

Utah State Historical Records Advisory Board

Mini-Grant Guidelines

2012

PURPOSE

The purpose of this grant program is to further the preservation of historic records in Utah. These grants are funded through the National Historical Publications and Records Commission and are administered by the Utah State Historical Records Advisory Board and the Utah State Archives.

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

Institutions that currently have a project grant from the Utah State Historical Records Advisory Board are not eligible to apply for a mini-grant. We require each grant applicant to have a Dunn & Bradstreet Number (DUNS) before submitting an application.

GRANTS

Mini-Grants - The Utah State Historical Records Advisory Board is looking to fund mini-grants for the preservation of historical records. These grants are not available for digitization projects, but rather to support the preservation of original historical records. These grants are intended for short-term projects and the maximum award for each grant will be \$750. Historical records preservation projects for which funds can be applied include, but are not limited to:

- Archival supplies such as folders and boxes to house historical records
- File cabinets or shelving to house historical records
- Emergency supplies such as plastic sheeting, fire extinguishers, smoke alarms, and security locks
- Restoration or preservation of damaged records
- Processing or organizing historical records
- Creating a finding aid or index for historical records
- Rebinding severely worn books
- Conducting a records inventory separating historical records from other records
- Reformatting audio or video records

PROCEDURES

Grants will be selected on a competitive basis by the Utah State Historical Records Advisory Board (USHRAB). **The application deadline is August 31, 2012.** Hand written applications will not be accepted. Grant award winners will be notified within 30 days after the application deadline, and grants will begin when contracts have been executed, but no sooner than October 31, 2012. All grants must contain a public access component, such as creating an online 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 mini-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 starting date is no sooner than October 31, 2012 and grants must be completed and reimbursement forms submitted by June 14, 2013.

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.** Applications can be e-mailed to jtuttle@utah.gov.

For further information contact Janell Tuttle at jtuttle@utah.gov or (801) 531-3845. You can visit <http://archives.utah.gov/USHRAB/forms-menu.html> for an application.