Institutional Grant Program (IGP)

Application Guidelines

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Updated by
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Reveiwed annually by the **SCAA Grants Committee**
and the SCAA Archives Advisor

If you have questions about the Institutional Grant Program or your application, please contact:

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Eligibility

- **Is my institution eligible to apply?**
  - To be eligible, your institution must:
    - **preserve archival material,**
      - any institution that collects and maintains archival materials, including institutions not considered dedicated archvies such as museums and libraries,
    - **be accessible to the public,**
      - the majority of your archival records are open equally to anyone interested in viewing them through either set hours or by appointment,
    - **be located in Saskatchewan,**
    - **be a member in good standing with the SCAA.**
      - In both the year of submission and the year the project is being conducted.
  - If a joint application is being submitted, all participating institutions must qualify under the eligible criteria. The funding maximum will still apply to the application and is not increased for joint applications.
  - *Please note that institutions may apply for grants while carrying out a previously approved project, but previous grant reports must be submitted before subsequent funding can be released*.

- **What is a 'project' and is our project eligible?**
  - A project is a temporary activity that has a defined start and end date with measurable deliverables.
  - Projects must be related to archival holdings.
    - This includes items such as, but not limited to:
      - textual (e.g. letters, reports, meeting minutes, scrapbooks),
      - graphical (e.g. maps, architectural drawings),
      - audiovisual (e.g. original recordings, oral histories, photographs),
      - digital (e.g. emails, materials that originate in a digital form).
  - Projects must carry out archival work of some kind.
    - Includes rehousing, arrangement and description, conservation, digitization, outreach, or accessibility of archival records.
      - Any projects that include supplies must include a recent quote. Shipping and taxes qualify for funding as well. Supplies requested should correspond to the extent of the collection(s) described in the application and be directly related to the project. In cases where supplies are only available in certain quantities, resulting in extra supplies, make note of this in the application.

        - For digitization projects, explain how the digital records will be stored for long-term preservation. Include information on file formats and storage media.
        - Rehousing projects can include shelving, but only for the collection(s) listed in the application and currently in the possession of the institution.
    - Funding cannot be used to support day-to-day work or general supply.

- **Why can't we apply to fund ongoing operations?**
    - 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. This also allows us to distribute funds to as many institutions as possible.
    - While funding cannot be used for current full-time staff, you can use the funding to hire someone on contract or to temporarily increase a part-time staff member's hours.
        - **If the hours of a staff member are being increased you must clearly state that this is the case and that this staff member will be working on the project during these additional hours. The budget and timeline should reflect this.**

- **Are projects with artefacts or published materials eligible for funding?**
    - For artefacts - the project proposed may include some artefacts, but the bulk of the project should focus on archival materials.
    - 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 artefacts, published materials, or similar, we strongly encourage your institution to contact the SCAA Archives Advisor to discuss your project prior to applying.

- **Can we apply for less than than the maximum funding amount?**
    - The maximum funding amount is there to assure that multiple projects from multiple institutions can be undertaken. There is no minimum funding amount.

- **Can we buy a computer, scanner, or other equipment with the funding?**
    - Yes. Funding may be used to purchase or lease equipment. Your application must demonstrate why this equipment is needed for this project.
    - A quote from a reputable supplier must be include it in the application. Shipping and taxes on equipment or supplies qualify for funding as well.

- **Can we submit an application involving items we are expecting to accept?**
    - Yes; however, before funding can be released you must clearly state that the owner has transferred ownership to your institution through a legal document and the items are in your possession.

- **Can we apply for funding to purchase collections?**
  - Funding can be used to develop an acquisitions program. However, funds cannot be used to purchase archival records.

- **How and why do we need to contribute to MemorySask?**
  - Adding to MemorySask will enable researchers to more easily access your archives and display to our funders the significance of the work being carry out. This is a requirement of all appliciable projects.
  - Through MemorySask descriptions are eligible for uploading to the national database, ARCHIVESCANADA.ca.
  - There are a number of options for uploading your data to MemorySask. Please contact the Archives Advisor for more information.

Application

- **What are the adjudication criteria used in determining whether or not we get our grant?**
  - Although the grants committee can provide additional rationale, applications will be assessed on the following prioritization criteria:
    - Diversity aspect (see the SCAA's Diversity Plan on the IGP webpage)
    - Projects that support arrangement and description, conservation, digitization, outreach, or access to archival material/primary historical sources in Saskatchewan.
    - Quality of the project (its value to the institution and to the community)
    - Smaller institutional members will receive priority over archives with well established funding structures
    - Priority will also be given to archives that have not previously received funding through the SCAA.

- **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 groups whose records are currently under-represented in Saskatchewan archives. For projects to make existing under-represented materials more accessible, it will be essential to demonstrate how the project will make a difference and meets the diversity objectives of the SCAA.
  - *Example One*: 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 of ethno-cultural individuals, groups, or communities.

- *Example Two*: The Ukrainian Cultural Centre fonds. highlights the activities of immigrants from Eastern Europe to the province and their activities to preserve their culture.
- *Example Three*: Larry Hewitt collected taped interviews with Dene elders and over 1,800 photographs of the Dene traditional lifestyle during the 1970s.

- **Can IGP funding be combined with another granting agency?**
  - Yes, you may use these funds as with other granting programs.
  - If the project is expected to receive funding from other government sources but this has not been received or guaranteed, include a budget and timeline for the larger project as well as a budget and timeline for the portion of the project if only SCAA funds are realized. **Both budgets must request the same amount of funding from the IGP.**

- **I noticed that part of the application is a timeline, how do I determine how much time it will take to complete a description or re-housing project?**
  - As a general guideline, the SCAA has created a set of time estimates for you to use, available for download on the SCAA website (https://www.scaa.sk.ca/members-section/funding-programs/). You should always provide information to support your timeframe. That may mean more or less time than normal. You must justify the time if they are very high or very low.
  - Keep in mind that these timeframes should match any salary hours you plan on asking SCAA to fund. For example, if your timeline works out to 20 hours of work, do not ask for funds to cover 100 hours of work.
  - The project proposed must be completed by the end of the fiscal year.

- **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, the 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
    - Number of photographs, negatives or slides
    - Hours/minutes of audio or video (and the number of media, 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 this project will deal with the 5000 photos/negatives and digitizing of the audio cassettes. A future project will deal with the textual material and maps.

- **Why do we need to include SaskCulture, SaskLotteries, and SCAA logos on any promotional materials or exhibits funded through the IGP?**
  - The SCAA IGP is funded through SaskCulture and SaskLotteries. It is important that SaskCulture, SaskLotteries, and the SCAA are recognized on all projects supported through the IGP. Recognizing these as funders helps raise awareness and enables continued to support community initiatives.
  - 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, SaskLotteries, and SCAA logos on all materials. Logos are available for download from their respective websites. For more information about the correct use of the logos, please contact the SCAA Archives Advisor or the SCAA office.

Reporting

- **Why is there an Interim Report required?**
  - The 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 is 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 as originally approved 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 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 SaskLotteries 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 demonstrate program efficiency, effectiveness, and value for money.
  - These are 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 MemorySask, for example – we can clearly point to achievements made.
- Applicants 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:
  - Telephone: 306-242-0796
  - E-mail: advisor@scaa.sk.ca