



The Sister Loretta Gaffney, RHSJ, Project Grant Application Guidelines

The purpose of the **Sister Loretta Gaffney Project Grant** is to provide financial support to one of our member institutions so that they may undertake a project that would otherwise be beyond their means. Sister Loretta Gaffney, RHSJ, was a founding member of CAG and a steadfast supporter of professional development for archivists.

The grant is available to any CAG member in good standing who requires assistance in acquiring supplies, specialized equipment, contract staffing, or other items to ensure the preservation and proper care of their institution's documentary heritage.

1. All application forms must be received by **August 15 of the calendar year**, by the Adjudicating Committee. Please submit your application **by email** to:

Roert Little rflittle@gmail.com

AND

Joe Keast jkeast@csjcanada.org

2. A maximum of \$1,500 is available to the institution selected to receive funding.
3. The adjudicating committee of the two CAG members will review the applications and rank the applications based on relative merit.
4. The committee will notify the CAG Executive of the recommended application for funding.
5. Upon receiving approval from the CAG Executive, the Adjudication Committee will notify the successful applicant of funding for the project.
6. The successful applicant will submit an article for the *Archival Connections*, the CAG newsletter, about how they used the grant money.



**The Sister Loretta Gaffney, RHSJ, Project Grant
Application Form**

Have you ever received a Sister Loretta Gaffney, RHSJ, Project Grant before?

_____yes

_____no

Applicant Name/Contact Information:

Type here

Institution/Archives:

Type here

Project Title:

Type here

Description: Tell us about the nature of your project, i.e., work that will be completed, how it will be completed and the resources that you will need to complete the project.

Type here

Project Goals: Please include what you hope for by the end of the project.

Type here

Project Timeline: When will the project begin, what steps will be taken and when, when will the project end?

Type here

Budget: Please provide a brief description of the amount of money required and how it will be spent.

Type here