

CANB Grant Program

Equipment Purchase

2023 - 2024



Name of institution:

Project title:

Application Form

1.0 General Information

Name of Institution	
Project Lead	
Phone #	
Email Address	
Civic Address	
Website	

1.1 Is your institution's Mission Statement / Mandate on file with CANB?

- Yes
- No
- Its been updated

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

- Yes
- No

Name of institution:

Project title:

2.0 Project Proposal

Project Title	
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2.1 Describe the equipment purchase.

- What equipment does your institution want to purchase?
- How will this equipment benefit your institution?
- How will the equipment improve access to your institution's holdings and benefit your institution overall?
- Who are your purchase partners? (If applicable)

Name of institution:

Project title:

3.0 Quotes

You must get at least two (2) quotes for the desired equipment from different vendors. Please include all quotes with your application and ensure it is easy to distinguish between them. The quote must be valid at the time of Adjudication.

3.1 Please state which quote is your preference and why.

3.1.1 If your institution's preference is for the more expensive quote please state why so the Adjudication Committee can take this into consideration during their deliberations.

Name of institution:

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4.0 Budget

Funding is available up to 50% of the cost of the equipment OR up to \$2,500, which ever is less. If your institution wants to request more than 50% you must demonstrate your institution's financial need by explaining why you need more than 50%. You must also include a copy of your institution's operational budget to help demonstrate to the Adjudication Committee financial need.

Total Amount of Equipment Purchase (From preferred quote)	
Amount Requested from CANB	
Amount from Partners (If applicable)	
Amount to be covered by your Institution (Amount Requested from CANB <i>minus</i> Amount from Partners)	

If your institution is requesting more than 50% of the cost of the equipment please answer the following question.

4.1 Please explain why your institution is in need for more than 50% of the cost of the equipment.

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5.0 Other Notes

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