

Council of Nova Scotia Archives

Professional Development and Training Assistance Program Guidelines

The Council of Nova Scotia Archives Professional Development and Training Assistance Program was established in 2003 and is designed to provide opportunities for Nova Scotia archivists to further their professional development. The Program provides partial funding to eligible applicants to enable attendance at workshops, seminars and post-appointment training events.

The application year begins on 1 April but 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 the Committee believes the value of the event justifies it. Once the fund has been exhausted there will be no more grants until the following year. Only one grant 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 and the impact it has on the individual's archival institution specifically and the archival community in general.

Criteria

Eligible Applicants

1. Applicants must be an individual member in good standing of the CNSA **or** an employee of a general or institutional member in good standing
2. Applicants must have been a member for at least six months prior to applying for a grant from the Program
3. Applicants must be working with archival material in an archives or other organization in Nova Scotia.
4. Applicants must submit a letter of support from their institution indicating why the training sought would be beneficial to the individual as well as to his/her institution
5. Applicants must demonstrate some level of contribution from their employer, whether duty leave or monetary support
6. Preference will be given to first time applicants
7. Only one grant per year per applicant will be made

Eligible Events

1. Eligible events include workshops, seminars, post-appointment trainings, conferences, or other projects in professional development and training that involve archivists and those working in archives, **except for** CNSA educational activities.
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 travel, accommodation, meals and registration fees
2. Funds requested for accommodation expenses including meals cannot exceed \$60.00 per day per individual
3. 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. The cost of cancellation insurance will not be covered by CNSA as part of the ticket cost

Application Process

1. In order to allow time for adjudication, the application form must be received at least a month before the training/development event takes place. It is recommended that the application be made even earlier if possible because the applicant generally will not have a reply as to the status of his/her application before 30 days
2. Funds will normally be disbursed upon submission of a post-event expense report with applicable receipts, and a report of activities. However, advance funds may be disbursed if requested with a receipt or proof of payment, e.g. for registration or airfare.
3. Applicants receiving funding under this Program must submit copies of all receipts to the Chair of the CNSA Education Committee for verification no later than 60 days after the completion of the professional development activity.
4. Applicants receiving funding under this Program must submit a written report (300-600 words) to the chair of the Education Committee about their activities and about the benefit of these activities to them and to the Nova

Scotia archival community. This report may be posted on the CNSA website. It must be submitted no later than 60 days after the completion of the professional development activity.

5. Failure to meet the requirements stated in numbers 3 and 4 will result in a cancellation of any approved funding.
6. 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 grants until such time as the applicant submits all outstanding reports and receipts.