5 metres of textual material, 5000 photos/negatives 10 audio cassettes and 15 maps. Explain that the project will deal with the 5000 photos/negatives and digitizing of the audio cassettes. Future projects will deal with the textual material and maps.

3. ADJUDICATION OF APPLICATIONS

How important are the adjudication criteria in determining whether or not we get our grant?

You must consider your project and write your application with the adjudication criteria in mind. Although the grants committee can provide additional rationale, the grants will be assessed on the criteria outlined.

Projects selected for Institutional Grants Program funding will be prioritized by:

- 1. Diversity aspect (See the SCAA's Diversity Plan on the IGP webpage: <http://www.scaa.sk.ca/members-section/funding-programs/>)**
- 2. Quality of the project (its value to the institution and to the community);**
- 3. Smaller institutional members will receive priority over archives with well-established funding structures;**
- 4. Priority will also be given to archives that have not previously received funding through the SCAA.**

4. OUTPUTS AND OUTCOMES

- **Why are the application and report forms so complicated?**

Accountability. This is one means by which the success of the program might be measured, and hopefully, more funding obtained. By focusing on key “outputs” – the number of descriptions in SAIN, for example – we can show ‘value for money’ and clearly point to achievements made through this program.

So you definitely need to keep the expected outputs in mind, both as you prepare your application, and later when you report on your completed projects.

- If an on-line resource is produced, a note must be made providing a link to the resource.
- If digital format of records are created for a preservation project explain how those formats will be stored for long-term preservation, i.e. scanned images stored on CD and external hard-drive.

- **Why are Final Reports and Letters of Thank You required?**

The IGP is funded through SaskCulture and therefore, must withstand scrutiny under the accountability requirements. We must be able to prove the results we say we achieved, assess performance against those results, and thereby demonstrate program efficiency, effectiveness, and value for money.

- **I have a question not answered by this FAQ. Where can I go for further answers?**

For the definitive answers to your IGP questions or to see something added to this FAQ, contact the SCAA Archives Advisor, Cameron Hart directly at:

Tel: (306) 242-0796

E-mail: scaa.advisor@sasktel.net