



THE AUDIO-VISUAL PRESERVATION TRUST TRAVEL ASSISTANCE PROGRAM APPLICATION

BACKGROUND:

Established in 1996, the Audio-Visual Preservation Trust of Canada (AV Trust) is a charitable non-profit organization dedicated to promoting the preservation of Canada's audio-visual heritage, and to facilitating access to and usage of regional and national collections through partnerships with members of the audio-visual community. Working in collaboration with both public and private sectors, the AV Trust conducts a variety of national programs designed to safeguard and provide access to Canadian classics as well as establish greater awareness of the need to preserve Canada's sounds and recorded images for future generations. These include: **Masterworks**, an annual celebration of twelve historically significant film, television, radio and musical/sound recording classics; the **Feature Film Education and Access Program**, that enables individuals and organizations to restore feature films and increase public access to them; and the **Music Memories Program**, to ensure the availability of, and access to, Canada's musical heritage. For more information on these and other AV Trust programs and activities visit www.avtrust.ca.

The AV Trust has applied for financial support from the Department of Canadian Heritage to further enhance the professional skills of Canadian audio-visual archivists. To this end, the AV Trust is offering grants to help defray the travel and/or registration costs (up to a maximum of \$1000 CDN) of Canadian-based archivists wishing to participate in the next Association of Moving Image Archivists (AMIA) conference, scheduled to take place in Anchorage, Alaska from October 10-14, 2006. This annual conference will provide training forums, workshops and similar learning opportunities focusing on the preservation and conservation of audio-visual materials.

Please bear in mind that the Trust will only contribute to the applicant's costs up to the fiscal year end or March 31, 2007.

IT IS THE PRACTICE OF THE AV TRUST THAT SUSTAINING MEMBERS (NFB, TELEFILM, LIBRARY & ARCHIVES CANADA, AND CBC) AND THEIR EMPLOYEES ARE NOT ELIGIBLE TO APPLY FOR FUNDING.

Selection Process and Eligibility Criteria:

- 1) Applicants must be a resident of Canada and either an archivist, librarian, curator, technician, or scholar. Applicants are not required to have institutional support. Students registered in an archival program are also eligible for funding.
- 2) Budgets must reflect actual costs rather than rounded-off figures or estimates. Grants will be capped at 50% of the total cost.
- 3) Applicants must submit a letter indicating why attending the AMIA conference would be beneficial to them and, if applicable, to their institution.
- 4) In order to be considered in a timely fashion, the application form must be submitted no later than Tuesday, August 1, 2006.
- 5) The amount of assistance granted will be determined by the Feature Film Education and Access Adjudication Committee (FFEAP) based on the importance of the activity for the individual's own professional development and the impact it has on the individual's archival institution specifically and the archival community in general.
- 6) The FFEAP Adjudication Committee will weigh the grant applications based on applicant location, and equitable representation from all parts of Canada. Grants will be up to a maximum of \$1000 depending on distances traveled.
- 7) Application forms may be accepted submitted in English or French.
- 8) Transportation assistance will be based on the most economical means of transportation available to the applicant. Airfare reimbursement will be based on non-refundable excursion tickets purchased 21 days in advance. The cost of cancellation insurance will not be covered by the AV Trust as part of the ticket cost. The grant can only be applied to transportation and registration costs.
- 9) Prior to receiving expense reimbursements, copies of all receipts must be submitted by the applicant to the AV Trust for verification no later than 30 days after the completion of the professional development activity.
- 10) Applicants receiving funding under this program must submit a written report (300-600 words) to the AV Trust on their activities and the benefit of these activities to them, their institution (if applicable) and to the archival community. These reports must be submitted no later than 30 days after the completion of the professional development activity.
- 11) Failure to meet the deadlines stated in Criteria 8, 9 and 10 will result in the forfeiture of all approved funding from this program.
- 12) The AV Trust reserves the right to request the return of reimbursement of any advanced funds and the cancellation of any approved grant application, if the terms and conditions outlined in the criteria for this funding program are not met by the applicant.

***** PLEASE COMPLETE THE ENCLOSED APPLICATION IN FULL *****

How to Apply

Download and complete the attached MS Word document. Email your completed application to: applications@avtrust.ca not later than 12:00 Noon EDT, Tuesday, August 1, 2006.

Successful applications will be notified by: Friday, September 8, 2006.

IMPORTANT NOTES:

- a. Because the Trust requires all applications to be submitted digitally, it is not necessary to have original signatures on the application documents. However, once the jury has made its selection, original signatures will be required on the individual contribution agreements/contracts negotiated between the Trust and the various project applicants.
- b. All projects are subject to final confirmation of funding to the Trust by the Department of Canadian Heritage.



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Return application to the AV Preservation Trust, ATTENTION: Managing Director, Kelly Friesen, c/o The AV Trust, 1560-360 Albert Street, Ottawa, Ontario, K1A 0M9.

NAME: _____

ADDRESS: _____

ARCHIVAL INSTITUTION: _____

ADDRESS: _____

EVENT TITLE: _____

EVENT LOCATION: _____

DATES OF ATTENDANCE: FROM _____ TO _____

1) WOULD YOU BE ABLE TO ATTEND THE CONFERENCE IF ONLY PARTIAL FUNDING IS PROVIDED?

2) State briefly the importance of this activity to your own professional development and the impact it will have on your archival institution (if applicable). For example: responsibilities regarding audio-visual preservation activities, nature and importance of audio-visual collections, etc.

3) Budget

(a) Summary:

Total cost of travel costs:

Funds for which application has been made to other sources:

Funds confirmed from other sources:

Amount requested from the Feature Film Education and Access Program:

Total funding from all sources:

(b) Detailed Description: Please provide a detailed break-down of all anticipated expenses related to attending the AMIA conference in October 2006.

If you have any questions about the AV Trust Travel Assistance Program, please contact the Trust by phone/fax at (613)564-3232 or by email at info@avtrust.ca.

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