

PLEASE SUBMIT ONE APPLICATION PER PROJECT



Institutional Grants Program  
2022-2023

**Applicants are expected to read through the SCAA Institutional Grants Program Guidelines document before formally submitting their application to ensure they understand all the eligibility guidelines and requirements of the program. The Guidelines document can be accessed at: <https://www.scaa.sk.ca/members-section/funding-programs/> or by contacting the SCAA Archives Advisor at: [scaa.advisor@sasktel.net](mailto:scaa.advisor@sasktel.net).**

**Section A**

Name of Institution: \_\_\_\_\_

Project Title: \_\_\_\_\_

Priority \_\_\_\_\_ of \_\_\_\_\_ (If submitting multiple applications)

Name of contact person: \_\_\_\_\_ Email: \_\_\_\_\_

Tel: \_\_\_\_\_

Fax: \_\_\_\_\_

Additional contact name: \_\_\_\_\_ Email: \_\_\_\_\_

Tel: \_\_\_\_\_

Fax: \_\_\_\_\_

Will the funds, disbursed under this program, be used as a match, full or partial, to a matching funds project?

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YES

NO

If yes, please indicate which grants program the IGP funds would be used to match:

Young Canada Works (YCW)

Other \_\_\_\_\_

## **Section B**

For all parts of Section B, please submit on a separate page.

### **I. Project Description:**

Please describe the intent and activities of the project in detail. Your description should include the following information:

- Indicate what the outcomes will be and/or what products will be created by this project.
- Indicate the value of this project to your institution and local community. If the project meets the diversity aspect criteria of the IGP, be sure to indicate how this project meets those criteria.
- If the project relates to specific record collections, please include a short description of the collection including extent and inclusive dates. The description of the records should touch on such items as their provenance, date range, significance, media, type, (e.g., minutes, correspondence, blueprints, etc).
- Include the extent of the archival material in each collection being worked on. Acceptable measurements of material are:
  - Linear metres for textual material (i.e., 3 metres of textual material)
  - Number of items for photographs, negatives, or slides (i.e., 250 photos and negatives)
  - Hours/minutes for audio or video, in addition to the number of cassettes, if applicable (i.e., 6 hours of audio and 9 hours of video on 3 cassette tapes and 6 VHS tapes)
  - Number of items for maps or blueprints (i.e., 26 maps and 150 blueprints)
- For projects where supplies are required to be ordered, be they boxes/folders; computers/scanners; or shelving, please provide a current cost quote from the supplier. The supplies to be ordered for re-housing archival collections need to match the extent of the collection(s).
- Indicate what staff members will be working on the project and in what capacity. Also indicate if any individuals will be hired using funds from the IGP to complete the project.

**\*If this project is planning to use a matching grant, please describe the portion of the project**

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that would be completed using only SCAA IGP funds in the event the matching grant is not realized in addition to information about the larger project.

**\*\*Description and digitization projects must state that they will contribute to the MemorySask.**

**\*\*\*All approved projects should acknowledge the funders of the IGP (both the SaskCulture and Saskatchewan Lotteries fund as well as the SCAA) in some way. For example, any projects developing promotional products or exhibits funded by the IGP must explicitly state in the application that they will include logos for both SaskCulture and the Saskatchewan Lotteries fund (logos found here: <https://www.saskculture.ca/programs/funding-programs/recognize-your-partner>) and the SCAA (logos found here: <https://www.scaa.sk.ca/members-section/funding-programs/> on the final product or exhibit.**

## II. Timeline:

Indicate the expected duration of the project. Include proposed start and finish dates and detailed work timelines for each aspect of the project. Use SCAA Project Time Guidelines in allotting time for archival appraisal, arrangement, and description, etc. of the cited extent of the records in section BI. Project Description. SCAA Project Time Guidelines may be consulted at: <http://www.scaa.sk.ca/members-section/funding-programs/>

**\*If the project is planning on receiving a matching grant, please give the timelines for the larger project (assuming the matching grant is received) as well as timelines for the portion of the project using only SCAA funds if the matching grant is not realized.**

## III. Budget:

Develop and attach a budget detailing the expected costs (material, wages, etc) of the project as **expenditure**. Indicate the amount of grant funding you are applying for and any additional funds from other sources as **revenue**. Expenditure and revenue totals must balance. Clearly indicate total project cost, all sources of funding and any direct (cash) or in-kind (staff and other existing resources) contributions applied to the project.

**NOTE:** There is no requirement to match the funding you request. **However**, if you intend to use these funds as part of a match for another grant, follow the budget template/process used by the grant agency you are seeking to match **but also include a budget for a portion of the project using only SCAA funds if the matching grant is not realized.**

Wage figures must consider timelines developed using-the SCAA-Project Time Guidelines. Found on the webpage: <https://www.scaa.sk.ca/members-section/funding-programs/>

**For projects where supplies for the archives are required to be ordered, be they boxes/folders; computers/scanners; or shelving, please provide a current cost quote from the supplier for ALL supplies.**

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## Institutional Grants Program

### **Section C**

#### **Important:**

This checklist must be completed and included when submitting an application. Please note that not all items will necessarily apply to all projects.

#### **General information:**

Name of Institution: \_\_\_\_\_

Project Title: \_\_\_\_\_

- Have you checked that your institution is eligible to receive an IGP?**
  
- For arrangement and description, conservation, or digitization projects, have you listed the specific collections that this project will work on?**
  
- Have you included complete and accurate extents for all collections being worked on?**
  
- For description projects, have you stated that the completed descriptions will be uploaded to SAIN?**
  
- If there is a diversity aspect to your project, have you clearly indicated this in your project description?**

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- Have you indicated how you plan to acknowledge the IGP funders? For example, have you stated that SaskCulture and Saskatchewan Lotteries fund logos and SCAA logos will be included on any promotional items or exhibits developed with this funding?**
- Did you include a completed Project Budget with balancing Revenues and Expenses?**
- Did you include current quotes for ALL material or equipment to be purchased?**
- Do your quotes for material or equipment to be purchased include shipping and handling charges and taxes?**
- If you have applied for money for salaries, have you clearly indicated the hourly rate for your employee, the work they will do, and how many hours the project will take?**
- Did you include a completed Project Timeline using SCAA's Project Time Guidelines, including start and end dates for your project?**
- If you are using the IGP as part of a matching grant, have you included two budgets and two timelines? One for if you receive the matching funding and one for if you only receive the IGP funding?**
- I understand that my institution is required to submit an interim report and final report to the SCAA as well as thank you letters to all of the funders as a condition of receiving monies through the IGP.**
- I understand that my institution cannot change the project scope or budget once the application is approved. Any changes to the project scope or budget must be approved in advance by the SCAA.**

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**Please send an electronic copy of your completed application by:**

**5pm (Sask. Time) October 1, 2021 to:**

**Both:**

Cameron Hart, Archives Advisor  
Saskatchewan Council for Archives and Archivists  
Email: [scaa.advisor@sasktel.net](mailto:scaa.advisor@sasktel.net)

**As well as:**

Gloria Bearss, Executive Director  
Saskatchewan Council for Archives and Archivists  
Email: [scaa@sasktel.net](mailto:scaa@sasktel.net)

