



**The Sister Loretta Gaffney, RHSJ, Project Grant
Application Guidelines
2018**

The purpose of the **Sister Loretta Gaffney Project** is to provide financial support to one of our member institutions to undertake projects 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 young archivists.

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

1. All application forms must be received by **1 May 2018**, by the Adjudicating Committee of Sr. Mary Ruddy and Anne Lamanes. Please submit your application **by email** to:

Sr. Mary Ruddy -- mtruddy@sympatico.ca

AND

Anne Lamanes -- alamanes@hamiltondiocese.com

2. Up to \$1500 is available to the institution(s) selected to receive the 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 approved application(s) for funding.
5. Upon receiving approval from the CAG Executive, the Adjudication Committee will notify the applicant for funding for the project.
6. The successful applicant(s) will provide receipts to the CAG Executive with a report at the completion of the project, and will submit an article for the *Archival Connections*, the CAG newsletter.



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Applicant Name/Contact Information:

Institution/Archives:

Project Title:

Description: Summarize the nature and the process of the project, as well as the resources required.

Project Goals: Outline the expectation of the project's end result.

Project Timeline: Outline a timeline for project goals and completion.

Allotment of Funding: Indicate the amount sought to undertake the project and how the funds will be allocated. If exact quotes are not available, provide detailed estimates.

THANK YOU FOR YOUR APPLICATION