



Institutional Grant Program (IGP) Application (Project Year 2023-2024)

Deadline: 3 October 2022, 5:00pm

Please submit applications, including the first two pages of this document,
by email to both:

Cameron Hart, Archives Advisor, SCAA
scaa.advisor@sasktel.net

Gloria Bearss, Executive Director, SCAA
scaa@sasktel.net

Applicants are expected to read through the IGP Guidelines document before submitting their application to ensure they understand the eligibility guidelines and requirements of the program. This document and further information can be accessed from <https://www.scaa.sk.ca/members-section/funding-programs/>.

Name of Institution: _____

Project Title: _____

Priority ____ of ____ (If submitting multiple applications.)

Contact Name (Main): _____

Email: _____ Tel: _____

Contact Name (Secondary): _____

Email: _____ Tel: _____

Will IGP funds be used in conjunction with other funding? YES NO

If yes, please indicate the other granting program(s):

Young Canada Works (YCW) Other: _____



Submission Checklist

This checklist must be completed. Not all items will necessarily apply to your project.

- Have you checked that your institution is eligible to receive IGP funding?
- 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?
- Have you indicated how you plan to acknowledge the IGP funders?
- Did you include a completed project budget with balancing revenues and expenses?
- Did you include current quotes, including taxes and shipping, for all material or equipment to be purchased?
- If you have applied for money for wages, 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 expecting funding from other sources, have you included two budgets and two timelines? One for if you receive the matching funding and one for if you only receive 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 funds through the IGP.
- I understand that my institution cannot change the project scope or budget once the application is approved without advance approval by the SCAA.

Application Components

This page should not be included with your application.

Project Description

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

- The outcomes and/or what products will be created by this project.
- The value of this project to your institution and local community.
- If project meet the diversity aspect criteria of the IGP and how so.
- 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).
 - Acceptable measurements of material are included in the guidelines document.
- Indicate what staff members will be working on the project and in what capacity. Indicate if anyone will be hired using funds from the IGP to complete the project.
- If this project is planning to use another government grant and the fund have not been received or guaranteed, describe the larger project and what parts would be complete if only the IGP funding is realized.
- Description/digitization projects must state that they will contribute to MemorySask.
- All approved projects should acknowledge the funders of the IGP (SaskCulture, Sask Lotteries, and the SCAA) in some way.

Timeline

Indicate the expected duration of the project, including start and finish dates. Detail work timelines for each aspect of the project. If applicable, use SCAA Project Time Guidelines to allot time for appraisal, arrangement, and description, etc. SCAA Project Time Guidelines may be consulted at: <http://www.scaa.sk.ca/members-section/funding-programs/>. If the project is expected to receive funding from other government sources but this has not been received or guaranteed, please give a timeline for the larger project as well a timeline for the portion of the project if only SCAA funds are realized.

Budget

Include a budget detailing the expected costs of the project. Indicate the amount of grant funding you are applying for and any additional sources as revenue or in-kind contributions applied to the project. Expense and revenue totals must balance. If the project is expected to receive funding from other government sources but this has not been received or guaranteed, include a budget for the larger project as well as a budget for the portion of the project if only SCAA funds are realized. For projects where supplies or equipment are to be ordered, please provide a current cost quote from the supplier(s) for all supplies. Include any taxes and shipping. Supplies for collections need to match their extent.