



Association of
Canadian Archivists
Association canadienne
des archivistes

March 31, 2020

Application Information

A \$1200 award available for Indigenous persons in Canada to train as Archivists and Records Managers.

This award information consists of four parts:

1. This cover sheet
2. Information for people wishing to apply
3. Application form (14 items)
4. Checklist

Please read the information section before writing your application.

Information for people wishing to apply

1. Who is eligible for the award?

The scholarship is awarded to an Indigenous student undertaking professional training in archives and records in Canada.

2. Scope of the award

Professional training in archives and records is defined broadly for the purposes of this award. Degree programs, institutes, workshops or other substantive educational offerings are considered relevant and eligible.

3. What does the award provide?

The value of the scholarship is up to \$1,200, (to be spent on fees, books, other direct costs of study). Payment is made directly to the organization delivering the continuing education upon presentation of an invoice, or by reimbursement for expenditure on presentation of receipts. The award also includes membership in the Association of Canadian Archivists for one year and the opportunity to participate in the ACA's mentorship program.

4. How will scholarship winners be chosen?

A selection committee appointed by the ACAF Board of Directors will assess the written applications. Details of the selection criteria are below.

5. What is the ACAF and why has it established this award?

The ACAF was created by the Association of Canadian Archivists in 2006, as a fund-raising and fund-granting charitable organization with the specific aim of supporting the educational and research needs of the Canadian archival profession.

In 2015, the ACA entered into a five-year sponsorship agreement with Ancestry. Part of this agreement includes an annual scholarship that is developed and overseen by the ACA Foundation. The Foundation Board of Directors was unanimous in its decision to direct this scholarship towards the Indigenous community in Canada and to award it to a recipient studying in the field of archives or records management.



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The ACA Board and the broader Canadian archival community recognize the significance of the report that resulted from the work carried out by the Truth and Reconciliation Commission. This report includes 94 recommendations or calls to action in order to redress the legacy of residential schools and advance the process of Canadian reconciliation. Bringing greater diversity to the Canadian archival system by increasing the number of Indigenous archivists is one way in which the process of reconciliation could be advanced.

6. How will the selection committee decide who wins the award?

The selection committee will consider three things:

- Successful applicants must be Indigenous, defined as First Nations, Métis and Inuit peoples of Canada (in accordance with Canada's 1982 Constitution).
- Successful applicants must show that they are interested in and committed to a career in archives and records.
- Successful applicants must show that they have the potential to complete their chosen course of study.

7. How will I demonstrate my Indigenous identity?

Please include a short statement showing that you are Indigenous and provide supporting evidence for this statement. This evidence can range from a government issued identification document to a letter of support from a leader in your community. Our goal is to ensure that this award is given appropriately but we do not wish to erect impassable barriers. If you would like to discuss alternate proof that demonstrates your identity, please contact the Association of Canadian Archivists office at executive.director@archivists.ca

8. How will I show that I am interested in and committed to a career in archives and records?

We are looking for you to write about how you became interested in a career in archives and records, how the award will assist you and about your plans and goals for the time after you complete your course. We are interested in hearing how you hope to use the knowledge gained in your proposed course of study.

You should consider the following:

- Why you are interested in archives and records work?
- Have you researched family or community history and noticed how records may have affected you, your family or your community?
- Do you feel that archives and records services need to be designed to meet the needs of your community?
- How information from archives and records could be used to benefit Indigenous people, if this is part of your interest in archival work

There is no set format or particular information required in your application. It is up to you to show the committee that you are passionate about working with archives and records. Feel free to include any information that you think will help the committee to understand your interest and your commitment.

9. How will the committee decide if I have the potential to complete the chosen course of study?

You should provide details of previous study, employment history and life experience. This may include



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voluntary work, community work or research work such as investigating your own family history. The selection committee will be interested in any information, which shows that you have the potential to complete your chosen course of study. Successful previous study is not a requirement but you should include full details of any past study you have undertaken.

You must also include a reference letter in support of your application. This letter can be email to the ACA office and should clearly indicate your name and that this letter supports your ancestry award application.

10. What are the responsibilities of people who wish to apply for a scholarship?

You should read the information provided and complete your application carefully.

You must provide any additional information and documentation requested by the scholarship committee promptly.

You will need to provide proof that you have been accepted for enrolment in your chosen course of study before the scholarship is awarded to you. You do not have to provide this proof before sending your application or being interviewed but no money under the scholarship can be paid without proof of enrolment.

If successful, you will need to provide proof of the expenses allowed under the scholarship before any money is paid. You will be assisted with this if you win a scholarship.

11. Where can I get further information?

For any further information please contact the Association of Canadian Archivists office at aca@archivists.ca. Our office has limited staffing but we will ensure that someone contacts you to discuss your questions.

12. Will I receive acknowledgement of my application?

Yes. We will acknowledge your application.

13. When will the scholarship be awarded?

The annual recipient will be informed by the end of the calendar year. She or he must use the award in the calendar year the scholarship is awarded and return any unexpended funds to the Association of Canadian Archivists Foundation (ACAF).

Submit the form below, ensure a letter of reference and supporting documentation is sent to the ACA office.

The deadline March 31, 2020 at midnight Pacific Time.