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

Guidelines

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Reveiwed annually by the **SCAA Grants Committee**

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If you have _any_ questions about the Institutional Grant Program or your application, please contact the SCAA Archives Advisor, Cameron Hart, at 306-242-0796 or scaa.advisor@sasktel.net.

1. INSTITUTIONAL ELIGIBILITY

- **Is my institution eligible to apply?**

   To be eligible, your institution must:
   - be an archives or be an institution maintaining archival material;
   - be accessible to the public (even if just by appointment)
   - be an institutional member or developmental institutional member in good standing of the SCAA
   - not have any delinquent reports from any past SCAA grant funding.

- **We are a museum/library with a collection that focuses mainly on artifacts and/or published material. Are we eligible to apply for IGP funding?**

   Yes. As long as your project is primarily focussed on the archival material contained in your museum/library and you meet the eligibility criteria noted above, then you may apply for IGP funding. (See "Eligible Projects" section below.)

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

   Accessibility to the public means that the majority of your archival records are open to anyone interested in viewing them. As long as your institution has set hours (even "by appointment") 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?**

   Yes, however, new funds cannot be dispersed until all previous projects are completed and all reporting requirements of the SCAA are fufilled. The SCAA will have records relating to the original application if these are not available to you.

2. ELIGIBLE PROJECTS

- **What is a "project"?**

A project is a temporary activity that has a defined start and end date and measurable deliverables. IGP funding will only be provided for projects related to **archival holdings**. The IGP will consider any project that supports arrangement and description, conservation, digitization, outreach, and accessibility of archival records in Saskatchewan. IGP funding cannot be used to support day-to-day work or supplies for institutions.

For example: You can submit an application to purchase new boxes and folders to re-house archival materials but you must indicate the specific collection(s) that are being re-housed and when the work to re-house this collection(s) will begin and end. The IGP will not fund the purchase of supplies to be put into a supply room for use as needed for the next year.

- **Why can't I apply for money to cover ongoing operations (ie. day-to-day activities), ongoing maintenance costs (ie. renting office space), or for ongoing software licensing/subscription fees?**

The SCAA has a limited funding pool that changes from year to year so we are unable to commit to funding for more than one year.

- **Our project deals primarily with artifacts or published materials in our museum or library. Is it eligible for funding?**

Generally, no. The IGP grant focuses on archival material in collections in the province.

Archival material may include:

- a. A textual document like a letter, a report, meeting minutes, or scrapbook
- b. A visual document like a photograph, map, or architectural drawing
- c. An audio document like a recording of original, unpublished music or an oral history interview
- d. A multimedia document like a home movie
- e. A digital document like an email

Artifacts and published materials may be included in eligible projects but there are some important guidelines to be aware of. For artifacts, the project proposed may include some artifacts but the bulk of the project should focus on archival materials as described above. For published materials, the institution must demonstrate that the published materials are, in some way, unique or rare. If you are considering a project that includes artifacts or published materials, we strongly encourage your institution to contact the SCAA Archives Advisor to discuss your project before you submit your formal application.

- **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 fully 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.

  Your grant application must also clearly outline how you will spend the SCAA IGP portion of the funds if you do **not** receive the matching grant. The SCAA must know what portions of the project would be accomplished using only the IGP funds. The SCAA cannot award funding to projects if the adjudication committee is not clear how the money will be spent. In other words, your grant application should have two budgets and, potentially, two timelines: one with the matching funding and one without.

  Please note that even though you will submit two budgets (one with and one without the matching grant), you must apply for the <u>same amount of money</u> from the SCAA IGP in both budgets. <u>The adjudication committee will not approve applications where two different amounts of money are requested.</u>

- **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.

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

  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. You cannot use this funding to subsidize the cost of existing full-time employees.

  In your application, you will need to indicate the responsibilities of this employee towards your project as well as their hours spent on each phase of the project work. If you are asking for funding to support their salary, you should include their hourly salary rate in your budget. Do not forget to include any benefits that are part of their salary.

- **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 reliquished ownership of the material to your institution's possesion. (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 of the IGP is to help preserve the significant collections in the province. 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. If the supplies requested do not match the extent of the collection(s), you must justify the difference in your application.

  For example: if your project involves re-housing 3000 photograph prints into photo-sleeves then your request should be for an order of 3000 photo-sleeves.

- **Are digitization projects eligible?**

  Yes. The intent of the IGP is to help preserve and make accessible the significant collections in the province and digitization can be used for one or both purposes. If digital records are created for a preservation project, you must explain how the digital records will be stored for long-term preservation (ie. scanned images stored on CD and external hard-drive).

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

  If a sufficient number of archives have a certain type of project, such as arrangement and description or the re-housing of specific collections that involve the purchase of archival

supplies or if a group of archives wanted to contract a qualified conservator in the upcoming fiscal year, it might be possible to merge the requests and submit them as a joint application. Please note that the $5000 limit would still apply to a joint application. If your institution is considering applying jointly with another institution, please contact the SCAA Archives Advisor before submitting your formal application.

- **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, your application should include either a recommendation from your global assessment or 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. Finally, shelving may only be purchased for collections that are currently in your holdings and not for prospective materials that you have not yet acquired.

- **How do we make the descriptions available to the national catalogue (ARCHIVESCANADA.ca)?**

  You must upload your descriptions to the Saskatchewan Archival Information Network (SAIN), and through SAIN they will be uploaded to the national database, ARCHIVESCANADA.ca.

- **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 (provincially) and ARCHIVESCANADA.ca (nationally) will enhance that catalogue. Include a short statement detailing the significance of the collection in your application. There are a number of options for uploading your data to SAIN. Please contact the Archives Advisor for more information.

- **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. There are a number of options for uploading your data to SAIN. Please contact the Archives Advisor for more information.

- **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 reason this project would benefit researchers of the institution's collections. Review SCAA's Diversity Plan on our website, as you may find the project meets this objective and could be ranked higher in adjudication.

These interviews would need to be accessible to the public once completed, and a description of them (at a minimum as a collection) must be uploaded to SAIN/ARCHIVESCANADA.ca

- **Does increasing the representation of Indigenous and ethno-cultural groups in my institutional holdings include use of this funding for acquisitions? Can we apply for funding to purchase collections?**

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

- **What kinds of collections would meet the "diversity aspect" of the grant adjudication criteria?**

  Review SCAA's Diversity Plan, and think about projects or collections 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."

  Generally, this objective is targeted at representatives of groups whose records currently are under-represented in Saskatchewan archives. In the case of projects to make existing materials more accessible, it will be essential to demonstrate how the project will make a difference and meets the diversity objectives of the SCAA.

- **Can you give me some examples of collections that might meet the "diversity" requirement?**

  Fonds, collections, or items 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-country skiing near Waskesiu between 1950- 1970.

  Fonds, collections, or items which include content relating to ethno-cultural individuals, groups or communities;
  For example: The Ukrainian Cultural Centre fonds. highlights the activities of immigrants from Eastern Europe to the province and their activities to preserve their culture.

  Fonds, collections, or items which include content relating to Indigenous or Métis individuals, groups or communities.
  For example: Larry Hewitt collected taped interviews with Dene elders and over 1,800 photographs of the Dene traditional lifestyle during the 1970s.

  These examples are not meant to be exhaustive but merely illustrative of the types of records that could fit the diversity aspect of the adjudication. If you have questions about

whether the diversity aspect applies to your project, please contact SCAA Archives Advisor.

- **I notice that part of the application is "Timeline," how do I determine how much time it will take to complete a description or re-housing project?**

  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 here: https://www.scaa.sk.ca/members-section/funding-programs/. You should always provide information to support your timeframe – and that may mean more or less time than normal. You must always justify the time estimates you make, particularly if they are very high or very low. Keep in mind that these time-frames should match any salary hours you plan on asking SCAA to fund. Of course, the project proposed must be completed by the end of the fiscal year.

  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 measurments.

  - Linear meters of textual material (how much shelf space does it require)
  - 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(15 hours), 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.

- **Why do we need to include SaskCulture and Saskatchewan Lotteries Trust Fund logos and SCAA logos on any promotional materials or exhibits funded through the IGP?**

    The SCAA IGP is funded through SaskCulture and the Saskatchewan Lotteries Trust Fund. It is important that SaskCulture and the Saskatchewan Lotteries Trust Fund and the SCAA are recognized for their support on **all** projects supported through the IGP. Recognizing SaskCulture and the Saskatchewan Lotteries Trust Fund and the SCAA as funders helps raise public awareness and enables both organizations to continue to support community initiatives.

    All institutions receiving IGP funds should publicly recognize both SaskCulture and the Saskatchewan Lotteries Trust Fund along with the SCAA in addition to the Letters of Thank You which are required as part of the IGP. Projects with an outreach component such as those producing promotional materials or exhibits must explicitly indicate in their applications that they will include the SaskCulture and Saskatchewan Lotteries Trust Fund and SCAA logos on all materials. Both logos are available for download from the SCAA website. For more information about the correct use of the logos, please contact the SCAA Archives Advisor or the SCAA office.

3. ADJUDICATION OF APPLICATIONS

What are the adjudication criteria used in determining whether or not we get our grant?

Although the grants committee can provide additional rationale, the grants will be assessed on the criteria outlined below:

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

1. Diversity aspect (See the SCAA's Diversity Plan on the IGP webpage)
2. Projects that support arrangement and description, conservation, digitization, outreach, or access to archival material/primary historical sources in Saskatchewan.

    Archival material may include:

    a. A textual document like a letter, a report, meeting minutes, or scrapbook
    b. A visual document like a photograph, map or architectural drawing
    c. An audio document like a recording of original, unpublished music or oral history interview
    d. A multimedia document like a home movie
    e. A digital document like an email

3. Quality of the project (its value to the institution and to the community);
4. Smaller institutional members will receive priority over archives with well established funding structures;
5. Priority will also be given to archives that have not previously received funding through the SCAA.

4. REPORTING OF OUTPUTS AND OUTCOMES

- **Why is there an Interim Report required?**

  SCAA needs to monitor the progress of all IGP projects to ensure that the funds are being expended following the guidelines of the approved project. The SCAA must be accountable to both its members and its funders.

- **Can we change our project scope or budget after our application has been approved?**

  No. IGP recipients are expected to complete the project <u>as originally approved</u> by the adjudication committee. The SCAA recognizes that sometimes events are beyond the control of an institution and modifications to a project may need to be considered. If your institution is unable to complete the project as approved, you must contact the Archives Advisor or SCAA office <u>immediately</u> to discuss your situation. Any proposed changes to a project must be pre-approved by the SCAA. Institutions who change the project scope or budget without prior approval from the SCAA may be required to return some or all of the granted funds to the SCAA.

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

  Accountability. The IGP is funded through SaskCulture and the Saskatchewan Lotteries Trust Fund and therefore, must withstand scrutiny under 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.

  This is one means by which the success of the IGP 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 applicants 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.

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

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

Tel: (306) 242-0796
E-mail: scaa.advisor@sasktel.net