



CNSA Spring Conference 2006
Introduction to NADP:

the National Archival Development
Program

Agenda

- ▶ Basic criteria
- ▶ Differences from old program
- ▶ Five objectives
- ▶ New form – project description, budget
- ▶ New adjudication process
- ▶ New reporting requirements

Basic Criteria

- ▶ Must be an Institutional member of CNSA
 - mandate, policies, person, space, open hours
- ▶ Projects must be completed in one fiscal year
- ▶ Forms, Guidelines, etc. on CCA website:
www.cdncouncilarchives.ca/financial.html

Differences

- ▶ No division of projects into preservation or control of holdings – now competing
- ▶ No cap on amounts – best projects win
- ▶ 5 objectives; must choose one
- ▶ Judging based on ability to meet objective chosen
- ▶ Judging done by point system – highest score wins

Differences cont'd.

- ▶ New application form, guidelines
- ▶ New emphasis on producing a product (outputs) and measuring effects (benefits)
- ▶ New final report form – will ask how many?
What difference did it make to Canadians?

Differences cont'd.

- ▶ 50% matching requirement waived for archives managed solely by volunteers.
- ▶ 50% match can come from other government programs – federal, provincial, municipal
- ▶ Can go back 12 months to find match (for 2007-8 year, go back to April 2006). Must be directly related to project.

see Guidelines p.7

Differences cont'd.

- ▶ New eligible expenses:
 - Transportation of archival materials
 - Professional services like printing of finding aids, advertising products/services
- ▶ But not costs that would have been incurred if no project undertaken.
- ▶ 10% holdback until Final Report submitted.

5 Objectives of NADP

1. Increase access to Canada's archival heritage through the national catalogue.
2. Increase awareness and broaden use of Canada's archival heritage.
3. Increase the representation of Aboriginal peoples and under-represented ethno-cultural groups in Canada's archival heritage.
4. Increase the capacity of archival networks to undertake strategic and development activities.
5. Increase the capacity of archival institutions to preserve Canada's archival heritage.

Objective #1

Increase access to Canada's archival heritage through the national catalogue.

- Formerly Control of Holdings
- For arrangement & description activities
- Looking for more fonds & series descriptions
- Looking for diverse topics to interest more audiences

Objective #2

Increase awareness and broaden use of Canada's archival heritage.

- New
- Could include advertising, educating a new audience, raising community profile, reformatting for accessibility (16mm film to DVD, cassette tape to digital audio file), adding online resources to website...

Objective #3

Increase the representation of Aboriginal peoples and under-represented ethno-cultural groups in Canada's archival heritage.

- New
- 2 ways: i) describe records already in holdings to highlight cultural group; ii) acquire new records from cultural group and make accessible

Objective #4

Increase the capacity of archival networks to undertake strategic and development activities.

- Formerly Professional Development & Training
- For groups of archives like CNSA
- Aim = province-wide projects benefiting all

Objective #5

Increase the capacity of archival institutions to preserve Canada's archival heritage.

- Formerly CPCAR
- For preservation activities
- same order: global site assessment → policies and plans → actions
- i.e.: install shelving, monitoring equipment, rewire lighting system, reformatting for preservation

Application Form

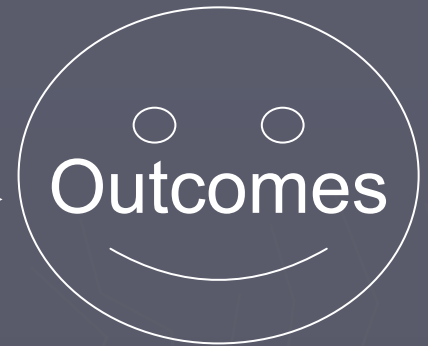
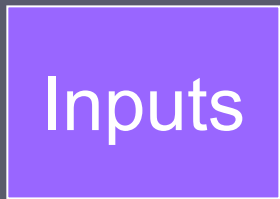
- ▶ Online only. www.cdncouncilarchives.ca
- ▶ Includes Form, Guidelines, Criteria, Scoring Guide.
- ▶ Follow directions – use their headings, give only information requested.
- ▶ Readable – style & formatting, short sentences, reflect language of funders.
- ▶ Select one objective

Application form cont'd.

- ▶ #13 Describe your organization
 - Mandate or mission from acquisition policy.
 - Key partnerships only – be realistic.
 - Keep on file to use every year.
 - First timers must give evidence of legal status:
 - ▶ Charitable number or business number
 - ▶ Or Act of incorporation or motion in minutes or bylaws
 - ▶ Or best evidence available at time of application.

Application form cont'd.

- ▶ #14 Describe Your Project
 - Outputs = products created and services delivered.
 - Reflects trend all funding agencies: outcome measurement.



Resources

Money
Staff
Volunteers
Equipment
Supplies
Partners

Actions

Researching
Describing
Preserving
Providing
access
Answering Q's

Products

Patrons served
Descr's entered
Records preserved
Records made
accessible
Promotional items
distributed

Benefits for People

Increased awareness
Increased accessibility
Increased preservation
Increased knowledge

Benefits for Archives

Increased use
Increased preservation

Application form cont'd.

- ▶ #14 Describe your project (cont'd.)
 - Explain how your project will help accomplish the objective chosen.
 - If fits more than one objective, mention here.
 - Remember the reader.
 - Preservation projects: include condition, usage rate, and date span of records, etc.
 - A & D projects: include number of fonds & series, date spans, significance of creators or topics, etc.

Application form cont'd.

▶ #15 A) Budget Summary

- Overview of total project costs and income sources.
- Report the amounts for cash and in-kind expenses and investments.
- Total across rows and down columns.
- Be realistic.

Application form cont'd.

▶ #15 B) Budget Details

- Salaries & wages – name of position, not person.
- Prof./consultant fees – conservator, courier, transportation of goods, format conversion fees, any fee for a service.
- Volunteer investment – only for volunteer-run archives.
- Calculate time in days. Use a rate scale that is reasonable for your region and budget.

Application form cont'd.

► more #15 B) Budget details

- Travel & meeting costs – for people.
- Marketing & Communication – i.e. printing of finding aid, advertising the new product.
- Supplies & equipment – i.e. acid-free boxes, folders, metal shelving, UV filters for lights.
- Minor capital costs – i.e. rewiring reading room for Internet, changing lights in storage room, de-humidifier. Can't result in asset.

Application form cont'd.

- ▶ even more 15 B) Budget details
 - Project management – up to 15% of Total project costs, good for in-kind match,
 - ▶ i.e. supervision, project planning, reporting, quality checks, training of volunteers and/or staff.
 - Other costs – anything that doesn't fit other categories.

Application form cont'd.

► Signatures

- Vital for legal purposes.
- Who? Person with authority to spend money on behalf of the archives.
- First page.
- Last page.
- Check list must be initialed in pen.

Adjudication

- ▶ Two levels: CNSA and CCA
- ▶ New documents: *Criteria for NADP* and *NADP Scoring Guide*
- ▶ No project categories – best projects win.
- ▶ Eligibility test – yes/no
- ▶ By assigning points – highest scores win.

Adjudication cont'd.

- ▶ Score based on:
 - how well project meets Objective = 30 points
 - how well project responds to a demonstrated need = 20 points
 - how well project meets CNSA priorities = 10 points
- ▶ Those scoring closest to 60 get funding, until our allotment runs out.

Adjudication Criteria – Section A (Objective)

1.1 Increase access to Canada's archival holdings through the national catalogue.

1.1.1 Makes a significant number of fonds and series descriptions available to the national catalogue. (up to 15 points)

And either

Adds descriptions that would enhance the catalogue's profile or broaden its use.

or

Increases the number of institutions participating in the national catalogue. (up to 15 points)

Adjudication Criteria – Section B (Relevance)

2.1 Degree to which the project responds to a demonstrated need:

2.1.1 For the development or maintenance of strategic capacity in archival community. (up to 10 points)

Or

2.1.2 In the audience for whom the project is being undertaken. (up to 10 points)

And

2.2 Degree to which project contributes to overall achievement of NADP objectives. (up to 10 points)

Adjudication Criteria – Section C (CNSA Priorities)

3.1 Degree to which project meets provincial priorities that complement national objectives. (up to 10 points)

Priorities to be developed by CNSA Executive, with input from Needs Assessment Survey, for 2007-08 year.

Final Report

- ▶ New
- ▶ Will be available mid-summer for 2006-07.
- ▶ Will ask how many....
 - People used your service?
 - Descriptions entered in ArchWay?
 - Records preserved?

Conclusion

- ▶ After all the uncertainty, we have a program to meet our needs for next 4 years (to 2010-2011).
- ▶ Still administered by archivists.
- ▶ Room to grow.