



CAG Project Grant Application Guidelines 2017

The purpose of the **CAG Project Grant Program** is to provide financial support to one of our member institutions so that they might undertake projects that would otherwise be beyond their means. The grant is available to any CAG member in good standing who requires assistance in acquiring supplies, specialized equipment or other items to ensure the preservation and proper care of their institution's documentary heritage.

1. All applications must be received by on 1 May 2017, by the chair of the Adjudicating Committee, Carey Pallister. Application can be submitted by either e-mail cpallister@ssabc.ca or by mail Carey Pallister, Sisters of St. Ann Archives, 975 Belleville Street, Victoria, BC V8W9W2
2. Up to \$3000 will be dispersed to the institution selected to receive the funding.
3. An adjudicating committee of two CAG members will review the applications. They will rank the applications based on the completeness of the application and their relative merit.
4. Once adjudicating is complete the committee will notify the CAG Executive of the application that has advanced for funding.
5. Upon receiving approval from the CAG Executive, the Adjudication Committee will notify the applicant for funding for the project.
6. The successful applicant will provide the CAG Executive with a report at the completion of the project and will submit an article for the CAG newsletter.
7. The CAG treasurer will reimburse the archives upon receiving an expense report along with all receipts.
8. Applicants are eligible for only one grant per year. Successful grant recipients may not apply for grants in the year following their successful application but may reapply for grants after that point.

CAG Project Grant Program Application – Requirements

1. Cover Letter

Provide a brief description (between 100 and 250 words) of your archives and the purpose of the project. Please include a title for the project.

2. Project Description & Outcomes

Tell us about the nature of your project, i.e., work that will be undertaken, how it will this be accomplished and what resources will be required for the project. Please include a timeline for project goals and completion.

3. Allotment of Funding

Provide a brief description of the funding available from your institution's budget or other sources that are available to you as well as the amount of the CAG Project Grant you are seeking in order to undertake the project. Please detail how the funds will be allocated. If exact quotes are not available, please provide detailed estimates.