



PROFESSIONAL DEVELOPMENT AND TRAINING ASSISTANCE PROGRAM GUIDELINES

The Council of Nova Scotia Archives Professional Development and Training Assistance Program was established in 2003 to provide opportunities for archivists working in Nova Scotia to attend professional training events other than CNSA offerings, to further their professional development. The program provides partial funding to eligible applicants to enable attendance at workshops, conferences, seminars and other post-employment training events.

The Program year runs from 1 April to 31 March. Applications may be submitted at any time throughout the year. A maximum of \$500 per applicant per year will normally be awarded, but in certain circumstances funding above \$500 may be made available if funding is available and the Committee believes the value of the event justifies it. Once the fund has been exhausted there will be no more bursaries awarded until the following year. Only one bursary per applicant will be given per year.

Approval and the amount of assistance granted will be adjudicated by the CNSA Education Committee based on the importance of the professional development activity to the individual's own professional development; the impact it has on the individual's archival institution; and/or the impact it has on Nova Scotia archival community in general. In the case of applications affiliated with an institutional or general member, those applications demonstrating a contribution (monetary support, leave, etc.) from said member will be given preference over those without contribution.

Eligible applicants

1. Applicants must be a CNSA member in good standing or affiliated with an Associate Institutional or Institutional Member in good standing for at least six months prior to applying for a bursary from the program. For the purpose of this bursary, an affiliate may be an employee or volunteer.
2. Applicants must have worked with archival material in an archives or heritage organization in Nova Scotia. This criterion may also be satisfied by coursework from an archival program or class taught in Nova Scotia.
3. Affiliate applicants must submit a letter of support from their institution indicating why the training sought would be beneficial to the individual and/or to their institution. Individual applicants must submit a letter of personal intent, indicating the benefit of the training to the individual and their archival career.
4. Preference will be given to first-time applicants.
5. Only one bursary per year per applicant will be awarded.

Eligible events

1. Eligible events include workshops, seminars or webinars, post-appointment training sessions, conferences, or other opportunities in professional development or training (whether in-person or on-line) that involve archivists and those working in archives, *except for CNSA educational offerings*.
2. CNSA-sponsored educational activities are funded separately and assistance to attend them will not be given through this program.

Eligible expenses

1. Eligible expenses for funding include registration fees, textbooks, and travel to and from the event.
2. Transportation assistance will be based on the most economical means of transportation available to the applicant. Assistance for applicants who drive will be based on \$.20 per kilometer to cover the cost of gas. Airfare reimbursement must be by the most economical ticket available at the time of purchase. The cost of cancellation insurance will not be covered by the CNSA as part of the ticket cost.

Application process

1. Email completed application form, letter of support from employer/affiliate organization, along with a URL link to the event program, if available, to the [Archives Advisor](#) who will forward the application to the CNSA Education Committee Chair.
2. All applications forwarded to the CNSA Education Committee Chair are adjudicated and either approved or rejected by the Committee based on the following criteria:
 - a. Availability of funding
 - b. Importance of event to applicant's professional development goals
 - c. Impact of training on applicant and/or affiliated institution
 - d. Impact of training on archival community of Nova Scotia
3. The applicant(s) is notified by the Chair or designate about the status of their application. The adjudication process normally takes 30 days, so it is recommended that members submit the application and corroborating documentation early.

Terms and conditions for receipt of funding

1. Successful applicant(s) must submit receipts for approved expenses and a 300-600-word report on their experience within 60 days of the event to the Chair of the CNSA Education Committee. This report may be posted on the CNSA website.
2. Upon receipt of all documentation the Chair will initiate a reimbursement request, and a cheque will be issued to the applicant. The Chair will maintain all documentation and, in consultation with the committee, will formally approve or decline all requests. Documentation will be kept for 7 years.
3. If the successful applicant fails to provide receipts and their report within 60 days of the event, the approved bursary will be considered cancelled.
4. Failure to comply with any of the terms and conditions of this funding program, or failure to meet the deadlines outlined above, will disqualify the applicant from receiving any future CNSA Professional Development and Training Assistance Program bursaries until such time as the applicant submits all outstanding reports and receipts.