



**Canadian Council of Archives**  
**Conseil canadien des archives**

Project ID – For internal use only

**NADP 2006-2007**  
**END OF PROJECT - FINAL REPORT**

PROTECTED once completed.

PART A – Contribution Holder Information					
Name of Organization			Name of Federal Riding		
Name of contact for official correspondence			Title		
<input type="radio"/> Mr.	<input type="radio"/> Mrs.	<input type="radio"/> Ms.	<input type="radio"/> Other (specify)		Preferred language of communication <input type="radio"/> English <input type="radio"/> French
Telephone (     )		Fax (     )			
ADDRESS					
Apt./Suite	Street or P.O. Box		City	Province/Territory	Postal code
Web site address			E-mail address		
Mailing address (if different)					
Apt./Suite	Street or P.O. Box		City	Province/Territory	Postal code

PART B – Project Identification	
Project Title:	
Start Date of the Project:	End Date of the Project:

## **PART C – Report on NADP Results by Objective**

When preparing your report, please keep in mind that each NADP objective is expected to produce immediate and long term outcomes.

Immediate outcomes:

1. increased content in the national catalogue;
2. increased information available about archives and their holdings; partnerships and programs to attract new users;
3. increased awareness of and response to the archival needs of Aboriginal and multicultural communities;
4. a broader skill base within the archival community;
5. improved preservation of archival holdings in Canada.

Long-term outcomes:

1. Canadians have greater access to the whole of their archival heritage;
2. Canadians better know and use their archival heritage;
3. The archival heritage of Canada reflects the diversity of the Canadian experience;
4. Canada has the capacity to meet the evolving information and learning needs of its citizens through a strong network of archives; and
5. Archival heritage is safeguarded for present and future generations.

You should be able to link your project to the realization of these outcomes.

### **Instructions**

**Describe below both the output of your project and the results that it achieved in support of the original objective. Also describe any significant outputs and results that support other NADP objectives. Please also answer on the following pages the specific questions requested by objective applicable to your project. Attach additional pages, if necessary.**

Please note that:

- For an IT network advisor project, describe support for relevant objectives (if applicable and possible) and how her or his activities helped make progress towards achieving each objective. At a minimum IT network advisor project activities and results must be reported under objective #1.
- For an archives and education advisor project, describe support for each objective (if applicable and possible) and how her or his activities helped make progress towards achieving each objective. At a minimum archives and education advisor project activities and results must be reported under objective #4.
- For a preservation advisor project, describe support for relevant objectives (if applicable and possible) and how her or his activities helped make progress towards achieving each objective. At a minimum preservation advisor project activities and results must be reported under objective #5.

**Please indicate the objective under which the application was submitted.**

- 1.** Increase access to Canada's archival heritage through the national catalogue
- 2.** Increase awareness and broaden use of Canada's archival heritage
- 3.** Increase the representation of Aboriginal peoples and under-represented ethno-cultural groups in Canada's archival heritage
- 4.** Increase the capacity of archival networks to undertake strategic and development activities
- 5.** Increase the capacity of archival institutions to preserve Canada's archival heritage

**Description of NADP Project Outputs and Results (attach pages if preferred)**

**Objective #1**

Is this the first time your institution has contributed descriptions to the national catalogue (ArchivesCanada)?

Yes  No

Have the descriptions prepared through this project been submitted to the Provincial/Territorial network for upload to the national catalogue? Yes  No

If no, please explain why not:

How many new fonds level descriptions did your institution contribute to the national catalogue through this project?

Number: \_\_\_\_\_ Inapplicable

How many new archival RAD descriptions at the fonds, series and sub-series level were added at the institutional /or Provincial/Territorial network level through this project (specify number of fonds, series, sub-series)?

Fonds: \_\_\_\_\_ Series: \_\_\_\_\_ Sub-series: \_\_\_\_\_

How many fonds were re-described to make them RAD compliant through this project?

Number: \_\_\_\_\_ Inapplicable

What is the extent of material described through this project (specify linear meters and/or number of items)?

Linear meters: \_\_\_\_\_ No. of items: \_\_\_\_\_

**Objective #2**

Number and describe type of activities undertaken to increase public awareness and/or reach new audiences through this project (e.g. Archives Week).

Who was the audience for this project (if applicable)?

Number and describe type of activities undertaken to broaden users of archives (in particular non-traditional user groups) through this project.

Who was the traditional and/or non-traditional user group involved through this project (if applicable)?

Describe any other initiatives (please be specific providing quantitative and qualitative information).

**Objective #3**

How many fonds were contributed to the Provincial/Territorial network and national catalogue that contain descriptive entries with aboriginal content or about ethno-cultural groups as a result of this project?

Number: \_\_\_\_\_

Describe (if applicable) how this project increased the participation of Aboriginal and ethno-cultural groups in archival heritage and thereby their representation in Canada's archival system.

Name the aboriginal peoples or ethno-cultural groups represented in your project.

Describe any other initiatives (please be specific providing quantitative and qualitative information).

**Objective #4**

Describe the type of strategic, promotional, and development activities undertaken to increase the capacity of the archival network making it more independent, self-sufficient and sustainable in the following ways:

- Number of tools developed: \_\_\_\_\_
- Name and describe below the nature and purpose of each tool (e.g. guidebook, standard)
- Number of times each tool used: \_\_\_\_\_
- Number of people reached using each tool: \_\_\_\_\_
- Number of promotional activities: \_\_\_\_\_
- Name and describe below each promotional activity (e.g. using RAD or a preservation standard)
- Number of people reached through each promotional activity: \_\_\_\_\_
- Name and describe below the nature and purpose of each development activity (e.g. workshop, seminar, institute)
- Number of training days: \_\_\_\_\_
- Number of training participants: \_\_\_\_\_

Describe any other initiatives (please be specific providing quantitative and qualitative information).

<b>Objective #5</b>
Was your project to complete a global preservation assessment? Yes <input type="radio"/> No <input type="radio"/>
If yes, indicate the number of preservation recommendations (specify short, medium, and long-term). Short-term _____ Medium-term _____ Long-term _____
How many global assessment recommendations were implemented (specify short, medium, and long-term)? Short-term _____ Medium-term _____ Long-term _____
How many individual items/records were treated or reformatted that are of significant value and at grave risk of loss? Treated _____ Reformatted _____
What is the extent of material re-housed and/or re-boxed through this project (specify linear meters and/or number of items)? [Note: Specify here any re-housing/re-boxing done through projects completed under objectives #1 and #3] Linear meters: _____ No. of items: _____
Describe any other initiatives (please be specific providing quantitative and qualitative information).



**Awareness and Marketing Activities**

Include examples of publicity, pamphlets, press clippings, press releases, web page URL, and letters to officials pertaining to your project either at the time of its completion or in the months following its conclusion. Provide details about:

- The availability and distribution of any publicity materials
- Date(s), distribution channel(s) or publication name(s) for any print or voice media
- Date(s), location(s) and attendee numbers for any events or activities held to introduce or promote your product or service.
- Impact of the activity

**Final Product or Service**

If applicable, include a copy of the final product generated by the project (e.g., a finding aid, promotional material, emergency preparedness tool, training guidebook, global preservation assessment report). If product is lengthy, please provide only selected pages as evidence of its completion (e.g. title page, table of contents, executive summary, and sample pages).

**PART E - Financial Report**

**Sources of Contribution**

LAC (NADP) Contribution	\$
Applicant's Contribution	\$
Other source(s) <i>Specify:</i>	\$
Total:	\$

**Expenses and Investment**

	Total Original Estimated Budget (All sources)	Column A	Applicant's Actual Contribution		Column B	Column C (A + B)
		LAC (NADP) Contribution	Cash	In-Kind Investment	Total Actual Applicant Contribution (Cash + In-Kind)	Actual Total Project Cost
Salaries and Wages						
Professional/ Consultant Fees and Services						
Volunteer Investment						
Travel and Meeting Costs						
Marketing and Communications Costs						
Supplies and Equipment Costs						
Minor Capital Costs (up to \$5000)						
Project Management (up to 15%)						
Other Costs						
<b>Total Expenses for the Project</b>	\$	\$	\$	\$	\$	\$

Total of the LAC (NADP) Contribution received for this project: \$ \_\_\_\_\_

Surplus remitted to the **Canadian Council of Archives** (if applicable): \$ \_\_\_\_\_

<b>Actual Expenses and Investment by Objective (Use only when it is possible to report measurable progress under more than the one objective under which you submitted your application – please report as much detail as possible)</b>											
	<b>Objective 1</b>		<b>Objective 2</b>		<b>Objective 3</b>		<b>Objective 4</b>		<b>Objective 5</b>		<b>Total Project Cost<sup>1</sup></b>
	<b>Cash</b>	<b>In-Kind</b>	<b>Cash</b>	<b>In-Kind</b>	<b>Cash</b>	<b>In-Kind</b>	<b>Cash</b>	<b>In-Kind</b>	<b>Cash</b>	<b>In-Kind</b>	
<b>Salaries and Wages</b>											
<b>Professional/ Consultant Fees and Services</b>											
<b>Travel and Meeting Costs</b>											
<b>Marketing and Communications Costs</b>											
<b>Supplies and Equipment Costs</b>											
<b>Minor Capital Costs (up to \$5000)</b>											
<b>Project Management (up to 15%)</b>											
<b>Other Costs</b>											
<b>Total Expenses for the Project</b>	<b>\$</b>	<b>\$</b>	<b>\$</b>	<b>\$</b>	<b>\$</b>	<b>\$</b>	<b>\$</b>	<b>\$</b>	<b>\$</b>	<b>\$</b>	<b>\$</b>

**Volunteer investment in the Project**

Total number of volunteers: \_\_\_\_\_

Total number of volunteer hours: \_\_\_\_\_

<sup>1</sup> The total costs reported in this column must be the same as the costs reported in Part E, Column C.

<b>PART F – Signature (mandatory)</b>		
<ul style="list-style-type: none"> <li>• <b>I hereby certify that</b> I have verified that the information in this report is true, complete and correct in all respects.</li> <li>• I understand that the information provided in this application may be accessible through Library and Archives Canada, under the <i>Access to Information Act</i>.</li> </ul>		
<b>AUTHORIZED SIGNATURE (Person authorized to commit the resources of the organization)</b>		
<hr style="border: none; border-top: 1px solid black; margin-bottom: 5px;"/> <p style="text-align: center;"><i>Authorized Signature</i></p>	<hr style="border: none; border-top: 1px solid black; margin-bottom: 5px;"/> <p style="text-align: center;"><i>Name and title (please print)</i></p>	<hr style="border: none; border-top: 1px solid black; margin-bottom: 5px;"/> <p style="text-align: center;"><i>Date</i></p>

THANK YOU!

<b>For office use only – CCA Secretariat</b>	
<b>The final project report is accepted.</b>	
<hr style="border: none; border-top: 1px solid black; margin-bottom: 5px;"/> <p style="text-align: center;"><i>NADP Manager</i></p> <hr style="border: none; border-top: 1px solid black; margin-bottom: 5px;"/> <p style="text-align: center;"><i>CCA Executive Director</i></p>	<hr style="border: none; border-top: 1px solid black; margin-bottom: 5px;"/> <p style="text-align: center;"><i>Date</i></p> <hr style="border: none; border-top: 1px solid black; margin-bottom: 5px;"/> <p style="text-align: center;"><i>Date</i></p>