

# CANB Grant Program

## Training and Professional Development

2023 – 2024



Name of institution:

Project title:

## Application Form

### 1.0 General Information

Name of Organization	
Project Head	
Phone #	
Email Address	
Civic Address	
Website	

1.1 Is the Mission Statement / Mandate of your institution on file with CANB?

- Yes
- No

1.2 Was this application reviewed by or discussed with the Archives Advisor?

- Yes
- No

Name of institution:

Project title:

**NOTE: This application is divided into two (2) sections. Section 2.0 is to be filled out if your organization wishes to send someone (staff and/or volunteer(s)) to a training opportunity being hosted by a different institution. Section 3.0 is to be filled out if your organization wishes to have someone come to the organization and give training to staff/volunteers.**

## 2.0 Outside Training / Professional Development

(To be filled out if your organization wishes to **send** staff/and or volunteer(s) to a training opportunity not hosted by your organization)

### 2.1 Training Proposal

Training Title	
Dates of Training / Professional Development	
Training provider (Please provide name of host institution, educator, and host institution's address)	

2.2 Please provide a link to the training opportunity's website.

2.3 Describe the training.

- What is the purpose of the training?
- How will this training be used to benefit your institution?
- Why was this training opportunity selected over other opportunities?

Name of institution:

Project title:

2.4 Budget

1	Cost of registration	
<b>Total Amount Requested from CANB</b>		
<b>BALANCE TO BE COVERED BY YOUR INSTITUTION</b>		

Name of institution:

Project title:

### 3.0 Hosting Training / Professional Development

(To be filled out if your organization wants to have someone **come** to your institution and provide training to your staff and/or volunteer(s))

Note: The aim of CANB are to make training and professional development opportunities available to the widest audience possible. If the opportunity would be of use to a larger audience the Adjudication Committee may recommend the training for all CANB members.

#### 3.1 Training Proposal

Training Title	
Proposed Start Date	
Proposed Completion Date	
Training Provider	

#### 3.2 Describe the training

- What is the purpose of the training?
- Who is the target audience of this training and professional development project? (Staff, volunteers, both)
- How will the training benefit your institution?
- Who are your partner(s)? (If applicable)
- Who will be providing the training and what their qualifications to provide the training?

Name of institution:

Project title:

### 3.3 Budget

1	Instructor's Fee	
2	In Kind expenses from your organization (i.e. planning the training / professional development, assistance provided by volunteers, other equipment or supplies already paid for by the applicant)	
<b>Total Amount for Training (Add Lines 1, and 2 together)</b>		
<b>Total Amount Requested from CANB</b>		
<b>Balance to be covered by Organization</b>		

### 4.0 Other Notes

4.1 Is there anything else your institution wishes the Adjudication Committee to know about regarding this application?