

**MUSEUM COLLECTION INVENTORY PROGRAM**

**1. APPLICANT INFORMATION**

Legal Name of Organization			
Address			
City or Town		Postal Code	
Contact Person		Telephone (Org.)	
E-mail (Org.)			

**2. PROJECT DETAILS**

Please detail the activities that will be carried out during the fiscal year with regards to the artifact collection. This may include (but is not limited to): cataloguing new acquisitions, entering and updating records in the database, object photography/digitization, a physical inventory project, and rehousing or upgrading storage conditions and supports for artifacts.

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**3. PROPOSED PROJECT BUDGET (EXPENDITURES AND REVENUES MUST MATCH)**

Expenditures	Projected Budget
Salaries and benefits	\$
Equipment and supplies	\$
Travel	\$
Other costs (specify):	\$
<b>Total Expenditures:</b>	<b>\$</b>
Revenues	
Provincial Government (grant requested)	\$
Applicant organization's financial contribution	\$
Other (specify):	\$
<b>Total Revenues:</b>	<b>\$</b>

Note: if *Equipment and supplies* accounts for more than 20% of your total budget, please provide more details including quotes, if necessary, to support these purchases.

#### 4. DECLARATION OF APPLICANT

I hereby agree to provide all requested information as well as any other supporting documents needed to evaluate this application. I understand that my application may be disqualified if it is incomplete, and that projects or parts of projects started or completed before the application is approved will not be funded retroactively.

I recognize that applications are approved subject to availability of funds, and beyond the provision of a grant, the Government of New Brunswick has no further commitment to the applicant. The Government will not be held responsible for the completion of an activity.

I understand that the funds must be used as specified in the application and approved project, and that I will reimburse the funds in the case of a cancelled project. I agree to meet all reporting requirements by March 31 of the fiscal year, including:

- A completed final report document including an expense report specific to the project;
- For those organizations using Collective Access: the upload of at least fifteen (15) new artifact records with images to the Artefacts Canada database;
- For those organizations **NOT** using Collective Access, a copy of the database or examples of recent cataloguing sheets.

I certify that this organization is based in New Brunswick, that this application and the budget included with the request have been approved by the Board or by the Executive of the organization, that I have signing authority for the above-named organization, and that, to the best of my knowledge; the information provided with this application is accurate.

I agree to acknowledge the financial contribution of the Government of New Brunswick in all publicity related to the activities of the proposed project.

#### 5. AUTHORIZATION AND SIGNATURE

- Attach authorization (extract from minutes, resolution, etc.) specifying that the funds will be used as outlined in the application



_____	_____
Name	Title
_____	_____
Signature	Date

**Note:** The Department may revise Program guidelines or suspend the program without notice if required funds are not available. Meeting the eligibility criteria does not guarantee that a grant will be awarded. Because of the high number of applications that may be received and the limited resources available, grants awarded may be smaller than the amounts requested.

In the case of disagreement concerning the interpretation of its policies funding programs and their respective components, the Department reserves the right to final interpretation of the intent and implementation of the program.

**Deadline: April 15**

**This completed signed application, and all required supporting material must be sent electronically no later than April 15 to: [archaeology-heritage@gnb.ca](mailto:archaeology-heritage@gnb.ca)**

Please note that government's email system has a limit of 9-10 MB for any attachments. Multiple emails to provide all the supporting material may be necessary.

**Archaeology and Heritage Branch**  
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