

March 2018

# **Communities, Culture and Heritage (CCH)**

## **Nova Scotia Archives**

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### **Provincial Archival Development Program (PADP)**

#### **Guidelines 2018/2019**

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## **XVII. General Information:**

These Guidelines are intended to assist the Council of Nova Scotia Archives (CNSA) and institutional members of the CNSA in applying for financial assistance from the Nova Scotia Archives Division of the Department of Communities, Culture and Heritage (CCH) under the Provincial Archival Development Program (PADP).

It is recommended that institutional applicants consult the CNSA Archival Advisor or the NS Archives Administration in the preparation of an application for project funding.

Applicants are advised to read these Guidelines in their entirety because project proposals will benefit from the information provided in them.

- Application forms and other useful information about the PADP are available online at <http://archives.novascotia.ca/padp>
- All project records are subject to the provisions of the Freedom of Information and Protection of Privacy Act.

## **II. PADP Objectives:**

1. Expand and improve public access to Nova Scotia's archival heritage through increased content on MemoryNS.
2. Promote and increase public awareness, appreciation and use of Nova Scotia's archival heritage and its relevance and value to society.
3. Increase and improve the extent and level of professionalism and expertise and the adoption of standards and best practices in Nova Scotia's archival community.
4. Increase and improve preservation management including preventive conservation measures in CNSA institutional members to preserve Nova Scotia's archival heritage.
5. Increase and improve arrangement and description of archival records in the holdings of CNSA institutional members created by or about Mi'kmaq, Acadians, African Nova Scotians, Gaels and under represented ethno-cultural groups.
6. Reduce the accumulated backlog of unprocessed archival records in the holdings of CNSA institutional members through increased and improved arrangement and description of archival records to expand and enhance intellectual control of holdings and to facilitate access.
7. Increase the capacity of CNSA to undertake strategic and development initiatives and projects that are provincial in scope to strengthen and improve the archival system and network in Nova Scotia.

## **III. Eligible Applicants:**

- Only the CNSA and CNSA institutional members in good standing (excluding the NS Archives) are eligible applicants.

- Multiple CNSA institutional members may partner in a project application, but one of the institutional members must be identified/designated as the applicant and lead institution for the project, and that institution will receive and be accountable for the funding and be responsible for satisfying PADP reporting requirements.

- Individual and general CNSA members ARE NOT eligible applicants.

#### **IV. Eligible Partners:**

- Eligible partners must provide documentation (e.g. email, letter) that they are partnering with the applicant on the project, as well as information on the extent of their contribution to and involvement in the project. This documentation must be attached to the PADP Project Application.

- CNSA and institutional members of the CNSA (including the NS Archives) are eligible partners.

- Individual and general members of the CNSA are eligible partners.

- Federal government departments, agencies (e.g. ACOA), institutions and programs are eligible partners.

- Provincial government departments, divisions, branches, agencies, boards, commissions, institutions and programs are eligible partners provided the applicant's sponsoring organization or parent body is not the provincial government or part of it.

- Municipal governments are eligible partners provided the applicant's sponsoring organization or parent body is not the municipal government or part of it.

- Universities, colleges and schools are eligible partners provided the applicant's sponsoring organization or parent body is not the university, college or school or part of it.

- Non-profit organizations are eligible partners provided the applicant's sponsoring organization or parent body is not the non-profit organization or part of it.

- Private sector businesses or companies that contribute to the project are eligible partners.

## **V. PADP Characteristics, Terms and Conditions:**

- PADP is an application driven investment program, it is not an entitlement program.
- PADP funds are for projects only, they are not for subsidization of the operational costs of the CNSA or institutional members.
- Total of \$50,000 in PADP funds currently available for approved projects beginning in 2018/19.
- Fiscal year 2018/19 begins on 1 April 2018 and ends on 31 March 2019.
- Maximum of \$15,000 in PADP funding per approved project.
- Maximum of \$15,000 in PADP funding awarded to any one institution per funding year.
- PADP funds can not be used for costs that would have been incurred had the project not been approved/undertaken.
- No more than 2 project applications can be submitted by an eligible applicant per year, and no more than \$15,000 in PADP funds can be requested for both projects.
- PADP is a cost shared program on the basis of not more than 75% of the total project cost in PADP funds to a maximum of \$15,000, and no less than 25% from the applicant and its partners.
- Applicants which have not complied with prior reporting or other requirements of the PADP program are not eligible for PADP funding until all such requirements have been satisfied.
- Any substantive change in the allocation of PADP funds within an approved project (e.g. from one expense category to another) is only permissible if requested and justified in writing by the applicant and approved in writing by the NS Archives. To qualify as a substantive change the reallocation must involve 10% or more of the total PADP funds provided.
- Contribution from the applicant may be a mix of cash/direct dollars and inkind or equivalent support such as paid staff and/or volunteer time spent on the project.
- The minimum contribution of 25% of the total project cost from the applicant can include cash or equivalent inkind contributions from project partners.
- For the purposes of the PADP a partner(s) can contribute financial assistance, inkind support, goods, services or archival records to a project.

## **V. PADP Characteristics, Terms and Conditions: cont'd.**

- The applicant's sponsoring organization or parent body (e.g. provincial or municipal government, university, non-profit organization) or part of its does not qualify as a project partner.
- Any contribution to a project made by the applicant's sponsoring organization or parent body or part of it should be credited to the applicant.
- Any time spent on a project by existing staff or volunteers of the applicant or partner(s) should be entered as inkind equivalent support, and not as a direct cash contribution.
- It is not mandatory for applicants, particularly those that rely exclusively on volunteers, to contribute any cash or direct dollars as part of the 25% minimum contribution to the total project cost. However, it should be noted that the PADP Adjudication Committee may award up to 5 points in scoring an application based on the applicant's cash contribution as a percentage of the total project cost.
- Normally, applicant cash or inkind contributions to a 2018/19 project should be made in 2018/19, but contributions made during the previous fiscal year (i.e. 2017/18 which runs from 1 April 2017 to 31 March 2018) can also be included provided they pertain to and support successful completion of the 2018/19 project.
- Cash and/or inkind contributions made to a 2018/19 project by a partner(s) should occur in 2018/19, but such contributions that occur in the previous fiscal year (i.e. 2017/18) are eligible provided they pertain to and support successful completion of the 2018/19 project.
- Applicants are encouraged to partner on projects with other CNSA institutional members and/or other eligible partners if possible or feasible. It should be noted that the PADP Adjudication Committee may award up to 5 points in scoring an application depending on the number of project partners contributing cash and/or inkind support to the project and/or archival records from their holdings for inclusion in the project.
- One of the 7 PADP Objectives must be identified as the primary objective under which the project application is being submitted.
- Applicants are encouraged to submit projects under PADP Objective 5 as the primary objective if possible or feasible.
- If the project contributes to advancing or accomplishing any other PADP Objective(s) in addition to the primary objective under which it is being submitted, the additional or secondary objective(s) should also be identified on the application.

## **VI. Eligible Projects By Objectives:**

- Only projects which contribute to advancing or achieving at least one of the 7 PADP Objectives are eligible for funding.

- **Objective 1** projects should focus on the creation/preparation and entry of RAD compliant fonds, series and sub-series descriptive records in MemoryNS. Redescribing or converting existing descriptive records that do not conform to RAD into RAD compliant fonds, series and sub-series descriptions and entering them in MemoryNS also qualify as an Objective 1 project.

Please note that any arrangement and descriptive inventory/finding aid work or activities required before RAD compliant fonds, series and sub-series descriptions can be prepared and entered in MemoryNS should be included in an arrangement and description project submitted under Objective 5 or 6 and not under Objective 1. However, for such Objective 5 or 6 projects reference should be made in the application that the project contributes to Objective 1 as an additional or secondary objective.

The former NADP Time Guidelines for Arrangement and Description Projects under the National Archival Development Program, which should be consulted in developing PADP arrangement and description projects under Objective 5 or 6 may also be useful in developing description projects under Objective 1. These Time Guidelines can be accessed at <http://archives.novascotia.ca/padp>

Entry of file or item level descriptions or lists with some RAD elements (e.g. title and dates) in MemoryNS also qualifies as an Objective 1 project provided they are linked to a higher level description in MemoryNS.

Linking existing electronic descriptive lists of files or items in a fonds (e.g. in Word Perfect or a data base) to the relevant descriptive record in MemoryNS would qualify as an Objective 1 project, as would scanning hard copy typescript descriptive lists of files or items that do not exist electronically and then linking them to the appropriate descriptive record in MemoryNS. Existing descriptive lists of files and items do not have to be RAD compliant or converted to RAD.

Linking digital images of a select number of representative and/or valuable items (e.g. documents, photographs) in a fonds to the relevant descriptive record in MemoryNS could also be included in an Objective 1 project as could capturing/scanning these items to include their digitized representations in MemoryNS.

- Applicants are advised to address the relevant factors/questions that appear in the Scoring Guide for Adjudication under Objective 1 projects in describing their projects as the factors/questions are taken into consideration in awarding points to a project.

## **VI. Eligible Projects By Objectives: cont'd**

- **Objective 2** projects could include marketing and communications plans and initiatives, the production of thematic kits for curriculum use, classroom visits, school tours, service club presentations, open houses, promotional launches of archival products/services, media advertising and radio spots, PSAs, newspaper articles, public lecture series, greater presence/participation in community/local events, posters, leaflets/brochures... The only limitations are your imagination and the requirement to have a project start and end date in 2018/19 with deliverables and outcomes that demonstrably advance Objective 2.

Some Objective 2 projects would lend themselves to an application from a single institutional member or a consortium of such members, while others would be better suited to the CNSA because of the project's scope and message.

- Objective 2 could also include projects to produce virtual exhibits, online repository or thematic resource guides, or searchable data bases or indexes possibly linked to digitized representations of files or items which are included in the data base or index. If these projects feature the type of records referred to under Objective 5 it would be advisable to have stakeholder consultations and possibly focus group discussions as part of the process.

- **Objective 3** could include project applications from institutional members to enable their staff to take advantage of specific post appointment professional development and training opportunities to improve their knowledge, skills and abilities. The CNSA could apply to enable it to sponsor, offer and subsidize professional development and training opportunities to improve the overall level of professionalism and expertise in Nova Scotia's archival community. The CNSA could also submit project applications to sponsor and subsidize workshops, seminars, roundtables or symposia on the introduction and adoption of specific standards and best practices in Nova Scotia's archives.

Please note that what appears in the previous paragraph is by no means a definitive listing of the type of Objective 3 projects that would be eligible. For example, a staff exchange project between two or more institutional members would be considered as would an application from CNSA to purchase training materials to benefit members.

- **Objective 4** project applications may be subject to review and comment by a designated conservator or the CNSA Preservation Committee before they are considered by the PADP Adjudication Committee.

Project applications to undertake global preservation assessments in those institutional members which lack one or which have an assessment dating from before 2012 will be regarded as top priorities and scored accordingly.

## **VI. Eligible Projects By Objectives: cont'd**

Projects to address or implement one or more of the key recommendations in an institutional global preservation assessment will be treated as a top priority and scored accordingly.



Projects to develop and implement an institutional preservation policy and strategy or revise an outdated one as required will also be treated as priorities and scored accordingly provided a post 2012 global preservation assessment has been completed or has been applied for in 2018/19.

If a global preservation assessment and preservation policy and strategy are already in place, an institutional member may apply for project funding for developing and implementing other policies and procedures based on institutional priorities. These policies and procedures could encompass one or more of the following areas: care and handling, disaster prevention and planning, exhibition, public access, security, pest control and integration of the preservation component into an existing acquisition policy.

Projects to undertake a detailed condition survey and assessment of holdings to assist in establishing institutional preservation priorities would qualify as an Objective 4 project provided a global preservation assessment and preservation policy and strategy are already in place.

Projects to monitor and improve the archival storage environment including temperature, RH, air quality, lighting and pest control are eligible under Objective 4. Preventive conservation or holdings maintenance projects such as removal of corrosive staples and paper clips from documents, refolding and reboxing in archival quality folders/boxes, humidification and flattening of rolled or folded records, provision of custom housing and purchase and installation of suitable steel shelving and oversize storage cabinets would also be considered under Objective 4.

In certain instances removal of corrosive staples and paper clips, and refolding and reboxing of records may be a better fit in an Objective 5 or 6 arrangement and description project. In such a situation Objective 5 or 6 would be the Primary Objective under which the project is submitted and Objective 4 would become an additional or secondary one.

Projects for deacidification of records and/or for mylar encapsulation of records would be considered under Objective 4 as would preservation reformatting projects, especially those for preservation microfilming of records at risk, if these projects address or implement one or more of the key recommendations in an institutional global preservation assessment, or implement a recommendation(s) from a professional conservator.

## **VI. Eligible Projects By Objectives: cont'd**

Normally, digitization projects for preservation purposes and not access would not be regarded as a priority.

Projects to carry out conservation treatment of individual items would be considered when the value of the document(s) is significant and only when the treatment is directed toward stabilization of the item(s) rather than toward purely cosmetic purposes. Moreover, a Condition Report and Treatment Proposal prepared by a qualified conservator must accompany the project application.

- **Objective 5** projects are only for archival records created by or about Mi'kmaq, Acadians, African Nova Scotians, Gaels and under represented ethno-cultural groups in the holdings of institutional members.

An Objective 5 project will reduce the backlog of unprocessed records by producing a RAD compliant descriptive inventory of a fonds/collection, series and sub-series where applicable. Preparing a file level finding aid/listing for textual records and an item level finding aid/listing for photographic images, sound recordings, moving images, cartographic records, plans and drawings would also qualify as an Objective 5 project.

It is not mandatory that a descriptive inventory include a hard copy or electronic files and/or item level finding aid/list, nor is it mandatory that such file or item level finding aids/lists be fully RAD compliant.

Activities normally included in Objective 5 projects include: background research, appraisal and selection, archival processing, physical processing, finding aid production/review and project administration/management.

It is recommended that in developing arrangement and description projects under Objective 5 the applicant should consult the former NADP Time Guidelines for Arrangement and Description Projects submitted under the National Archival Development Program. These Guidelines, available at <http://archives.novascotia.ca/padp> are useful in developing realistic project activity schedules and budget expenses for PADP arrangement and description projects for different media under Objective 5.

It is also recommended that there be stakeholder consultation and possibly focus group discussions for Objective 5 projects.

- **Objective 6** is the same as Objective 5 except that it applies to unprocessed records in the holdings of institutional members other than those created by or about Mi'kmaq, Acadians, African Nova Scotians, Gaels and under represented ethno-cultural groups.

The Project Time Guidelines referred to under Objective 5 projects are applicable to and recommended for arrangement and description projects under Objective 6. However, stakeholder consultations and focus groups discussions may not be necessary for Objective 6 projects.

Normally for unprocessed archival records to be considered as an accumulated backlog in the holdings of an institutional member, the records should have been in the care, custody and control of the institutional member for at least 3 years

(i.e. acquired before 2015) and be at least 5 years old (i.e. date from before 2013). However, it should be noted that exceptions can be made to the length of time unprocessed records need to have been in the holdings of a new or recently established archives.

- **Objective 7** is reserved for CNSA project applications that advance this objective; however, the CNSA may also apply under Objectives 2 and 3.

Objective 7 could include projects to upgrade the technical capacity of MemoryNS, improve the CNSA Website, purchase equipment for use by most if not all institutional members, place bulk orders for archival supplies for resale to members, review and revise as appropriate the CNSA cooperative acquisition strategy, undertake cooperative preservation microfilm projects, and address Specific Recommendations in the Needs Assessment and Planning Study Final Report and initiatives in the Culture Action Plan that require action and intervention by the CNSA. The foregoing is by no means a definitive listing of the type of CNSA projects that could be eligible under Objective 7.

## **VII. Ineligible Projects**

- Capital Projects for a new building or facility or retrofitting an existing one as an archives are not eligible.
- Projects for conservation/restoration treatment of an individual item(s) for cosmetic or appearance purposes.
- Preventive conservation, holdings maintenance or reformatting projects for published materials such as journals, magazines, newspapers, books and pamphlets unless they form an integral part of a fonds or the applicant can demonstrate they are not available elsewhere in Nova Scotia.
- Projects for archival records neither owned by nor under the long term custody and control of the applicant.
- Projects for archival records that will be closed for research use indefinitely or that are subject to unreasonable time based access restrictions.
- Acquisition projects, including the monetary fair market value appraisal or purchase of archival records.

## **VII. Ineligible Projects cont'd**

- Projects limited to appraisal and selection of records.
- Projects to arrange and describe active or semi-active records.

- Projects to improve and/or enhance the level of description of records that are already arranged at a descriptive inventory level, with the exception of RAD redescription or conversion projects under Objective 1.

- Accessioning projects.

### **VIII. Eligible Contributions:**

- The contribution of an applicant and its partner(s) may consist of cash/direct dollar financial assistance and/or inkind/equivalent indirect dollar support such as staff and/or volunteer time assigned to the relevant or applicable sources of income/investment and expense categories for the project.

- A part of the contribution of an applicant and its partner(s) can occur in the fiscal year prior to the fiscal year in which the PADP project will take place provided the contribution pertains to and supports successful completion of the project.

- Up to 15% of the contribution of an applicant and its partner(s) and up to 5% of the PADP funds requested may be used for project administration and management including project planning, consultation with partners, development of project application, accountable management of PADP funds and project expenses, recruitment and orientation of any project staff and fulfilling project reporting requirements.

- See also V. PADP Characteristics, Terms and Conditions for additional relevant information.

### **IX. Ineligible Contributions:**

- Any contribution not project related.

- Any contribution made more than one fiscal year before the fiscal year in which the project is to take place.

- Any contribution made after project completion.

- Overhead and utility costs such as records storage, office space, light, heat, water and power.

- The purchase price for archival records or their appraised fair market value.

### **X. Eligible Expenses:**

- PADP project funding and the cash and/or equivalent inkind expenses of the applicant and its partner(s) must be for activities directly related to successful completion of the project to qualify as eligible expenses. Such expenses can not occur prior to 2017/18 or after

project completion in 2018/19.

- Salaries and benefits of the applicant's and partner's existing paid staff for their time already spent on and/or to be spent on project activities. Such costs are both a contribution and an inkind expense based on the bi-weekly, weekly or hourly pay rates of these staff involved in project activities.

- Wages and employment related costs (i.e. vacation pay, CPP and EI) for staff hired/engaged expressly to work on the project. Such costs are both a contribution and a direct cash expense to pay for project staff.

- Time already spent on or to be spent on project activities by **volunteers** is both a contribution and an inkind expense. As an indirect expense such costs should be based on what the applicant or partner(s) would pay volunteers for their time on project activities if they were able to do so. Such a contribution and expense should be based on a realistic hourly wage rate and employment related costs.

- Fees charged and/or to be charged for professional, technical, consultative, and other services directly related to successful completion of the project. Examples of fees could be what a conservator charges to undertake a global preservation assessment for a CNSA institutional member; what a private sector service provider charges to digitize a particular number and type of records; what an individual or firm charges for promotion, marketing and communications associated with an Objective 2 project; or what the registration fee is for a professional development and training event under an Objective 3 project.

- Purchase of archival and related supplies required to successfully complete the project.

- Purchase or rental of equipment (e.g. lap or desk top computer, shelving) that is essential in undertaking and completing the project to a maximum of \$5,000 in PADP funds per project.

- Expenses to repair an existing archival facility or renovate one to improve the physical plant are eligible to a maximum of \$5,000 in PADP funds per project provided these costs are an integral part of an Objective 4 project.

- Wherever possible applicants are encouraged to obtain 3 quotes for the purchase of goods and services in excess of \$1,000 in value, and to go with low bid unless there are extenuating circumstances which should be explained. If goods and services worth more than \$1,000 are only available from a sole source, 3 quotes are not required.

#### **X. Eligible Expenses: cont'd**

- Cost of transportation of archival records that have to be relocated for justifiable project reasons.

- Travel costs directly related to the project. Such expenses could include return economy airfare, ground transportation, mileage at the provincial government rate, reasonably priced accommodation, meals with receipts or at the provincial government per diem amounts,

incidental expenses at the provincial government rate. In most instances such expenses would be related to Objective 3 projects or the travel costs associated with meetings of stakeholders or focus groups for Objective 5 projects.

- Project Administration and Management costs to a maximum of 15% of the contribution of the applicant and its partner(s) and up to 5% of the PADP funds requested are eligible expenses. In most instances eligible expenses are for the time spent by paid staff on project administration and management activities such as those referred to under VIII Eligible Contributions. In some cases expenses could be for service fee charged for project financial management.

- Any other costs that can not be accommodated under one of the specified expense categories on the project application form should be entered under Other Costs on the application form, but before doing so it would be advisable for the applicant to contact the CNSA Archives Advisor to determine if such costs are eligible expenses.

#### **XI. Ineligible Expenses:**

- Rental or lease of archival storage space or office space.
- Recurring or ongoing operational costs of an institutional member, including its facility/building.
- Costs to an institutional member associated with the ongoing operation, maintenance and service of any equipment or system used to capture, store, manipulate, retrieve or access information. However, the CNSA is exempt from this restriction with respect to MemoryNS.
- See also IX Ineligible Contributions which also qualify as Ineligible Expenses.

#### **XII. Project Budget:**

- The budget is divided into 2 parts.
  - The first part is for **Income/Contributions** consisting of both cash and equivalent inkind support. Income/Contributions are recorded according to source such as: Applicant, PADP funds requested, Partner(s) and Other to be specified.

#### **XII. Project Budget con't.:**

- The second part is for **Costs/Expenses** covered by PADP project funds and cash and inkind contributions of the Applicant and Partner(s). Costs/Expenses are recorded in or assigned to predetermined expense categories such as: salaries & benefits of existing staff; wages and employment related costs of project staff; volunteers, fees and services, travel, purchase of supplies, purchase/rental of equipment, building repair/upgrade, marketing and communication costs; project administration/management and other to be specified.
- The total of the Income/Contributions part of the budget including cash and inkind contributions must balance with the Costs/Expenses part of the budget

including both cash and inkind expenses.

- Any substantive changes or revisions to the budget of an approved PADP project amounting to 10% or more of the PADP project funds provided must be requested in writing by the successful applicant and approved in writing by the NS Archives.
- Management and expenditure of PADP project funds by a successful applicant may be subject to audit by the NS Archives or the provincial Auditor General for up to 5 fiscal years after project completion.
- Templates for both parts of the project budget and more detailed worksheets for each expense category are included on the project application form which will be available online at <http://archives.novascotia.ca/padp>

### **XIII. Adjudication and Appeal:**

- All applications will be reviewed and assessed/scored by an appropriately constituted independent Adjudication Committee in accordance with established PADP Adjudication Criteria.
- The PADP Scoring Guide for Adjudication including criteria is available online at <http://archives.novascotia.ca/padp>
- Unless the high and low scores for applications are given by consistently high and low markers they will be discarded if they are 15 or more points above/below the next highest/lowest score.
- The overall mark assigned to each eligible project application will be the Committee aggregate average score.
- Priority order for PADP project funding recommendations will be determined by the application adjudication scores.
- Composition of the 6 member PADP Adjudication Committee appointed by the Provincial Archivist is as follows:
  - Wendy Robicheau, Chair (CNSA-VP Esther Clark Wright Archives, Acadia University)
  - Fred Farrell (former CCA Chair & Provincial Archivist of New Brunswick)
  - Roger Marsters, (Curator of Marine History, Maritime Museum of the Atlantic)
  - Margaret Mulrooney, (Curator/Administrator, Colchester Historeum)
  - David Mawhinney (University Archivist, Mount Allison in Sackville, NB)

- Sandra Toze (School of Information Management Dalhousie University)
- Any current CNSA Board members on the Adjudication Committee will recuse themselves from Committee discussion and scoring of any CNSA project applications.
- Any Adjudication Committee member employed by/affiliated with a CNSA institutional member that has applied for PADP project funding will not participate in the Committee discussion and marking of that application.
- The following individual will serve as an information resource for the PADP Adjudication Committee and may attend Committee meetings in a non-scoring capacity:
  - Jamie Serran (CNSA Archives Advisor)
- The NS Archives is entitled to an observer at Adjudication Committee meetings. Karen White, Private Sector Archivist at the NS Archives will fulfill that role.
- The Chair on behalf of the PADP Adjudication Committee will recommend in writing to the Minister of Communities, Culture and Heritage through the Provincial Archivist/Director of the NS Archives which projects should be funded based on scores received and PADP funds available.
- Before a cheque is issued to any successful applicant, a standardized Project Funding Agreement between the NS Archives and the applicant must be signed by both parties. A sample PADP Project Funding Agreement can be viewed at <http://archives.novascotia.ca/padp>

### **XIII. Adjudication and Appeal: cont'd.**

- An eligible applicant whose project was not recommended for funding is entitled to appeal that Adjudication Committee decision. Such an appeal must be submitted in writing to the NS Archives within 21 calendar days of being advised officially that its project will not be funded. Any new information or documentation that was not included in the original application can not be taken into consideration in such an appeal.
- The Provincial Archivist of the NS Archives will appoint a 3 member PADP Appeal Committee, consisting of former members of the PADP Adjudication Committee.
- If the PADP Appeal Committee finds in favour of the applicant, the project in question will be identified for funding as soon as funds become available, which may not be until the following fiscal year.
- For more information about the appeal process, contact the Provincial Archivist.



#### **XIV. Application and Adjudication Timelines:**

- Until the NS Archives' operating budget for 2018/19, including PADP funds, is approved by the Legislature, applicants are to be cautioned that there is no guarantee that the PADP will continue to be funded in 2018/19.
- March 2018: application forms available online to applicants as Word and Word Perfect documents. Applicants are encouraged to begin completing the application form asap.
- 20 April 2018 at 4:00 p.m.: deadline for receipt of electronic copies of application by the NS Archives. Signed hard copies must be mailed to the NS Archives, postmarked no later than midnight 20 April 2018. No extensions will be given.
- Late April 2018: refresher session for PADP Adjudication Committee.
- 11 May 2018: full day meeting of the PADP Adjudication Committee shortly after which funding recommendations go forward to the Minister.
- Early June 2018: all applicants are informed of the status of their applications (i.e. recommended or not recommended for funding).
- Late June 2018: standardized Project Funding Agreements between the NS Archives and successful applicants are completed and signed.

#### **XIV. Application and Adjudication Timelines: con't.**

- Late June 2018: PADP project cheques issued to successful applicants. There will be a 10% hold back on funds which will be forthcoming once a final report is submitted to the NS Archives absolutely no later than 30 April 2019 and subsequently reviewed and accepted by the NS Archives. The sooner final reports are submitted the sooner the 10% hold back can be released.
- July 2018: Minister announces (e.g. in a departmental news release) the recipients of PADP project funding, the amount provided to each and for what purpose.

#### **XV. Reporting:**

- Even though mid-term or interim project reports are not required it is imperative that the successful applicant notify the NS Archives in a timely manner if not all PADP funds will be expended before 31 March 2019 and/or if the project will not be completed by 31 March 2019 so that appropriate measures can be taken.
- The successful applicant must return any PADP funds that remain unexpended to the NS Archives in a cheque made payable to the Public Archives of Nova Scotia within 30 days of completing the project.

- A project application must highlight and quantify (to the greatest extent possible) project deliverables and outcomes to be achieved, and a project final report must include a summary and quantification of the deliverables and outcomes achieved.

- A project final report will also include information in a financial section accounting for the expenditure of PADP funds in the cost/expense categories specified in the application. In addition, the final report will include a statement signed by the applicant (i.e. position in charge of the CNSA institutional member or the CNSA President or Treasurer) verifying that all cash and in-kind contributions regardless of source were expended/utilized in accordance with the project budget.

- Project final reports must be received by the NS Archives within 30 days of the project completion date specified in the application or before 30 April 2019 whichever date comes first.

- An applicant with an approved 2017/18 PADP project can not receive any 2018/19 PADP project funding unless its 2017/18 project has been completed and its final report for that project has been received and accepted by the NS Archives.

- Templates for project final reports will be available online at <http://archives.novascotia.ca/padp>

#### **XVI. Publicity and Acknowledgment:**

- Applicants should not announce or publicize that they have been successful in receiving PADP project funding until after the Minister of CCH announces the successful PADP applicants.

- In any public announcements or promotional activities concerning the project or on any products resulting from the project, the financial assistance provided by CCH through the PADP should be acknowledged.

- It would be advisable if the successful applicant wrote to the Minister of CCH once the project was completed to thank the Department of CCH and the NS Archives in particular for its financial support under the PADP. A copy of this letter should be sent to the Provincial Archivist/Director, NS Archives and to the MLA for the provincial riding in which the institutional member whose project was funded is located.