



**Saskatchewan Council for Archives and Archivists
Professional Development and Travel Subsidy Program
Application, 2017-18**

Please read the PDF guidelines before filling in the application form.

Are you eligible to receive all or partial funding from your institution: Partial All No
(please note that this will not affect your eligibility to receive funding from this subsidy program)

Name: _____

Address: _____

Associated member institution (if necessary): _____

Telephone: _____ Email: _____

Workshop Title: _____ Location: _____

Sponsoring Organization of workshop or conference: _____

Claim/Estimate (if requesting prior approval)	Cost	Approved (For Office Use Only)
Registration Fees (non-SCAA events only)		
Travel Costs (Actual cost or _____ kilometres @ \$0.4006/kilometre)		
Accommodation/Meals (maximum \$125.00/day)		
TOTAL:		

Signature: _____ Date: _____

Original receipts are required for most items; see guidelines for details.

For Office Use Only

Is the Applicant an SCAA member in good standing	Yes	No
Does the Applicant meet the CCA definition of an Eligible Applicant	Yes	No
Does the workshop/educational opportunity assist in professional development and training of archival workers	Yes	No
Has the Applicant received previous CCA or SCAA support for the same non-SCAA program	Yes	No

This claim has been reviewed by the SCAA Executive Director and the payment of \$_____ has been approved.

Signed	Sandy Doran Executive Director	Date: _____

Dates Re: Application received: _____

Prior Approval Request: Letter of prior approval sent: _____ Cheque issued: _____

Expense Claim: Letter of confirmation and cheque sent _____

We gratefully acknowledge the financial support of the Saskatchewan Lotteries Trust Fund for Sport, Culture and Recreation through SaskCulture Inc.

