Utah State Historical Records Advisory Board
Grant Guidelines
2013

PURPOSE
The Utah State Archives under the auspices of the Utah State Historical Records Advisory Board (USHRAB) seeks proposals for fundamental archival activities that promote the preservation of and public access to Utah's historical records and documents.

ELIGIBILITY
These grants are available to regional repositories and other non-profit cultural heritage organizations such as:

Archives
Governmental Entities
Historical Societies
Library Special Collections
Museum Archives
Colleges and Universities

We require each grant applicant to have a Data Universal Numbering System (DUNS) number before submitting an application. Information on how to obtain a DUNS is available at http://fedgov.dnb.com/webform.

GRANTS
Preservation Projects
The USHRAB seeks proposals for the processing and preservation of historical records in Utah. These grants are intended for short-term projects. Digitization projects are eligible as preservation projects so long as the goal is to preserve records that are in fragile condition. The original records must be retained and maintained. Digital versions must be available online and on the Mountain West Digital Library. Digitization projects must adhere to the metadata standards of the Mountain West Digital Library. Historical records preservation projects for which funds can be applied include, but are not limited to:

- Processing or organizing historical records
- Purchasing archival supplies such as folders and boxes to house historical records
- Preservation of electronically born collections, such as digital photographs
- Purchasing emergency supplies such as plastic sheeting, fire extinguishers, smoke alarms, and security locks
- Restoration or preservation of damaged records
- Rebinding severely worn books

Preservation projects will be given funding priority.

Access Projects
The USHRAB seeks proposals promoting access to historical records. Eligible projects might include creating EAD finding aids. Digitization projects are eligible as access projects if they make use of existing

holdings of locally or regionally significant historical record collections. The materials should already be processed so that projects can re-use existing information to serve as metadata for the digitized collection. The original materials must be retained and maintained. Digital versions must be available online and on the Mountain West Digital Library. Digitization projects must adhere to the metadata standards of the Mountain West Digital Library.

For grant proposals that include digitization see the USHRAB Digitization Policy.

PROCEDURES

Grants fund one-time projects and are evaluated on how the project directly affects the program of the repository. The project must provide results that are measurable and are related to the preservation and accessibility of the historical records within the collection. Collections must be made available to the public at the completion of the project during regularly scheduled hours or by appointment. Any materials produced as part of the grant must give credit to the National Historical Publications and Records Commission (NHPRC), the Utah State Archives, and the USHRAB. **Grants will be provided up to a maximum amount of $1,500.**

Grants are selected on a competitive basis by the USHRAB. **The application deadline is Friday, August 30, 2013.** Hand written applications will not be accepted. Grant award winners will be notified within 30 days after the final application deadline and grants will begin when contracts have been executed, but no sooner than November 1, 2013. All grants must contain a public access component, such as creating an on-line finding aid or hosting a public presentation or open house.

All grants require a one-to-one in kind and/or cash match. Matching funds must be directly and demonstrably related to the grant and occur during the grant period. Cash expenditures may be for any direct purchase of equipment or consumable supplies used in the project or program.

Please add pertinent background information that will help us judge your ability to carry out the purposes of your grant. Applicants should describe the preservation steps to be taken, provide a specific estimate of the costs, and identify which records are involved and why they are valuable.

Successful applicants will sign a contract with terms to be negotiated by the grants staff and the applicant. As part of the grant contract, grant recipients will be required to complete a pocket emergency response plan. The pocket emergency response plan is a concise document for recording essential information needed by staff in case of an emergency. Templates will be provided for this pocket plan. All contracts require compliance with state fiscal and reporting standards.

GRANT PERIOD

The grant start date is no sooner than November 1, 2013 and grants must be completed and reimbursement forms submitted by June 20, 2014.

REIMBURSEMENT

Grant recipients will be reimbursed upon receipt of evidence of meeting agreed upon program goals and expenditures of local match funds and/or donated services. Forms will be provided to document donated services such as mileage and labor (professional salary rates must be verified with documentation acceptable for auditing purposes). Copies of canceled checks and receipts documenting expenditures of funds are required. Overhead costs do not qualify for reimbursement.

APPLICATION SUBMISSION

Return completed applications to: **Utah State Historical Records Advisory Board, 346 S. Rio Grande, SLC, UT 84101**. For further information contact Janell Tuttle at (801) 531-3845 or visit http://www.archives.utah.gov/USHRAB/forms.html