



PROFESSIONAL DEVELOPMENT & TRAINING BURSARY PROGRAM GUIDELINES

The Council of Nova Scotia Archives' Professional Development and Training Bursary Program was established in 2003 to provide opportunities for members to attend professional training events other than CNSA offerings that further their professional development. The program provides partial funding to eligible applicants to assist with the costs associated with attending workshops, conferences, seminars, and other training events, whether in-person or online.

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 will normally be awarded, but in certain circumstances, funding above \$500 may be awarded if funds permit and the Committee believes the opportunity justifies the added expense. Once the fund has been exhausted, no more bursaries will be awarded until the following fiscal year. Only one bursary per individual applicant will be given per year.

The CNSA Education Committee adjudicates and awards applications based on the importance of the professional development activity to the individual's professional development and/or the impact it will have on the individual's archival institution. In the case of applications that work or volunteer for an Institutional or Associate Institutional Member, applications that have support (monetary, paid leave, etc.) from their institution will be given preference over those without support.

Eligible applicants

1. Applicants must be current CNSA members or employees/volunteers of Associate Institutional or Institutional Members of the CNSA that are in good standing.
2. An Individual/Student applicant must submit a letter of personal intent indicating the benefit of the training to the individual and their archival career. An employee/volunteer of a member institution must submit a letter of support from their institution indicating how the training sought would benefit the individual and/or their institution.
3. Preference will be given to first-time applicants.
4. Only one bursary per year per individual will be awarded.

Eligible events

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

Eligible expenses

1. Eligible expenses for funding include registration fees, textbooks/supplies, 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 their own vehicles will be

granted in accordance with the [current rate for employees of the Government of Nova Scotia](#) (see application form for further details). 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 the completed application form and supporting documentation to the CNSA's [Archives Advisor](#), who will forward the application to the Chair of the CNSA Education Committee.
2. All applications forwarded to the Chair are adjudicated and either approved or rejected by the Committee based on the following criteria:
 - a. availability of funding, AND
 - b. importance of event to applicant's professional development goals; OR
 - c. impact of training on applicant and/or affiliated institution.
3. The applicant will be 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 their 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.