

**NATIONAL ARCHIVAL DEVELOPMENT PROGRAM (NADP)**  
**Submission Checklist for 2010-2011 Adjudication Results**  
**For use by Provincial/Territorial Councils and Bureau of Canadian Archivists (BCA)**

Tasks to be checked or completed by the Adjudication Committee:

- \_\_\_\_\_ All applications are complete, signed and dated by the applicants.
- \_\_\_\_\_ All scoring grids are signed and dated by an authorized officer of the council or BCA executive. The scoring grid for each approved project is annotated to show what factors the adjudication board took into account in reaching its decision. [Note: The council or BCA officer cannot sign the scoring grid for an application submitted for his/her own organization.]
- \_\_\_\_\_ All applications have been ranked.
- \_\_\_\_\_ The applications recommended for funding do not exceed the Council's allocation under the NADP (does not apply to the BCA).
- \_\_\_\_\_ All applications are countersigned and dated by an authorized officer of the council or BCA executive.
- \_\_\_\_\_ All applications and forms are submitted **single-sided, paper clipped, and not stapled.**

To be sent to CCA Secretariat:

- \_\_\_\_\_ Copy of the Minutes of the Adjudication Meeting including a motion recommending the applications for funding (the titles of the approved applications must be included in the motion).
- \_\_\_\_\_ Original applications (all applications received, accepted as complete, and recommended for funding, including ones that have not ranked high enough to receive funding within the available council's allocation).
- \_\_\_\_\_ Original scoring grid for each application.
- \_\_\_\_\_ A list of all ranked applications. The list includes the following information: name of organization, title of project, NADP objective, total contribution requested from NADP, total amount of applicant's contribution, total cost of the project, adjudication score, rank number of the application, and approval status.
- \_\_\_\_\_ This checklist.

\_\_\_\_\_  
Signature of Council or BCA officer

\_\_\_\_\_  
Date