



# TEST

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English

Describing Archives: A Content Standard

Rockefeller Archive Center

15 Dayton Avenue

Sleepy Hollow 10591

[archive@rockarch.org](mailto:archive@rockarch.org)

URL: <http://www.rockarch.org>

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## Summary Information

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<b>Repository:</b>	Rockefeller Archive Center
<b>Creator:</b>	Ford Foundation
<b>Title:</b>	TEST
<b>ID:</b>	testxxxxx
<b>Date [inclusive]:</b>	1936-2005
<b>Physical Description:</b>	9281 microfilm reels.
<b>Language of the Material:</b>	English

### Preferred Citation note

Information regarding the Rockefeller Archive Center's preferred elements and forms of citation can be found at <http://www.rockarch.org/research/citations.php>

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## Arrangement note

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Each Ford Foundation Grant and the corresponding Grant File is identified by a unique Program Action (PA) number. PA numbers begin with the year a grant was made (2-digits), followed by a sequential number within that year (4-digits).

For example: PA 55-0123 was the 123rd grant made in the year 1955. PA numbers are often typed or handwritten on Ford documents in the following format: 55-123 (year)-(#####). However, the Ford Foundation's grants database (LINKS) uses an 8-digit format for PA numbers: 05500123 (0YY#####).

Beginning in the 1970s the 4th digit in the 8-digit PA number was used to encode at least three different types of Ford grants:

After the year 2000 a "1" is used as the first digit in the 8-digit PA number to signify the 21st century. For example the 123rd grant made in 2012 would be PA number 11200123.

Grant Files were not microfilmed in numerical order, and the Ford Foundation's LINKS database must be used to identify on which microfilm reel (or reels) any specific Grant File is housed.

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## Arrangement note

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Each Ford Foundation Grant File is arranged into 4 sections:

Section 1. BASIC DOCUMENTS: Program Action Forms Accepted Proposals Tax Forms and Certifications Docket Excerpts Request for Grant Action (RGA) Grant Notification Letter & Budget Terms of Grant Grant Acceptance Letter Supplementary Requests & Agreements Modification Requests & Agreements Section 2. PAYMENTS: Requests Letters Acknowledgments Section 3. REPORTS: Grant Status Report Forms Grantee Narrative and Financial Reports Section 4. CORRESPONDENCE: All other correspondence and material, in reverse chronological order

A possible 5th section, 'ATTACHMENTS', will contain copies of printed ephemera & clippings related to the grant. Grant Files may also be followed by a 'Grants Accounting File' which summarizes the grant.

Also, early Grant Files (roughly 1950-1970) often include a CROSS REFERENCE sheet listing other grants made in a related subject or Program Area, and a 'BIBLIOGRAPHY of GRANT-RELATED MATERIALS' at the beginning of the file.

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## Administrative Information

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### Publication Statement

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### Conditions Governing Use note

Completion of a use agreement is required prior to providing scholarly access. See RAC Head of Reference (or applicable designee) for details.

Ford Foundation holds title, copyright and literary rights in the collection, in so far as it holds them.

The Rockefeller Archive Center has authority to grant permission to cite and publish material from the collection for scholarly purposes. Permission to publish extensive excerpts, or material in its entirety, will be referred to the Ford Foundation.

### **Immediate Source of Acquisition note**

Ford Foundation archive was deposited at RAC in 2011. Ford Foundation records, correspondence, reports, program files and officers papers were transferred to, and accessioned by, RAC beginning in 2011. Accessions continue as necessary.

### **Conditions Governing Access note**

Files for Ford Foundation grants made to institutions/organizations that have been closed/inactive for 10 years or more are open for scholarly research. In addition, there is a selection of 8 Grant Files which remain restricted from scholarly access.

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## **Controlled Access Headings**

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- Ford Foundation
- Ford Foundation

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## **Other Finding Aids note**

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Grant Files are indexed in the Ford Foundation's grants database (LINKS). This database is not available to the public. The Ford Foundation Central Index cards, 1950-1996 (FA736) also provide indexing for Grant Files, and can be searched by institutional/organizational name, personal name, grant location, and subject. Grant Files from 1953 to 1974 are also listed by PA number in the Fund File Index.

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## **Physical Characteristics and Technical Requirements note**

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Materials requiring specialized equipment for access (film, audio, video, slides) may be restricted from scholarly research dependent on availability of the applicable equipment.

Brittle or damaged items, or materials otherwise in need of preservation care, may be restricted from scholarly research at the discretion of the RAC Head of Archival Services/RAC Head of Reference.

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## Collection Inventory

### TEST

Title/Description	Instances
!nara (09601330), 1996 April 01-2001 December 31	Reel 8970
<b>Grant Purpose</b>	Box 1
SUPPORT FOR A NEW NATIONAL CENTER FOR TRAINING STAFF OF NONPROFIT ORGANIZATIONS	
<b>Program Name</b>	
Southern Africa (Johannesburg)	
<b>Grant Amount</b>	
\$515,000.00;\$515,000.00	
<b>Program Officer</b>	
Salole, Gerry	
<u>Controlled Access Headings:</u>	
<ul style="list-style-type: none"> <li>Namibia</li> <li>!nara</li> </ul>	

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