

CANB Grant Program

Arrangement and Description Application

2025 - 2026



Name of Organization:

Project Title:

Application Form

1.0 General Information

Name of Organisation	
Project Lead	
Phone Number	
Email Address	
Civic Address	
Website	

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

- Yes
- No
- It's been updated and resubmitted.

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

- Yes
- No

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2.0 Project Proposal

Project Title	
Proposed Start Date	
Proposed Completion Date	

2.1 Describe the project

- Describe the records involved in the proposed project: fonds / collection name, source of acquisition, dates, physical extent (expressed in cm or m), type of records (textual, photographic, cartographic / architectural, and / or sound recording and moving images), etc.
- Why was this fonds / collection chosen over other unprocessed material in your institution's holdings? Explain how the person, family, organization, business, etc represented in the records is important to the community your archives represent. This can be achieved through a short biographical sketch or administrative history, a newspaper article, obituary for example.
- To what level will the fonds / collection be described? Please explain the reason you want to describe the material to the chosen level.
- How much will the fonds / collection be reduced after appraisal? Please express this as a percentage.
- How will you let the public know the records have been described and are now accessible?
- Who are your project partners? (If applicable)

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2.2 In what year was the fonds / collection donated to your institution?

2.3 Does this fonds / collection have a Deed of Gift?

— Yes

— No

— If no, please explain why below.

2.4 What percentage (%) of the fonds / collection is archival documents (i.e. original documents)? This number will be factored into the amount of time that can be used for appraisal. If your application includes a majority of non-archival documents the Adjudication Committee will likely question why you are processing the fonds / collection.

2.4.1 If your institution wants to arrange and describe a large portion of non-archival documents, please explain the rationale behind this.

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3.0 Budget

1	Total Cost of the Project (Taken from cell K47 of the Project Costing for Arrangement & Description and Re-Description spreadsheet)	
2	MERC - Mandatory Employment Related Costs: Payments that the employer is required by law to make in respect of participants including, but not restricted to, Employment Insurance, Canada Pension Plan, vacation pay, worker's compensation, and/or health & dental insurance. (Each applicant will have to discuss this with their HR or can use the Payroll Deductions online calculator - https://www.canada.ca/en/revenue-agency/services/tax/businesses/topics/payroll/payroll-deductions-online-calculator-pdoc-payroll-tables-td1s.html Note: Express it as a percentage (%) AND a cash figure for ease of calculation	
3	In-kind application contribution (i.e. supervision of the project not to exceed 10% of total cost, assistance provided by volunteers, supplies already paid for by the applicant)	
Final Total Amount of the Project (Add Lines 1, 2, and 3 together)		
Amount from Project Partners (If applicable)		
Total Amount Requested from CANB		
Balance to be Covered by Institution		

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4.0 Job Description

4.1 Please provide a job description for the person who will be tasked with the project.

5.0 Other Notes

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