

## Applicant's Guidebook

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## Applicant's Guidebook

### Introduction

#### Background

Implemented in 2006, the National Archival Development Program (herein referred to as the NADP) provides contribution funding for archival projects to archival institutions, organizations, and provincial and territorial archival councils. The Canadian Council of Archives (CCA) is responsible for providing advice to Library and Archives Canada (LAC) on the strategic direction of the program, as well as for the administration of the NADP, including managing the adjudication of applications and the funding process.

This guidebook is designed to answer questions regarding completing an application for NADP funding. It is not meant to replace the guidelines, but to help answer some of the questions that you might have or to provide practical advice as you prepare your project and complete the application form. Although it may appear intimidating due to its size and the number of topics covered, we hope that you will find it quite easy to use and we welcome your feedback and suggestions for improvements and additions. The guidebook is organized to correspond to the layout of the application form.

### Getting Ready to Prepare Your Application

Visit: <http://www.cdncouncilarchives.ca/NADP.html>

Contact your Provincial or Territorial Council to confirm the deadlines for submission of applications. Please visit <http://www.cdncouncilarchives.ca/provcouncils.html> for a list of council websites.

Assemble the documents you will need. All of the following documents can be found on the CCA website at <http://www.cdncouncilarchives.ca/NADP.html>

1. Application Form
2. NADP Guidelines for the current year
3. LAC and CCA's national strategic priorities for the current year
4. NADP Provincial and Territorial Priorities
5. NADP Adjudication Scoring Guide

**Before you start your application** confirm that you are eligible to apply to the NADP. (See Eligibility Criteria in the NADP Guidelines 2010-2011 on p. 6)

### Before You Submit Your Application:

Please review the content of your application and ask yourself the following questions:

1. Does my application explicitly address the NADP Guidelines, Priorities and Adjudication Criteria?
2. Does my project meet one of the 5 NADP objectives?
3. Does the project title reflect the content of the application?
4. Is my timeline and budget reasonable?
5. Does the budget balance?
6. Did I complete all sections of the application form?

Consider the NADP Scoring Guide for Adjudication. Put yourself in the Adjudication Committee's shoes... how would you score your own project? Have you expressed yourself clearly and said what you mean or would the adjudication committee need to infer what you mean? Remember, the committee can only score your

application based on the information you provide in the application. The committee members cannot read between the lines or base decisions on your institution's size, track record, or extrapolate from its own expertise.

### **An Overview of the Submission Process**

1. Applicant submits application to their provincial or territorial Council.
2. Provincial or territorial Councils review all applications for completeness and reject incomplete applications from further consideration.
3. A Provincial or Territorial Adjudication Committee, comprised of peers, evaluates each application against the program criteria and priorities. You may be contacted by members of your council for clarifications prior to submitting your application to CCA. Since funding is limited, the Adjudication Committee will also prioritize the applications and recommend those for funding to the CCA.
4. The CCA Secretariat sends the recommended applications to CCA's National Review and Adjudication Jury for consideration.
5. The National Review and Adjudication Jury recommends projects to the CCA Board of Directors.
6. The CCA Board of Directors ratifies the recommendations of the Jury and submits the information to the Librarian and Archivist of Canada for approval of funding through the NADP.

### **Project Application Status**

1. Once National Review and Adjudication Jury recommends your project for funding the CCA Secretariat will contact you by email.
2. The email will explain the status of your application and outline any requests for clarification (if required).
3. You must respond to this email within 30 days in order to confirm your interest in receiving funding, or to provide the clarifications requested.
4. Please note that delays in approval of applications might occur when the CCA Secretariat must request and document clarification of project applications because some information is missing, incomplete, incorrect, vague or ambiguous.

### **Who to Contact When you Have Questions**

Founded in 1985, as a result of federal-provincial efforts to encourage and facilitate the evolution of an archival system in Canada, the Canadian Council of Archives (CCA) is a national non-profit organization dedicated to nurturing and sustaining the nationwide efforts of over 800 archival organizations across Canada.

CCA is comprised of 13 Provincial and Territorial councils. These councils provide advice and services to archives across Canada. For assistance in preparing and submitting your application, contact your council representative(s). Please visit <http://www.cdncouncilarchives.ca/provcouncils.html> for a list of council websites.

For more information regarding the NADP, please contact Isabelle-D. Alain at the CCA Secretariat by email addressed to ([nadp.pnda@archivescanada.ca](mailto:nadp.pnda@archivescanada.ca)) or by phone at (1-866-254-1403).

**Completing the NADP Application Form**

PROTECTED once completed.

Project ID – For internal use only

Your application is PROTECTED once completed. This means that we take all care to ensure that your information is safe and secure and materials are disposed of in accordance with CCA's records retention schedule.

CCA will assign a unique Project ID number to help us track and maintain the records associated with your project.

Please complete parts A to D, sign and date in part E.

<b>A. APPLICANT INFORMATION</b>	
Name of Organization	Name of Federal Riding
Project Title	

In section A, please complete all fields. To find the name of your Federal Riding, visit:

<http://www.elections.ca>

Please choose the Federal Riding where your main office is located. This applies to institutions, councils and other archival organizations.

Your project title should describe in one sentence what your project is all about. For example:

- Processing and description of the Pierre Smith fonds.
- Preservation of manuscript letters of Joan Terrier.
- Community awareness for the town of Ashton, Ontario.

**B. ELIGIBILITY CRITERIA**

The following **non-profit** or **charitable** organizations are eligible to apply for funding under the archival projects component of the NADP:

- Provincial or territorial archives councils or their equivalent organizations
- National, provincial, territorial or regional associations of archivists
- Canadian archival institutions that are accessible to the public, conform to the definition of an archives as stated in the Canadian Council of Archives (CCA) constitution, and are members in good standing with a provincial or territorial archives council or the equivalent organization.
- Eligible recipients must also have completed all required work and reporting on any previous Library and Archives Canada (LAC) funded project.

My organization meets the eligibility criteria noted above:  Yes  No

If no, please contact your provincial/territorial archives council or archives advisor for further information.

Ensure that your organization is eligible to receive NADP funding. Please refer to section III of the NADP Guidelines for more information.

C. OBJECTIVES (check only one)	D. FUNDING SUMMARY (From Sect. 9, Table B1)
<ul style="list-style-type: none"> <li>○ 1. Increase access to Canada's archival heritage through the national catalogue</li> <li>○ 2. Increase awareness and broaden use of Canada's archival heritage</li> <li>○ 3. Increase the representation of Aboriginal peoples and under-represented ethno-cultural groups in Canada's archival heritage</li> <li>○ 4. Increase the capacity of archival networks to undertake strategic and development activities</li> <li>○ 5. Increase the capacity of archival institutions to preserve Canada's archival heritage</li> </ul>	<b>Funding requested:</b> \$
	<b>Applicant's contribution:</b> \$
	<b>Other contribution(s):</b> \$
	<b>Total cost of the Project:</b> \$

- An application for funding must demonstrate how the project will make progress towards achieving one objective of the Program.
- An application must be submitted for adjudication under only one objective. Other relevant objective(s) can be identified in the project description. At the end of the project, funding recipients may report under multiple objectives when a project makes progress towards achieving more than one objective.
- If an online resource is mentioned in the application as a standard or example of how your project will be done , a link to the resource must be provided.
- For a preservation project resulting in the creation of records in digital format, explain how the digital material will be stored for long term preservation.
- Workshops or training programs by councils will require output(s) such as a summary of session evaluation results, list of attendees, sample materials, etc. as part of the final report.
- Applicants need to carefully choose the most appropriate primary objective under which to submit a project application. Applications must be submitted under the objective that best fits the project. For example, applications submitted for the purpose of increasing awareness that are in fact arrangement and description projects with the added component of an on-line exhibit or publicity campaign are best made under objective 1 and not objective 2.
- Applications for:
  - An arrangement and description project with a digitization, virtual exhibit or publicity campaign sub-component is to be submitted under objective #1.
  - An IT network services project is to be submitted under objective #4.
  - Any combination of an education, advisory, preservation, and IT network services project is to be submitted under objective #4.
  - An education and advisory services project is to be submitted under objective #4.
  - A preservation advisory services project is to be submitted under objective #5.
- Under objective 2, some examples of innovative projects and activities funded across Canada that would increase awareness and broaden the use of archives include:
  - A provincial council is partnering with a public TV broadcaster to develop and air an innovative series of public service announcements on archival topics and resources
  - A provincial council is sponsoring a quarterly article in a magazine throughout the year focusing on the council's activities

- An institution will attend an important event to promote its digitized holdings and educate the public on certain difficulties facing archives
- For the purpose of making an application under objective 3, the term “aboriginal” or “under-represented ethno-cultural group” mean:
  - Fonds / collections / items (regardless of content) which was *created* by a First Nations people or an immigrant; or fonds / collections / items (regardless of provenance) which include *content* predominantly relating to Indigenous / ethno-cultural individuals, groups or communities
  - “Aboriginal” includes First Nations, Inuit, and Métis
  - The meaning of “under-represented” **will vary by region and be influenced by time, space and settlement patterns as well as the extent to which a body of archival records documenting the heritage of an ethno-cultural group already exists and is held in an Archives**. Consider the length of time since a geographic region was first settled, the length of time since a specific immigrant group settled in a region, the settlement patterns of immigrant groups, and the degree to which an immigrant group is already represented in or is participating in preserving its documentary heritage. Use this information to decide whether the ethno-cultural group that is the subject of a body of archival records is truly *under-represented* in a specific region
  - An “under-represented ethno-cultural group” **does** include:
    - Francophones outside of Quebec or New Brunswick subject to the definition above
    - Anglophones within Quebec subject to the definition above
  - An “under-represented ethno-cultural group” **does not** include:
    - Immigrants from Great Britain, Ireland, Australia, New Zealand or the United States
    - Material created by second or third generation offspring of ethnic background
- Under objective 3, some examples of innovative projects and activities funded across Canada include:
  - Developing records management tools for First Nations
  - Offering training workshops
  - Organizing and coordinating collection projects
  - Oral history projects
- To be eligible to make an application under objective #5 to do treatment or re-formatting activities of at risk material, an applicant must normally have completed a global preservation assessment and have in place a preservation policy and procedures.

The NADP Scoring Guide for Adjudication may provide further assistance in assigning your project to an objective.

Please note: the provincial or territorial adjudication committee must adjudicate the application under the objective identified by the applicant, and cannot reassign the application to a different objective. Submitting an application under an objective that is not appropriate will be detrimental to the scoring of the project.

**E. AFFIRMATION**

- I affirm that the information in this application is accurate and complete and the project proposal, including activities and budgets, are fairly presented.
- I agree that if funding is provided, any change to the project proposal will require prior written approval of the Canadian Council of Archives.
- In accordance with the terms of the funding agreement, I agree to publicly acknowledge funding and assistance by Library and Archives Canada, to submit a final report, on or before April 30, 2011, and a financial accounting of the activities funded by the National Archival Development Program.
- I understand that the information provided in this application may be accessible through Library and Archives Canada, under the *Access to Information Act*.

**AUTHORIZED SIGNATURE (Person authorized to commit the resources of the organization)**

_____	_____	_____
<i>Authorized Signature</i>	<i>Name and title (please print)</i>	<i>Date</i>

Clearly write the name and title of the person authorized to sign on behalf of the organization. Normally this would be the person accountable for committing the resources to do the project.

If a person will be hired as a contractor/staff for the project, then he/she is not eligible to act as the authority signing the application.

Sections 1 – 10 must be completed.

**1. CONTACT INFORMATION**

<b>Name of contact for official correspondence</b>				<b>Title</b>	
<input type="radio"/> Mr.	<input type="radio"/> Mrs.	<input type="radio"/> Ms.	<input type="radio"/> Other (specify)		<b>Preferred language of communication</b> <input type="radio"/> English <input type="radio"/> French
<b>Telephone (      )</b>			<b>Fax (      )</b>		

This section is important to help ensure that CCA communicates with the right person for your project. CCA will communicate with you in either official language.

**2. ADDRESS**

		City	Province/Territory	Postal code
<b>Web site address</b>			<b>E-mail address</b>	

Please complete this section using the organization's street address.

The majority of communication regarding your application will occur via email. Therefore, after your application has been submitted, please contact CCA immediately ([nadp.pnda@archivescanada.ca](mailto:nadp.pnda@archivescanada.ca)) if your email address changes.

**3. MAILING ADDRESS (if different)**

		City	Province/Territory	Postal code
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Please provide us with your mailing address, if different from your street address.

**4. Project Timeline**

Start Date: yyyy/mm/dd

End Date: yyyy/mm/dd

Your project must occur between April 1<sup>st</sup> and March 31<sup>st</sup>. Please ensure that your project timeline in section 8D corresponds to these dates.

**5. Number of Staff:**

Permanent Full Time Paid Employees \_\_\_\_\_

Volunteers (full time equivalent) \_\_\_\_\_

This section refers to the overall number of staff and volunteers working for the organization, not specifically on the project. If an institution applies for several projects, please ensure that these numbers are consistent.

Permanent Full Time Paid Employees is defined as **Full-time equivalent (FTE)**, which is a way to measure the amount of time a worker is employed by an organization. An FTE of 1.0 means that the person is equivalent to a full-time worker working 35 hours per week. An FTE of 0.25 means that the person is equivalent to a full-time worker working 8.75 hours per week

For volunteers, please use the same calculation as FTE.

**6. Project Manager (Contact Information):**

Name: \_\_\_\_\_ Telephone number: (     ) \_\_\_\_\_

Email address: \_\_\_\_\_

The Project Manager must be someone, other than the contractor or staff member hired to carry out the activities, who has direct supervisory responsibility for the successful completion of the project.

**7. YOUR ORGANIZATION**

(Maximum 1/2 page)

**A) Description of your organization**

Please describe your organization explaining:

- What is your archival organization's vision/mission statement and/or mandate?
- Who are your main clients/users?
- What are your key community partnerships?

Please note that this information need only be provided once to CCA, except if changes to the description of your organization occur.

Please check one:     Description of organization was previously submitted.  
                            Description of organization is being provided with this application.

Include all pertinent information within your application. This information is only required for new applicants to the NADP. Please resubmit this information if your organization changes its mandate or clients.

**B) Evidence of legal status**

All applicants must submit **ONE** of the following documents: organization's letters patent, business number, charitable number, act of incorporation, bylaw or other legal instrument by which it is created to give evidence of its legal status. Please note that this information need only be provided once to CCA, except if changes to your institution's name or legal status occur.

Please check one:  Evidence of Legal Status was previously submitted.  
 Evidence of Legal Status is being provided with this application.

This must be submitted in paper format. Please do not provide a web link or electronic version of this evidence.

**8. YOUR PROJECT****(Maximum 3-5 pages)**

In this section you will describe your project and what it will achieve.

Keep in mind the National/Provincial/Territorial strategic priorities and the adjudication criteria as you describe your project and what it will accomplish. **Please use the headings and sub-headings provided below when preparing your application.**

Provide a detailed description of your project containing:

A) A description of the purpose of the project including the following components:

- What product or output will be generated by the project? (Ex. Finding aid, report, learning opportunity, or promotional event.)
- What impacts, accomplishments, or outcomes will result from the creation of this product or output, and when would you predict these will occur?
- Who is the primary target audience or for which group(s) is the product intended? Are there secondary audiences which may benefit from the product?
- In which language will any product or service be developed during this project? What is the language of the audience for that activity or service?

Describe your planned project in a succinct and logical narrative. Assume that the reader may not be an archivist. Mention any standards that may be used within the project (e.g. RAD, ANSI, etc...). If the project is for arrangement and description, include the physical condition of the documents, number of items, types of documents, extent of the fonds, inclusive dates, and any access restrictions (if relevant).

For training projects, please explain how the knowledge acquired will be disseminated by the participant to others in the archival community. Please also note the scope of the distribution (e.g. # of individuals reached locally or perhaps provincially, etc... by email, newsletter or other means)

Clearly identify who will be the users or beneficiaries of your project.

For marketing and awareness projects please identify the size and description of the target market(s) as well as the current awareness levels.

B) An explanation of the value and the significance of your project in advancing one objective of the NADP.

This is the most important justification for NADP support for your project. You must explain clearly how your project demonstrates progress towards achievement of one of the NADP objectives. Describe explicitly and in specific terms how your project addresses the relevant adjudication criteria for the objective under which you are submitting the application.

C) An explanation of how any other NADP objective(s) would apply to the project and contribute to progress of that objective(s) .

Please refer to the five NADP objectives as stated in section C of the application form. Name any other secondary and tertiary objectives that apply. Using the adjudication criteria, describe how your project would also help make progress towards achieving those additional objectives.

D) Please outline the steps and sequence of activities involved in undertaking and completing the project, and what is involved in each activity. The description of each step should contain corresponding information regarding the number of hours/days required and the role of the individual undertaking the work

Include a detailed timeline for your project. Using a table format is sometimes the best approach. There are many formats that might be acceptable, but here's an example that you might use:

Task	Duration	Staff	Dates
Training	28hr	Contract Archivist	June 2 – 5
	28hr	Supervisor	
Background research	42hr	Contract Archivist	June 6 – 13
	21hr	Supervisor	
Arrangement & Description	735hr	Contract Archivist	June 16 – Nov. 14
	175hr	Archivist	
	35hr	Supervisor	
Physical Processing	525hr	Contract Archivist	Nov 17 – Feb. 27
	42hr	Supervisor	
Data Entry	175hr	Volunteer Archivist	Jan. 26 – Feb. 27
Finding Aid Production	35hr	Volunteer Archivist	March 2 – 13
	70hr	Contract Archivist	
	14hr	Supervisor	
Administration	35hr	Director	Ongoing

If you need help to estimate the time involved in arrangement and description, please visit the NADP section at [http://www.cdncouncilarchives.ca/NADP\\_10-11.html](http://www.cdncouncilarchives.ca/NADP_10-11.html) to view the CCA Time Guidelines.

E) An explanation of how the proposed project will achieve NADP national strategic priorities and provincial/territorial priorities (if applicable) for the objective under which you are applying.

Refer to [http://www.cdncouncilarchives.ca/NADP\\_10-11.HTML](http://www.cdncouncilarchives.ca/NADP_10-11.HTML) for the provincial and territorial priorities and the national priorities. It is very important to say explicitly the way(s) in which your project addresses the national and local priorities of the objective under which it is submitted.

F) A description of the qualifications and experience of the project manager identified in Section 6, that are directly related to the successful completion of the project. This can include years of experience and archival knowledge and qualifications, but must include their past involvement with project planning, management and reporting of project results, supervision of project or other workers, or any other relevant abilities particular to this project.

Please include a concise description of the project manager's experience in project management and all other relevant skills and abilities. This information is needed to insure that the application documentation will withstand scrutiny or risk-assessment by external auditors who might be concerned with an applicant's capability to effectively carry out the project.

G) Disclosure of the involvement of former Federal public servants who are under the Conflict of Interest and Post-Employment Guidelines.

For more information, please refer to: [http://www.psagency-agencefp.gc.ca/veo-bve/code/guide/guide\\_e.asp](http://www.psagency-agencefp.gc.ca/veo-bve/code/guide/guide_e.asp)

## 9. PROJECT BUDGET SHEETS

Please provide a budget summary and detailed budget information as per the budget sheets A, B, C and D. Additional pages may be attached as required. The project budget must include all project costs as well as confirmed and pending sources of income (A & B), and details about matching/in-kind contributions and payment schedule (C). A quarterly cash flow (D) is required ONLY for projects requesting \$25,000 or more.

**Note:** Incomplete or unrealistic budgets will affect the assessment of your project.

**Please use the Excel document [NADP\_ApplicationForm10-11\_Section9-Budget\_Y5.1\_EN.xls] to complete the project's budget. Instructions are included in the document for each section. Don't forget to fill and print all 6 tabs of the document.**

Applicant:  
Project Name:

### A) BUDGET DETAILS: PROJECT EXPENSES

Please explain fully all your expenditures related to this project, including direct expenses, in-kind contributions (*see definition below*) and other expenses in terms of salary, professional services, supplies, equipment, travel costs, communication, copying, etc. Please indicate the number of days and type of staff/volunteer time to be spent on each part of the project including supervision.

For archival records processing projects, you may include costs for background research, appraisal and selection, arrangement, description, physical processing, archival supplies, finding aid production and other expenses.

For preservation projects, you may include costs for any preservation assessment, development and implementation of policies and other relevant activities.

For training projects, you may include any fees or honoraria for a workshop organizer, speaker or instructor, travel for organizer, speaker or instructor (incl. accommodation and meals), travel for participants (incl. accommodation and meals), registration, communication, rentals (incl. space and equipment), supporting documentation, training materials and other related expenses. Any anticipated revenue from the activity, registration fees and any external funding, must be included as income for the project and you must show how such funds reduce the amount being applied for from NADP.

The applicant's matching funds must not include more than 15% project management costs.

In order to be approved, minor capital expenditures must be essential to the project. Expenditures over \$5000 require CCA recommendation and LAC approval.

**IN-KIND CONTRIBUTIONS** - Materials or services that are donated to a project by arms length parties or by the applicant (no exchange of cash). An in-kind contribution is considered a real contribution to the total cost of the project, but it is not reimbursable as no monies changed hands. By definition, in-kind contributions are donations; therefore, there cannot be funding related to in-kind expenses.

To be eligible as an in-kind contribution, the donated materials or services must be eligible expenses under the NADP Guidelines (and approved in the program's Terms and Conditions). In addition, the donated materials or services:

- would otherwise be purchased and paid for by the recipient;
- can be measured at fair value at the date of contribution. Fair value would be estimated using market or appraisal values. For example, fair value could be determined in relation to the purchase of similar materials and services.
- are recorded in the recipient's accounting books.

Tasks completed in the twelve (12) month period before the submission of your NADP application, may be shown as an in-kind contribution towards your project.

It is important to note that any cost associated with writing your NADP application is not considered an eligible expense.

If the applicant is eligible for any GST rebate, the net cost of any service or product must be used for budget purposes (see example in Supplies and Equipment Costs table).

Please be explicit in explaining the details of each expenditure identified in all sections below. Examples have been inserted to help you.

Please make sure that only numerals are entered in columns like "Time Involved" or "Rate" so that formulas work properly. Numerals and letters can be used in columns like "Unit", "Name", "Role / Activities" or "Other Details".

Information entered in tab **A – Budget Details** will be carried over in the next tabs.

*C / I means cash or in-kind contribution.*

Salaries and Wages									
Name	Role / Activities	Time Involved		Rate	Unit (day etc.)	Total	NADP Request	Inst. Cash	Ins. In-Kind
<i>Ms. A</i>	<i>Archivist / Description</i>	<i>175</i>	<i>@</i>	<i>32</i>	<i>hour</i>	<i>5,600.00</i>	<i>0</i>	<i>0</i>	<i>5,600.00</i>
			@						
			@						
<b>Total Salaries and Wages (Carry forward this total to Table B2 - Line 1)</b>						<i>5,600.00</i>	<i>0</i>	<i>0</i>	<i>5,600.00</i>

Professional/Consultant Fees and Services									
Name	Role / Activities	Time Involved		Rate	Unit (day etc.)	Total	NADP Request	Inst. Cash	Ins. In-Kind
<i>TBD</i>	<i>Contract Archivist / Processing</i>	<i>1,500</i>	<i>@</i>	<i>24</i>	<i>hour</i>	<i>36,000.00</i>	<i>25,500.00</i>	<i>10,500.00</i>	<i>0</i>
			@						
			@						
<b>Total Professional/Consultant Fees and Services (Carry forward this total to Table B2 - Line 2)</b>						<i>36,000.00</i>	<i>25,500.00</i>	<i>10,500.00</i>	<i>0</i>

All salary and wage expenses noted above relate to staff paid a regular wage by the applying organization. When calculating the wage of an employee in your in-kind contribution, please don't forget to include the value of the staff benefits and mandatory employment costs.

Professional and Consulting fees and services relates to contract employees, or fee-for-service suppliers (e.g. an external firm), related directly to the execution of the project.

Volunteer Investment									
Name	Role / Activities	Time Involved		Rate	Unit (day etc.)	Total	NADP Request	Inst. Cash	Ins. In-Kind
Mr. B	Volunteer Archivist / Data entry	210	@	20	hour	4,200.00			4,200.00
			@						
			@						
<b>Total Volunteer Investment (Carry forward this total to Table B2 - Line 3)</b>						4,200.00			4,200.00

\* Volunteer investment will be considered from organizations managed exclusively by volunteers

To calculate the value added of volunteer labour, consider the following:

1. Estimate the number of hours associated with a task.
2. Estimate the comparative market value of each task.
3. Disbursements by volunteers related to their tasks should also be taken into consideration.

Travel and Meeting Costs									
From/To	# of people	Travel Days	Per Diem (total)	Transportation Expenses (total)	Accommodation Expenses (total)	Total	NADP Request	Inst. Cash	Ins. In-Kind
Kingston to Toronto	1	4	240	250	390	880.00	0	880.00	0
<b>Total Travel and Meeting Costs (Carry forward this total to Table B2 - Line 4)</b>						880.00	0	880.00	0

For Travel and Meeting costs, applicants cannot exceed the CCA approved per diems:

Breakfast \$10.70    Lunch \$10.45    Supper \$29.35    Mileage \$0.435 per km

Incidentals \$11.50 daily

For hotel expenses, travelers should obtain the most favourable room rates at moderate hotels and give due consideration to location and economy.

Marketing and Communications Costs									
Supplier / Item	Quantity		Cost per Unit	Other Details	Total	NADP Request	Inst. Cash	Ins. In-Kind	
Fact Sheet	200	@	\$0.15	One sided	30.00	0	30.00	0	
		@							
		@							
<b>Total Marketing and Communications (Carry forward this total to Table B2 - Line 5)</b>					30.00	0	30.00	0	

Supplies and Equipment Costs								
Item	Quantity		Cost per Unit	Other Details	Total	NADP Request	Inst. Cash	Ins. In-Kind
Acid free folders	14	@	\$50	(100 per box)	700.00	0	700.00	0
GST	1	@	21	\$42 GST - \$21 GST rebate (anticipated)	21.00	0	21.00	0
		@						
<b>Total Supplies and Equipment (Carry forward this total to Table B2 - Line 6)</b>					<b>721.00</b>	<b>0</b>	<b>721.00</b>	<b>0</b>

Minor Capital Costs (up to \$5000)								
Item	Quantity		Cost per Unit	Other Details	Total	NADP Request	Inst. Cash	Ins. In-Kind
		@						
		@						
		@						
<b>Total Minor Capital Costs (Carry forward this total to Table B2 - Line 7)</b>								

Capital Costs, exceeding \$5000 will be considered Major Capital Costs and may also be included in the preceding table. However, at least three quotes should be secured to accompany any request for Major Capital Costs (over \$5,000). For Major Capital Costs, it will be necessary for CCA to seek special approval from LAC, outside of the regular project approval process.

Other Costs Specify:								
Item	Quantity		Cost per Unit	Other Details	Total	NADP Request	Inst. Cash	Ins. In-Kind
RAD training registration	1	@	\$250.00		\$250.00			\$250.00
		@						
		@						
<b>Total Other Costs (Carry forward this total to Table B2 - Line 8)</b>					<b>\$250.00</b>			<b>\$250.00</b>
Maximum administration: \$7,152.15								

PROJECT SUBTOTALS	Total	NADP Request	Inst. Cash	Ins. In-Kind
	47,681.00	25,500.00	12,131.00	10,050.00

Project Administration Costs (up to 15%)								
Item / Activity	Other Details			Total	NADP Request	Inst. Cash	Ins. In-Kind	
Meetings	20 days @ \$250/day			5,000.00			5,000.00	
Administration and reporting	5 days @ \$250/day			1,250.00			1,250.00	
<b>Total Project Management (Carry forward this total to Table B2 - Line 9)</b>				<b>6,250.00</b>			<b>6,250.00</b>	

Project management includes all aspects administration and reporting for the project. To calculate the maximum allowed for project management costs, go to Table B2. Add all costs, NADP and applicant contribution, excluding **Line 9 - Project Management**. Multiply the total by 15%. This is the

maximum amount you may allocate towards Project Management. The spreadsheet calculates this amount automatically on the first tab of the document, in cell B90.

Example:

Salaries and Wages:	\$5,600.00
Professional/Consultant Fees and Services:	\$36,000.00
Volunteer Investment:	\$4,200.00
Travel and Meeting Costs:	\$880.00
Marketing and Communications Costs	\$30.00
Supplies and Equipment Costs:	\$721.00
Other Costs	<u>\$250.00</u>
Total	\$47,681.00
	<u>X 15%</u>
<b>Maximum Project Management Cost:</b>	<b>\$7,152.15</b>

Please be advised that the 15% allowable for project management is not automatic and that the rationale for requesting a certain amount must be explained by providing the activities to be done and the amount of time required to do the activities.

PROJECT TOTALS	<i>Total</i>	<i>NADP Request</i>	<i>Inst. Cash</i>	<i>Ins. In-Kind</i>	<i>Tot'l Inst</i>
	53,931.00	25,500.00	12,131.00	10,050.00	28,431.00

<i>Match:</i>	Sufficient Match
\$2,931.00	Surplus / Shortfall (-)

The Excel document indicates if the institution's contribution is sufficient (50% or more) or not in the first tab of the document, in cell J97.

**B) PROJECT BUDGET SUMMARY: INCOME AND EXPENSES**

Please provide a summary of the forecasted project income by indicating the income sources and enter the amount under the appropriate column; in each case, indicate if the income is confirmed (C) or pending (P). Matching cash contributions from the applicant's sponsor must be in excess of your normal base budget allocation.

Please ensure that you identify if the sources of income & investment are confirmed (C) or pending (P). For sources of income that are pending, please include an explanation of when you expect to receive confirmation. You must also provide an explanation of how the project will be affected if the income does not materialize.

Table B1

SOURCES OF INCOME & INVESTMENT		Cash	Confirmed (C) Pending (P)	In-Kind Investment	Confirmed (C) Pending (P)	Total (Cash + In-Kind)
Applicant's Contribution *		12,131.00	C	12,100.00	C	\$24,231.00
LAC (NADP) Contribution		25,500.00	P			\$25,500.00
Other	<i>Specify.</i>					\$0.00
Volunteer Investment **				4,200.00	C	\$4,200.00
Other Federal	<i>Specify.</i>					\$0.00

Government					
Provincial/ Territorial Government	Specify:				\$0.00
Municipal / Regional Government	Specify:				\$0.00
<b>Total Income</b>		\$37,631.00		\$16,300.00	\$53,931.00

**Notes:**

\*If there are other sources for the total applicant contribution (i.e. government or "other"), enter the figure in the appropriate box and the amount of your institution's cash contribution will change automatically.

\*\*Volunteer investment will be considered from organizations managed exclusively by volunteers

**B) PROJECT BUDGET SUMMARY: INCOME AND EXPENSES**

Table B2

COSTS / EXPENSES	LAC (NADP) Contribution	Applicant's Contribution		Total
		Cash	In-kind	
Salaries and Wages (Line 1)	\$0.00	\$0.00	\$5,600.00	\$5,600.00
Professional/Consultant Fees and Services (Line 2)	\$25,500.00	\$10,500.00	\$0.00	\$36,000.00
Volunteer Investment (Line 3)			\$4,200.00	\$4,200.00
Travel and Meeting Costs (Line 4)	\$0.00	880.00	\$0.00	880.00
Marketing and Communications Costs (Line 5)	\$0.00	30.00	\$0.00	30.00
Supplies and Equipment Costs (Line 6)	\$0.00	721.00	\$0.00	721.00
Minor Capital Costs (up to \$5000) (Line 7)	\$0.00	\$0.00	\$0.00	\$0.00
Other Costs (Line 8)	\$0.00	\$0.00	250.00	250.00
<b>Subtotal</b>	\$25,500.00	\$12,131.00	\$10,050.00	47,681.00
Project Management (up to 15%) (Line 9)	\$0.00	\$0.00	6,250.00	6,250.00
<b>Total Expenses for Project</b>	Total LAC (NADP) Contribution \$25,500.00	Total Applicant's Contribution (Cash) \$12,131.00	Total Applicant's Contribution (In-kind) \$16,300.00	\$53,931.00

**C) NATIONAL ARCHIVAL DEVELOPMENT PROGRAM PROJECT PAYMENT SCHEDULE**

All applicants are required to complete the table below indicating the payment schedule required from the National Archival Development Program in each month, less the 10% holdback. The payment schedule should reflect the timeline of the project.

Your payment schedule should be a reasonable reflection of the activities identified in your project timeline (*see section 8D*).

For example:

- If your project begins in September and ends in December. You might request your first payment in September and a second payment in November. The holdback would show separately.
- Also consider if an activity or product will be purchased at a specific time.
- If purchasing a map cabinet in November. The associated payment may not be requested before October.
- In most circumstances, for a project under \$5,000 and with a timeline of less than four (4) months in duration, the payments may be issued in two payments (one payment + the holdback).
- Project timelines may commence in April, but no NADP payment will be issued before July.

Total Funding Requested from the LAC (NADP): \$ 25,500.00 \_\_\_\_\_

July	August	September
Amount of Payment: (enter on line below) \$ 2,760.00	Amount of Payment: (enter on line below) \$ 4,380.00	Amount of Payment: \$ 4,380.00
October	November	December
Amount of Payment: (enter on line below) \$ 3,790.00	Amount of Payment: (enter on line below)	Amount of Payment: (enter on line below) \$ 3,790.00
January	February	March
Amount of Payment: (enter on line below)	Amount of Payment: (enter on line below) \$ 3,850.00	Amount of Payment: (enter on line below)
<i>remaining to be allocated:</i>		<b>Holdback (10%)</b> \$ 2,550.00

The “Total Funding Requested” amount is carried automatically from the previous budget tabs. The 10% holdback is calculated automatically as well. You can see the amount of funding to be allocated in the payment schedule, cell B25. This amount will decrease until the total amount has been allocated properly. If the payments requested exceed the total funding requested, cell B25 will show a message to that effect.

**D) Project Quarterly Cash Flow**  
Please complete the table below ONLY for projects requesting a contribution of \$25,000 or more from the LAC (NADP).

You must ensure that the **Total inflow** and **Total outflow** is equal in each quarter and in the **Total column**.

Sources of Funds/Income or Investment	April/May /June	Jul/Aug /Sep	Oct/Nov /Dec	Jan/Feb /Mar	Total
Applicant	4,501.00	7,725.00	7,375.00	4,630.00	24,231.00
NADP	2,760.00	8,760.00	7,580.00	6,400.00	25,500.00
Volunteer Investment	0	0	0	4,200.00	4,200.00

<b>Total inflow</b>	7,261.00	16,485.00	14,955.00	15,230.00	53,931.00

Uses of Funds / Expenses	April/May /June	Jul/Aug /Sep	Oct/Nov /Dec	Jan/Feb /Mar	Total
Salaries and Wages	0	2,800.00	2,800.00	0	5,600.00
Professional/Consultant Fees and Services	3,660.00	12,560.00	10,780.00	9,000.00	36,000.00
Volunteer Investment	0	0	0	4,200.00	4,200.00
Travel and Meeting Costs	880.00	0	0	0	880.00
Marketing and Communication Costs	0	0	0	30.00	30.00
Supplies and Equipment	721.00	0	0	0	721.00
Other Costs	250.00	0	0	0	250.00
Project Management	1,750.00	1,125.00	1,375.00	2,000.00	6,250.00
<b>Total outflow</b>	7,261.00	16,485.00	14,955.00	15,230.00	53,931.00

The last tab of the Excel spreadsheet is a summary of the application’s budget and lists any errors that may have occur while filing the budget sheets. Please take the time to review this information to ensure that your budget is accurate.

**10. APPLICATION CHECKLIST – MUST BE COMPLETED BY THE APPLICANT**  
 Please verify that each component of your application is complete, then initial in the column on the right and sign below.

<b>This checklist must be completed and included with all supporting documentation.</b>	Please Initial
Application submitted single-sided, paper clipped, and not stapled.	
Funding Application General Information form completed and signed by an authorized individual.	
Application form with sections 1 to 6 completed.	
Answers to sections 7 and 8 completed and pages enclosed.	
Project Budget Sheets (Section 9 A, B & C) completed – (using budget template NADP_ApplicationForm10-11_Section9-Budfget_Y5.1_EN.xls).	
If applicable, Section 9 D – Quarterly Cash Flow completed for projects requesting a contribution of \$25,000 or more from LAC (NADP) Contribution.	
Documented evidence of your current legal status enclosed or previously provided.	
<b>APPLICANT AUTHORITY:</b>	
_____	
Signature	Printed Name / Title
_____	Date

The person signing the checklist must also manually initial each line. Check marks or typed initials are not accepted.

The sections below should NOT be completed by the applicant.

**For office use only – Provincial or Territorial Councils or the Bureau of Canadian Archivists**

This section must be signed by Provincial or Territorial Councils or the Bureau of Canadian Archivists, except for their own applications.

The application is complete and eligible for adjudication by the Provincial or Territorial Council/Adjudication Committee or the Bureau of Canadian Archivists.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
Name: \_\_\_\_\_



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

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**For office use only – CCA Secretariat**

The items above have been verified as present in the project file and accepted.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_