The National Archival Development Program (NADP)

2008-2009 Application Form Walk-through

Saskatchewan Council for Archives and Archivists

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1. Sections A-E: General information (page 1)

Section A: Applicant information

Name of Organization:	Name of your archives
Name of Federal Riding:	Name of the federal riding in which your archives is located. To find it on-line, go to www.elections.ca
Project Title:	Choose a concise and descriptive title.

Section B: Eligibility criteria

Establishes that your institution is eligible for NADP funding. If "**NO**" then **STOP** and contact your provincial or territorial archives council. Check the appropriate box.

Section C: Objectives

Check off only ONE objective – the one that is most appropriate to you application – even if your project seems to fit more than one. There is a space to note secondary objectives farther along. If necessary, the adjudication will re-assign your project to a more appropriate objective. This will not hurt your application's chance of being approved. See the guide for detailed discussion of the objectives and what they mean.

Section D: Funding:

Summarized from Section 14. Enter the total amount requested, the total value of your contribution (cash and in-kind) and the total cost of the project. The amount requested will normally not exceed the amount contributed. Total value of contributions from all levels of government MUST NOT exceed 100% of the total project cost.

Section E: Affirmation/Authorization

This section should be signed by someone who has the authority to make legal and financial commitments on behalf of your institution. This is not necessarily the same person who filled out the application form and acts as the contact

2. Sections 1-12: Applicant and project summary information (page 2)

Section 1-3: Contact Information

Contact information for "official correspondence", including preferred language of communication. This may or may not be the same person as the authorized signature in Section E, or the "Project Manager" (see below). All boxes must be filled out save for "Mailing Address" (unless it's different). Make sure to notify the CCA if the contact e-mail address changes.

Section 4: Project Timeline

Project start and end dates. The project must finish by the end of the fiscal year (March 31). Although we tend to think of these as summer projects, you may want to consider doing the work later on in the year if you think it may make it easier to find qualified staff. The project timeline given in 13(g) must be the same as in this section.

Section 5: Fiscal Year: The fiscal year end date for your organization.

Section 6: Other funding sources

Indicate if you are receiving grant funding from other sources for this project. Typically this might be from other federal programs, eg., Young Canada Works, from provincial or municipal grant programs or from private donors. Indicate the amount(s). This does not include cash or in-kind funding provided by your institution.

Section 7: Type of Archives

What kind of institution are you? Choose only the most appropriate one.

Section 8: Numbers of Members (for Councils only)

Section 9: Scope of your organization's activities:

Geographical extent of your primary activities or sphere of interest, particularly with respect to the records you collect. Check only the most appropriate. For example, the City of Saskatoon Archives would be "municipal", while the Local History Room of the Saskatoon Public Library would be classed as "local".

Section 10: Governing Authority/Sponsor

What organization are you a part of (and from which derives your authority to act as an archives)? This should usually be self-evident. Often – but not always - this will be the organization from which most of the records in your archives come from.

Section 11: Number of Staff

How many staff do you have, including full-time, part-time and volunteer, but not including contract or casual staff (eg., student interns). "Full time" (or "full time equivalent") is defined as 35 hours / week. If you have no paid staff at all, you will be able to use volunteer time as part of you in-kind match. Otherwise you will not.

Section 12: Project Manager

Contact information for the person who is managing the project. This may or may not be the same person(s) as was previously listed. Staff contracted to work on the project cannot be the Project Manager.

3. Section 13: Your organization (page 3)

Section 13A: Describe your organization

Describe your organization briefly (1/2 page maximum) indicating your mandate – what records you collect, your administrative relationships, etc – mission or vision statements (if they exist), your main user base and any community organization with which you have a strong relationship.

If you have already submitted this information, indicate that you have done so. Only re-submit if it has changed.

Section 13B: Evidence of Legal Status:

The first time you apply for NADP funding, also include a copy of whatever document or other instrument it is from which you derive your existence and authority. This could include something as simple as a business or charitable number, the excerpt from the appropriate committee minutes in which a motion was passed calling for establishment of an archives program, a policy statement, bylaw or other legislation, etc. It must be submitted in paper format. If in doubt, contact the SCAA office.

If you have already submitted this information, indicate that you have done so. Only re-submit if it has changed.

4. Section 14: Your project (page 3)

Provide a description of your project, answering each question. Narrative or point form are equally acceptable. Be calm. Be succinct. Do not ramble. Include only the information necessary to clearly and fully answer the question, and accept that some repetition is likely to occur. Assume that the reader will not be an archivist.

The form is quite emphatic about the length and format of the project description. Do not go over the 2 page limit. Although there is no subheading in which to

A) A description of the purpose of the project including the following components:

> Describe the project. The purpose is what the project will do, the output is what it will produce.
>
> For arrangement and desription projects, describe the records to be worked on, noting inclusive dates, physical condition, access restrictions, physical formats, record types, the significance of the records, and any other element that seems necessary to explain exactly what the collection is and why it is significant. Make sure to use the sub-headings (in italics, below), as well to include information specifically requested in this section.
>
> For example:
>
> > “The purpose of this project is to arrange, describe, preserve and make accessible the records of the Tugaske, Saskatchewan, Chamber of Commerce (originally called the Tugaske Board of Trade), from the time it was founded in 1909 until it was dissolved in 1999.
> >
> > The collection consists of 20 filing boxes of textual records (6 linear metres) containing correspondence, reports, financial records, loose minutes (1909-1945) and related material as well as five photo albums (ca. 1000 photographs), and 3 boxes (1 metre) of bound minutes dating from 1946-1989. The records are generally in good physical condition, but appear to be somewhat haphazardly organized, particularly in the early years.
> >
> > “The Board of Trade was very active in local affairs throughout its existence, and thus records are significant in that they document in a very detailed way the economic, social and political life of a fairly typical

Saskatchewan small town, from its founding, through its years of growth (and hardship – there are detailed records from the Depression years of the 1930s) and its gradual decline. The records reflect the slow death that many of Saskatchewan's small towns have experienced since the 1950s, as more and more people leave the countryside for the cities, or for other provinces."

What product or output will be generated by the project?

What is produced by this project? A video? A finding aid? A new archival institution? A book? A collection of records? Note any standards (ie, RAD) in this description. The output is generally a physical thing. "Using the Rules for Archival Description (RAD), we will create a catalogue entry for this material to be posted to ArchivesCanada.ca and to the Saskatchewan Archival Information Network, and a full, RAD-compliant file-level catalogue on our in-house database.

What impacts, accomplishments, or outcomes will result from the creation of this product or output of the project, and when would you predict these will occur?

- We already know what the project will accomplish: the product (finding aid, tool, etc). This section asks us to judge what the result will be of having created that product, and what will the time frames be for those outcomes (if you can be specific, do so). In a project to buy shelving, for example, the output – the product – is the shelves. In the short term, the outcome is that it improves the ability of the archives to store, organize, and access its collection. In the long term, the outcome is that institution can operate more effeciently and effectively, and thus provide better service to its users and the community at large. Outputs are things, outcomes are ideas. In a project to create a thematic guide identifying the records relating to First Nations peoples held by the City of Saskatoon Archives, the product is the guide. The impact of that guide is that it will allow immediately researchers better access to the history of First Nations people in Saskatoon, will over the next 2-5 years help encourage research into the experiences of First Nations people in Saskatoon (and by extension in urban environments generally) and in the long term will serve to identify larger social trends and issues and may help lead to the development of social policy reflecting the changing demographics and on-going race relations issues in the city. Think big (but be reasonable).

Who is the primary target audience? Are there secondary audiences?

- Who benefits from the project having been undertaken? For marketing and awareness projects, indicate current awareness levels and the size of the target market. In the absence of formal polling of your target audience, this may be difficult to do in any specific way. The City of Saskatoon Archives serves both the civic administration and the citizens of Saskatoon. A project to arrange and describe cemetery records might be of interest specifically to genealogists, say. Put some thought into this. Knowing your audience helps you know yourself. It isn't really sufficient to say that your target audience is "our users".

What difference will this project make, both for your organization and for the target audience?

- What will the benefits have been of doing this project? The potential exists for overlap between this and the question above about products and outcomes. For example: "Currently, there are no specific collections or indexes of records relating to First Nations people in the City Archives, making it very difficult to do research in this area. This project will allow us to accommodate researchers interested in First Nations history in Saskatoon, and indeed allow researchers (and the community generally) to access that history."

B) An explanation of the value and the significance of your project in advancing an objective of the NADP

- Show how your project advances one of the Five Objectives, eg., "By producing a video showing how the Archives works and how it benefits the parishes which make up our Diocese, we expect to raise awareness among our primary user community about the existence (and uses) of the Archives and in turn increase their use of it." *It is very important that this section be completed carefully. The fundamental purpose of* *the NADP is to make measurable progress toward the Five Objectives. Projects which do not meet this requirement will not be funded.*

C) A description of the activities to be undertaken during the project and a project schedule that clearly indicates the date, duration and completion for each component/activity of the project.

- Do this in table form for clarity. Indicate each task, its projected start and end dates, duration and the position responsible for carrying it out.

D) A description of any collaborative work and/or partnerships planned to achieve the project's goals (why, with whom, for what, how), if applicable.

- "We are partnering with the Local History Room of the Saskatoon Public Library, which will be providing most of the images to be used in the on-line exhibit." Partners can be direct (as above) or indirect, eg,. "We will be working with staff from the Band Office to help identify elders with knowledge relating to the early history of the band." The CCA likes partnerships because they help maximize the impact of the very limited resources available from the NADP. It is therefore worth your while to consider what partners might be available to you when planning your project."

E) The language of any product or service developed in the project and the language of the audience for that activity or service.

- This, at least, is pretty straightforward. "Our primary audience is English-speaking and thus the finding aids created by this project will also be in English."

F) An explanation of how the proposed project meets national strategic priorities and provincial/territorial priorities (if applicable) for the objective under which you are applying.

- Each provincial and territorial Council has established local priorities for how it would like to see its NADP allocation spent, as has the CCA. You must demonstrate how your project addresses these priorities. During adjudication, one of the criteria by which the committee will score your project on how well it fits the priorities that have been established. A project that meets the local priorities will receive a higher ranking in this section than one that does not. See the SCAA Guide ("Planning Your Project" for a list of priorities for 2008-2009.

G) An explanation of how any other relevant but secondary objective(s) apply to the project and make progress towards achieving more than the principal objective under which the application is submitted.

- Many projects will contain elements which apply to secondary objectives as well as to the primary objective under which the application was submitted. For example, a project to collect oral histories from First Nations elders and to make them available as part of a virtual exhibit, would fall under Objective No. 3 , but also contain elements of Objective No. 2 (Public Awareness). Presuming that this project would also involve cataloguing the tapes (or transcriptions), the resulting finding aids could be made available on Archives Canada or SAIN and thus the project also falls under Objective 1 (adding to the national catalogue).

H) A description of the qualifications (years of experience, relevant knowledge, project planning, management and reporting skills, supervisory skills, and relevant abilities, etc.) of the project manager identified in Section 12 who is responsible for supervising the successful completion of the project.

- This is to establish that the person who is responsible for overseeing this project is qualified to do so. This does not mean that you need to bring your resume, but it is not sufficient to say only that: "Our project manager has been an archivist for 20 years". This is so that application documentation will withstand scrutiny by external auditors.

Think of it as a very short covering letter for a job application. “The project will be managed by the City Archivist, who has 10 years of experience running the city’s archives, a Masters degree in Archival Studies and experience carrying out and overseeing arrangement and description projects, as well as past experience managing NADP and CCA –funded projects.” “Our project manager, Jane Doe, chairs the Tugaske Community Archives Committee. She is a retired librarian with 30 years experience administrative and supervisory experience including budget preparation and financial reporting. She has taken archives-related courses from the SCAA including workshops on RAD, the Basic Archives workshop and the preservation and disaster management workshop.

I) Disclosure of the involvement of former Federal public servants who are under the Conflict of Interest and Post-Employment Guidelines.

- Identify any former federal public servants involved with the project who may fall under certain post-employment conflict of interest guidelines. If you think this may affect you, refer to the guidelines at:

  http://www.psagency-agencefp.gc.ca/veo-bve/code/guide/guide_e.asp

5. Section 14: Project budget sheets (pages 4-7)

There are four separate budget sheets – A, B, C and D. You may need to use separate sheets for these. Accuracy is very important. A & B are the most important as it is here where you will show the details of income and expenses.

A: Budget Details: Project Expenses

This is broken down into several categories. Fill in the appropriate categories to show all expenditures for the project, and note whether each is in cash or in kind. It is not a consideration at this point whether you expect to pay for a particular element or are hoping to get the money for it from the NADP. If it will be paid for with money, it is a cash contribution. If it is part of your regular operating budget, it is in-kind.

Project Management must total no more than 15 per cent of the total value of all parts of the project not including any which might have been done by the project manager. To calculate project management costs, add up all the project costs, subtract any in-kind contributions made by the Project Manager, then multiply the result by 15 per cent. This is the most you can claim as a contribution for project management.

To help estimate the time required for various types of projects, the SCAA has put together a set of guidelines for standard types of material. It is available as part of this package or on-line at http://scaa.sk.ca.

B: Project Budget Summary: Sources of Income and Investment (B1); Costs/Expenses (B2)

In this section we are providing the total figures calculated in part A and working out total contributions for the applicant and NADP. Under income, record the amount the applicant will be paying (cash and in-kind noted separately and a total provided) and the value of the NADP contribution. Note amounts coming from other granting bodies, and include totals for cash and in-kind at the bottom. Some calculations will be necessary (see below). Remember that except for volunteer run institutions – those with less than one full time employee or the equivalent in part-timers – the applicant contribution must match or exceed that of the NADP.

Under expenses, provide the total cash and total in-kind figures from each of the appropriate sections in the preceding detailed breakdown. Again, some calculations will be necessary to work out all the figures (see below). What you have to figure out will depend on what you already know.

C: Schedule of payments:

Note that the CCA holds back the final 10% of project funding until it receives the final report. The CCA requests that you break your disbursement into two payments. You might as well schedule it this way, because that's how they're going to pay you.

D: Project Quarterly Cash Flow:

Do not fill out Sheet D unless you are requesting $25,000 or more.

A Few Words on Parts A & B:

The accounting section in the new application form may seem somewhat daunting. For one thing, it is not immediately apparent either how much cash money you will be expected to contribute, or how much is to come from the NADP. Fear not. The detailed budget sheets contain all the information you need to work out the rest.

Once you have completed the detailed budget sheet (including the calculation for Project Management) transfer the summary figures for each category (Salary and Wages, Supplies and Equipment, etc) to the appropriate line on the Costs/Expenses sheet (B2). Each category asks for the NADP contribution, the Applicant's Cash and In-Kind contributions, and the total. Some of these numbers you will have to calculate. The secret is to plug in the numbers you know, and work backwards from there, working with both sheets simultaneously. If you have already decided that the NADP is going to pay for half the project you can simply divide the project total in half, plug the result into the appropriate locations and use it help calculate the rest of the numbers. If you know in advance how much cash you have to play with, you can apply it against the various expenditures (supplies, wages, etc) and work out how much you'll need from the NADP from there. Remember: you have to match whatever you ask for.

If you were also applying for a Young Canada Works grant in addition to any potential NADP money, you would have to include those funds in your calculations. Again, this is just a question of plugging the number into the right box then working backward from what you know to figure out the rest of the numbers.

(Those of you receiving grant funds from multiple agencies, take note: your total income may not be greater than the total project cost. The CCA takes a very dim view of people who try this.)

Some projects will be less complicated than others. If your project was to purchase a $1500 map cabinet, with the money split evenly between your institution and the NADP ($750 in cash from each), the only entry in the Detailed Budget would be for $1500.00 cash under "Minor capital costs". Under the project budget summary you would show under "Sources of Income and Investment" a $750 cash contribution from both the applicant and the NADP, with the same under "Minor Capital Costs" in the "Costs / Expenses" sheet.

Some projects will undoubtedly be a great deal more complicated. As always, the best advice is "Don't Panic".

6. Section 15: Application checklist (page 8)

You must initial each section, generally after reading and verifying it. This section must be signed by the person identified in the Affirmation (Part E, on page 1 of the application). Before you mail it:

- Have you reviewed the NADP Guidelines, Priorities and Criteria?
- Are you eligible to apply to the NADP?
- Does your project meet one of the 5 NADP objectives?
- Does the project title reflect the content of the application?
- Is your timeline and budget reasonable?
- Does the budget balance?
- Have you completed all sections of the application form?