CANB Grant Program

Guidelines for Applications

2024 – 2025

General Guidelines

Mandate of CANB

The Council of Archives New Brunswick (CANB) mandate is to serve the archival community of New Brunswick by providing assistance, training, services, and distributing information received from various provincial and national archival networks and institutions to CANB members.

Based on this mandate, the CANB Grant Program aims to foster the archival community in New Brunswick, to increase access to archival records, and steward the conservation and preservation of New Brunswick's documentary heritage.

The CANB Grant Program

All the funds given out as part of the CANB Grant Program are reliant on continued funding from the Government of New Brunswick through the Department of Tourism, Heritage, and Culture. As a result, the Adjudication Committee will review applications to ensure that they are in the best interest of the public and that the funds are used for the purpose for which they were approved.

Funding is limited and CANB does not guarantee application approval. Institutions can receive no more than $4,000 each year for one application from the CANB Grant Program (for all applications except Purchasing Supplies) and multiple applications can equal a total of $5,000. Multiple applications submitted from a single institution must be ranked according to importance. All singular institution applications and first ranked applications will be considered before subsequent applications.

Unfunded applications may be resubmitted in a subsequent year. Historically, the CANB Grant Program has been oversubscribed, so the Adjudication Committee bases their decisions on the strength of the applications and attempts to ensure broad regional coverage during deliberations.

If your institution is applying for funding to start a multi-phase project or continue a multi-phase project, remember funding for future stages of the project is not guaranteed. As stated above, you can resubmit your application in subsequent years.

If your institution would like feedback on why your CANB Grant Program application was not accepted please contact the Archives Advisor, and they will go over the feedback with you.

CANB Grant Program Conditions

Member Standing

Applications to the CANB Grant Program will only be considered if the applicant is in good standing with CANB. This means they have paid their membership fees for the granting year and have fulfilled all the requirements for previous CANB Grant Program projects.

Time Frame

All successful CANB Grant Program applications must be completed during the fiscal year which runs from April 1, 2024 to March 31, 2025.

Projects with Multiple Components

If the project your institution wants to receive funding for has multiple components your institution must complete a separate application for each component. For example, if you have a fonds / collection that you want to re-describe but also want to describe a new accrual to it, your institution will have to fill out a Re-Description Application for the previously described material and an Arrangement and Description Application for the new accrual. This will ensure clarity in the budget and give the Adjudication Committee a better understanding of how long the proposed projects will take and the amount of funds necessary for them.

Applications that Will Not Be Funded

- The CANB Grant Program will not fund applications for the creation of records or transcription.
- Fonds / collections that have restricted material will not be considered for funding. CANB does not believe that public funds should be used on records that cannot be accessed by the public.
- If the material / fonds / collection your institution is requesting funding for does not have a Deed of Gift, the application will not be considered unless the material / fonds / collection was acquired before 2000.
- If your institution has not completed all Reporting Requirements for previous CANB Grant Program projects, any applications for future funding will not be accepted until all outstanding Reporting Requirements are completed.
- CANB will not fund audio-visual digitization projects where cleaning-up of the media is needed. This consists of but is not limited to: audio editing, video editing, or other alterations to the digitized media.
- CANB will also not fund equipment purchases during the regular grant program cycle – equipment purchase grants will be considered during cycles with excess funds.

Reporting Requirements

Every successful application must fulfill the three (3) following Reporting Requirements:

- *Mid-term Check-in* – The mid-term report has been replaced with a Mid-Term Check-in with the CANB Archives Advisor. This is either a phone call or e-mail to update the CANB Archives Advisor on the project and to check-in on how the project is going. During this time any problems or issues can be discussed as well as any successes. The CANB Archives Advisor will keep a record of the call or e-mails as proof the Mid-term Check-in requirement has been met.

- *Final Report* – A Final Report must be submitted to the Archives Advisor by April 30, 2024. This report is to give an overview of how the project went, were the objectives of the application met, and any other information about the project.

- *Contacting elected officials and / or local media* – Every institution who receives funding from the CANB Grant Program must contact their local MLA, and the Minister of Tourism, Heritage, and Culture to inform them about how the funding they received through CANB has helped them further their institutional goals and provide improved access to their holdings. Institutions can also contact local media to inform them about the project(s) they were able to carry out with the funding they received through CANB. A copy of the communication method used to contact elected official and /or local media must be included with the Final Report to the Archives Advisor. This is required as it helps promote the work CANB does and can aid in securing future funding.

The following is a list of what is required in each of the three (3) reporting requirements of the CANB Grant Program:

- *Mid-term Check-in* – Phone call or e-mail to the CANB Archives Advisor to give them an understanding of how the project is progressing.

- *Final Report* – This report must include an overview of how the project went, whether the objectives of the project were met, and any other information regarding the project. These are the fields that must be included in the Final Report:
  o Name of institution.
  o Name and contact information of the project manager.
  o Start and end date for the project.
  o Describe the project (ie. Why your institution wanted to carryout the project, how the project went, how your institution carried out the project, etc).
  o Describe the impact and value of the funds your institution received.
  o Describe the challenges and successes your institution faced during this project.
  o Provide a budget of how the funds were spent and if your institution is over or under budget.
  o A statement on how your institution plans to promote, recognize and acknowledge the financial support of CANB and the Province of New Brunswick, and attach copies of any letters sent to MLAs (to find your MLA check the list www1.gnb.ca/legis/bios/58/index-e.asp).
  o Any other information regarding the project.

- *Contacting Elected Officials and / or Local Media* – Included in the letter to be sent to your MLA is the amount your institution received from the CANB Grant Program, what the funding was for, and how the funds have helped your institution. To be included in your contact with Local Media please include the amount received from the CANB Grant

Program, what the funding were for, how it has helped your institution, and that the funding came from CANB.

Budget

CANB expects funding recipients to provide a breakdown of how funds were spent. A completed budget must be provided in the Final Report. This is to ensure funds have been used for their approved purpose.

For each project your institution can apply for up to 35 hours for Background Research. This can include research into the creator of the fonds / collection, events / topics that appear in the records, etc. It can also include the time it took to write the CANB Grant Application, gathering additional documentation, and getting quotes. Under the Budget section of each application is a question asking you to explain how the 35 hours of Background Research will be used.

Budget Spreadsheet for Arrangement and Description, and Re-Description Projects

To lessen the number of errors in calculating the cost of Arrangement and Description, and Re-Description projects the Project Costing for Arrangement & Description and Re-Description spreadsheet was created. It will calculate the amount of time needed to undertake these types of projects as well as calculate the overall cost.

Accountability

All archives / institutions will be held accountable for their projects. Archives / institutions with outstanding Reporting Requirements from previous CANB Grant Program applications will not be considered for future projects until all Reporting Requirements have been completed.

If your institution needs to change the project it has received funding for please contact the Archives Advisor to discuss the change in project and ask for approval to change the project.   If the project change is approved include why the project had to be changed in your Mid-term and Final Report.

Adjudication Process

All applications to the CANB Grant Program will be evaluated and scored by the Adjudication Committee appointed by the Executive Committee of CANB.

The Adjudication Committee also strives to ensure funds from the CANB Grant Program are spread evenly across New Brunswick to ensure all regions of the province are covered.

Adjudication is based on:

1.   Archival standards and best practices
2.   The impact of the project both for the institution and the public
3.   The current needs and priorities of both the institution and CANB

4. The relevance of the project to the institutions current or future operations
5. The membership standing of the applicant and their record of completing projects (if applicable)

Successful, Conditional, and Declined Applications

Once the Adjudication process is finished all applicants to the CANB Grant Program will be contacted.

Successful Applications

All successful applicants will be contacted within 30 days of the Adjudication date. Your institution will be contacted via email and a date for when funding cheques will be sent out will be provided.

Conditional Application

The Adjudication Committee may choose to conditionally approve a CANB Grant Program application. This means the Adjudication Committee will approve the grant on condition certain changes are made to the application. Applicants who have received conditional approval of their application will be contacted within 30 days of the Adjudication date and will have 10 working days to respond to request for changes to their grants made by the Adjudication Committee.

Declined Applications

Declined applications can be appealed by emailing the CANB Executive Committee within 30 days of the Adjudication Committee's decision. If your application was not accepted you may contact the Archives Advisor and they will go over the comments on your application so in the future your institution can make stronger applications. You can also resubmit your application in future years.

If your institution wants to appeal a declined application, the appeal must include a reasoned argument on why the Adjudication Committee should approve your application.

Grant Specific Guidelines and Checklists

Arrangement and Description

Projects eligible under this Funding Stream are:

- Arrangement and description of unprocessed archival holdings.

All arrangement and description of unprocessed fonds / collections applications must produce a Canadian Rules for Archival Description (RAD) compliant fonds / collection level description and finding aid which includes an inventory of lower level descriptions, if applicable.

All applications under this funding stream must also include entering the fonds level description and finding aid produced during the project into ArchivesCANB as part of the project plan. If your institution is applying for a multi-phase project, data entry to ArchivesCANB may occur as part of the last phase of the project. This must be stated in all subsequent CANB Grant Program applications until the project is completed.

Digitization of records must be applied for under the Digitization, Reformatting, and Migration Funding Stream of the CANB Grant Program.

Item level description is only funded for photographs, audio-visual material, maps and plans, and graphic material. The CANB Grant Program will not fund the item level description of letters, ledgers, etc.

CANB will also not fund the description of published material (i.e. books, bibles, etc).

The application must follow the Time Guidelines for Arrangement and Description Projects in Appendix A (pages 12 to 16).

Checklist for Arrangement and Description
- o   Read the CANB Grant Program Guidelines 2024-2025
- o   Read the Arrangement and Description Grant form
- o   Gather all relevant information about the fonds / collection
- o   Write a draft of the Arrangement and Description Grant including the Project Costing for Arrangement & Description and Re-Description spreadsheet
- o   Edit draft of the Arrangement and Description Grant and Project Costing for Arrangement & Description and Re-Description spreadsheet
    - o   Ensure you have completed the necessary lines in the Project Costing for Arrangement & Description and Re-Description spreadsheeted
- o   Send completed Arrangement and Description Grant form and Project Costing for Arrangement & Description and Re-Description spreadsheet to the CANB Archives Advisor for review
- o   Review and make the CANB Archives Advisor suggested changes to your application

- Submit final Arrangement and Description Grant form and Project Costing for Arrangement & Description and Re-Description Spreadsheet

Digitization, Migration, and Reformatting of Audio-Visual Material

Only projects with RAD-compliant fonds / collection descriptions will be considered for digitisation, reformatting, or migration.

Digitisation, reformatting, or migration projects which include a strong preservation component will also be considered. Please include a copy of your institutions digitization policy and procedures. The application must include how your institution will allow the public access to the digitized materials.

The application must be accompanied with a completed Request for Reformatting or Migration form from the Sound and Moving Images Division (SMI) at PANB.

If the cost of the project exceeds the amount granted, the institution will have to cover the overage.

The CANB Grant Program will not fund the editing of digitized materials. This includes but is not limited to Photoshop, and audio enhancement.

Checklist for Digitization, Migration, and Reformatting of Audio-Visual Material
- o   Read the CANB Grant Program Guidelines 2024-2025
- o   Read the Digitization, Migration, and Reformatting of Audio-Visual Material Grant form
- o   Contact SMI at PANB about having the digitization, migration, or reformatting done.
- o   Gather the finding aid, your institution's digitization policy and procedures, and completed Request for Reformatting or Migration form
- o   Write a draft of the Digitization, Migration, and Reformatting of Audio-Visual Material Grant including the Budget spreadsheet
- o   Edit draft of the Digitization, Migration, and Reformatting of Audio-Visual Material Grant and Budget spreadsheet
- o   Ensure you have completed the necessary lines in the Budget spreadsheeted
- o   Send completed Digitization, Migration, and Reformatting of Audio-Visual Material Grant form, Budget spreadsheet, finding aid, and Request for Reformatting or Migration form to the CANB Archives Advisor for review
- o   Review and make the CANB Archives Advisor suggested changes to your application
- o   Submit final Digitization, Migration, and Reformatting of Audio-Visual Material Grant form, Budget Spreadsheet, finding aid, and Request for Reformatting or Migration form

Equipment Purchase

The application must be accompanied by two (2) quotes from different vendors for the equipment your institution wishes to purchase.

The application must also include why your institution wishes to have this equipment and how it will be used.

Checklist for Equipment Purchase

- o   Read the CANB Grant Program Guidelines 2024-2025
- o   Read the Equipment Purchase Grant form
- o   Gather all quotes
- o   Write a draft of the Equipment Purchase Grant including the Budget spreadsheet
- o   Edit draft of the Equipment Purchase Grant and Budget spreadsheet
- o   Ensure you have completed the necessary lines in the Budget spreadsheeted
- o   Send completed Equipment Purchase Grant form and Budget spreadsheet to the CANB Archives Advisor for review
- o   Review and make the CANB Archives Advisor suggested changes to your application
- o   Submit final Equipment Purchase Grant form and Budget Spreadsheet

In-House Digitization, Migration, and Reformatting

Only projects with RAD-compliant fonds / collection descriptions that are on ArchivesCANB will be considered for digitisation, reformatting, or migration.

All applications under this funding stream must include the following documentation:

- Institution's digitization policy and procedures
- Digitization standards your institution follows
- Institution's policy and procedure for allowing the public access to the digitized material
- Description of how your institution stores digital material

CANB will not fund the digitization of published material, and projects that produce content solely for social media purposes.

Checklist for In-House Digitization, Migration, and Reformatting

- o Read the CANB Grant Program Guidelines 2024-2025
- o Read the In-House Digitization, Migration, and Reformatting form
- o Gather the link to the fonds / collection in ArchivesCANB, your institution's digitization policy and procedures, your institution's digitization standards, your institution's policy and procedure for accessing digitized material, and how your institution store digitized material.
- o Write a draft of the In-House Digitization, Migration, and Reformatting form
- o Edit the draft
- o Ensure you have completed all the necessary lines in the Budget section
- o Send the completed In-House Digitization, Migration, and Reformatting form and required information to the CANB Archives Advisor for review.
- o Review the CANB Archives Advisor suggested changes to your application
- o Submit your final In-House Digitization, Migration, and Reformatting form.

Purchasing Supplies

Projects under this Funding Stream may include, but are not limited to:

- Archival storage boxes
- Archival quality file folders
- Photograph storage sleeves

Applicants may apply for this grant to a maximum of $2,500.

Checklist for Purchasing Supplies

- o Read the CANB Grant Program Guidelines 2024-2025
- o Read the Purchasing Supplies form
- o Gather all prices and links to the supplies your institution wishes to purchase
- o Write a draft of the Purchasing Supplies form
- o Edit the draft
- o Ensure you have completed all the necessary lines in the Budget section
- o Send the completed Purchasing Supplies form to the CANB Archives Advisor for review.
- o Review the CANB Archives Advisor suggested changes to your application
- o Submit your final Purchasing Supplies form.

Re-Description of Non-RAD Compliant Fonds

Projects under this Funding Stream include:

- Taking non-RAD compliant finding aids and turning them into RAD-compliant finding aids.

Applicants are required to attach a copy of the existing finding aid(s) with their application to assist with the adjudication. The new RAD-compliant finding aid must be entered in ArchivesCANB.

To determine the amount of time needed to create a new RAD-compliant finding aid please use the Time Guidelines for Arrangement and Description Projects in Appendix A (pages 12 to 16).

Checklist for Re-Description of Non-RAD Compliant Fonds

- o Read the CANB Grant Program Guidelines 2024-2025
- o Read the Re-Description of Non-RAD Compliant Fonds Grant form
- o Gather all relevant information and finding aid(s) about the fonds / collection
- o Write a draft of the Re-Description of Non-RAD Compliant Fonds Grant including the Project Costing for Arrangement & Description and Re-Description spreadsheet
- o Edit draft of the Re-Description of Non-RAD Compliant Fonds and Project Costing for Arrangement & Description and Re-Description spreadsheet
    - o Ensure you have completed the necessary lines in the Project Costing for Arrangement & Description and Re-Description spreadsheeted
- o Send completed Re-Description of Non-RAD Compliant Fonds Grant form, Project Costing for Arrangement & Description and Re-Description spreadsheet, and finding aid(s) to the CANB Archives Advisor for review
- o Review and make the CANB Archives Advisor suggested changes to your application
- o Submit final Re-Description of Non-RAD Compliant Fonds form, Project Costing for Arrangement & Description and Re-Description Spreadsheet, and finding aid(s)

Training and Professional Development

Projects under this Funding Stream include:

- Funding to send staff and / or volunteer(s) to training / professional development opportunities outside of their institution.
- Funding to host a training / professional development opportunity at their institution for staff and / or volunteer(s).

Applicants can apply for registration cost only up to $2,500 or instructor's fee. Other associated training costs will be considered based on the CANB Grant Program budget.

Applications must include all the information about the training / professional development as well as information about the person(s) delivering the training.

Training / professional development services provided by the Archives Advisor are included in the annual CANB membership fee and do not require a CANB Grant Program application.

All applications must clearly describe the value of the training / professional development to the institution and to the individual participating. Where applicable, training should take place in New Brunswick and if possible be open to the broader CANB membership. If the training is recommended for just one member then the Archives Advisor should be invited to attend the session so that what is learned can be shared more broadly.

Once the training is completed a report must be submitted to the Archives Advisor that documents what was learned from the workshop / conference / webinar that will be incorporated into the CANB online newsletter.

Checklist for Training and Professional Development

- o Read the CANB Grant Program Guidelines 2024-2025
- o Read the Training and Professional Development Grant form
- o Gather all relevant information about training / professional development opportunity
- o Write a draft of the Training and Professional Development Grant including the Budget spreadsheet
- o Edit draft of the Training and Professional Development Grant and Budget spreadsheet
    - o Ensure you have completed the necessary lines in the Budget spreadsheeted
- o Send completed Training and Professional Development Grant form and Budget spreadsheet to the CANB Archives Advisor for review
- o Review and make the CANB Archives Advisor suggested changes to your application
- o Submit final Training and Professional Development Grant form and Budget Spreadsheet

Appendix A: Time Guidelines for Arrangement and Description Projects

Arrangement and Description of Unprocessed Fonds / Collections

The following guidelines for the time needed to process archival material must be used when calculating the time needed to complete Arrangement and Description of Unprocessed Fonds / Collections projects.

Background Research

Maximum 35 hours per project. Background Research consists of researching the creator of the fonds / collection and gathering other necessary information to understand the material.

Appraisal

Amount	Work Needed
0.5m per day	Material in no order, not in file folders, or folders untitled. No list exists, no file system used or evident, and significant reduction required.
1m per day	Some file titles or divisions, but heavy weeding to be done to reduce size.
1.5m per day	Physical control in place, some sorting/review needed, selection reduces size.
3m per day	Ledgers, minutes, or a file plan that will be retained.

One day = 7-hour work day

Note: Some fonds / collections may need multiple time guidelines. If there is 4m of textual material and 1m has no order and significant reduction is required then 2 days will be needed to appraise that 1m. If the other 3m consist of ledgers and minute books 1 day is needed to process that material. This brings the total number of days to appraise this fonds / collection is 3 days (or 21 hours).

Remember the amount of material left after appraisal is the number you must work with for the remainder of your calculations. For example, if you have 1m of records before appraisal and are left with 0.5m of textual after appraisal, you must use 0.5m for all further calculations.

Physical Processing

This includes all activities relating to the preservation and housing of the material.

Amount	Work Needed
1m per day	Significant flattening, removal of staples, replacement of paper clips and/or replacement or addition of file folders and boxes
1.5m per day	Re-foldering and re-boxing required, some need for replacement of paper clips and staples.
3m per day	Only some re-boxing/re-foldering required.

One day = 7-hour work day

Arrangement

Activities include all steps involved in the physical arrangement of the contents.

Amount	Work Needed
0.5m per day	No discernable order, significant comparison needed with various parts of fonds/collections to construct files and then order files.
1m per day	Material is in files but relationship between files is tenuous and hierarchy or series and files is not evident.
1.5m per day	Relationship of series or grouping of files is unclear.
3m per day	Series and lower order is in place, little more involved than verifying file plan (alphabetical, chronological or alpha-numeric system).

One day = 7-hour work day

Description

This encompasses all aspects of the intellectual process of assigning descriptive elements to the fonds / collection and any other levels in the hierarchy down to the file level. For all non-textual formats see below for additional guidelines.

Amount	Work Needed
0.5m per day	Files, sub-series, series and fonds/collection-level descriptions need to be created from scratch. Significant series require RAD descriptions. Files, sub-series, series and fonds/collection-level descriptions need to be created from scratch. Significant series require RAD descriptions.
1m per day	Significate work is required for file/series.
1.5m per day	Information for file and series descriptions is available or self-evident and it is just a matter of compiling it. Some complexity to series but material arrived with substantial contextual data for description elements and hierarchical structure.
3m per day	Arrangement is simplistic or straight forward with significant homogeneity within series and uncomplicated relationships between series and sub-series.

One day = 7-hour work day

Finding Aid Production and Entry of Finding Aid into ArchivesCANB

Although there may be some anomalies, it is expected that the length of time for finding aid production will be in proportion to the extent of the fonds / collection, the level of description, the number of files, and complexity of arrangement.

Amount	Work Needed
2m or less	7 - 21 hours
3m to 5m	21 - 35 hours
6m to 10m	35 - 49 hours

11m to 15m	49 - 63 hours
16 m or more	63 - 77 hours

7-hour work day = one day

Time allocations for other formats of material

Photographs

Action	Amount
Appraisal and selection	30 images an hour
Arrangement	7 images an hour
Description	7 images an hour
Physical Processing	14 images an hour

Sound Recordings and Moving images

Action	Amount
Appraisal and Selection; Arrangement; Description and Physical Processing	Running time of recordings x4

Example: A 60-minute sound recording x 4 = 240-minutes (4 hours)

Action	Amount
Appraisal and Selection	3.5 items an hour
Arrangement	7 items an hour
Description	3 items an hour
Physical Processing	3 items an hour