

Utah State Historical Records Advisory Board

Grant Guidelines

Deadline December 19, 2014

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

A nonprofit corporation shall enter into a written agreement with the Utah State Archives disclosing whether it received 50% of its funds from federal, state, and local government entities through contracts, or an amount from state entities that is equal to or exceeds \$500,000 or more in the previous fiscal year. The nonprofit corporation needs to disclose whether it anticipates meeting or exceeding those amounts in the fiscal year the grant is issued.

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>.

PROGRAM DESCRIPTION

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 openly available to the public and a finding aid or index for the digital versions needs to be available online. Digital versions must adhere to the metadata standards on 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

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 openly available to the public and a finding aid or index for the digital versions needs to be available online. Digital versions must adhere to the metadata standards of the Mountain West Digital Library.

For grant proposals that include digitization see the [USHRAB Digitization Policy](#).

USHRAB grant funds may **not** be used for

- The processing, exhibition, or display of artifact collections, including the purchase of display cases
- Projects focusing on collections or materials that are not available for research
- Projects focusing on collections or materials that are the responsibility of an agency of the federal government

AWARD INFORMATION

Grants of up to \$1,500 will be awarded.

The application deadline is Friday, December 19.

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 are selected on a competitive basis by the USHRAB. 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 February 20, 2015. 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.

APPLICATION AND SUBMISSION INFORMATION

HOW TO PREPARE YOUR APPLICATION

Section I: General Application Information

Fill in appropriate organization and contact information

Project Title

Please provide a title for your project.

Main Goals

Please explain the main goals of this project in a few sentences.

Budget Summary

This information is a summary of the completed budget section and asks for the grant request amount and the local match amount.

Section II: Proposed Scope of Work

Answer the following sections in order and provide as much detail as possible. Please attach additional sheets as needed.

1. Project Scope

A. What are the contents and size of the collections that are the focus of the project?

Describe the collections that are the focus of the project, emphasizing their significance. Identify the categories of materials and indicate, where pertinent, the date ranges, quantities (volume in cubic or linear feet), and intellectual content. Highlight specific examples of important items in the collections. A description of an archival collection, for example, might begin by stating that the collection comprises four linear feet of records documenting the environmental impact of a regional coal mining company active from 1940 through 1970.

B. What is the importance of this project to your institution?

Discuss how the project fits into the institution's mission and objectives and the institution's preservation and access plans. Describe the current condition of the collections, including its housing, and the environment in which they are stored. Explain how the proposed project builds on previous efforts in preservation and access and how it fits into future plans. Explain how the project would increase your institution's ability to sustain collection care beyond the period of the grant.

If your project includes digitization, explain how originals will be cared for and preserved. If originals will not be maintained, thoroughly explain the circumstances regarding the decision. If the institution is engaged in a digital-acquisition project wherein originals will be returned to the donor, explain your preservation and migration plans for the digital originals and document your acquisition rights.

2. Goals and Expected Results

Define the goals and expected results of the project. How does this project promote the preservation of the institution's collection? How does this project promote access to the institution's collection? What are the expected results? What performance measures will be utilized to show that results have been obtained?

3. Staff and Volunteers

Please list each staff member and volunteer involved in the project. Include their qualifications, job title, and responsibility in the project.

4. Plan of Work

Outline the steps of the project, the sequence in which they will occur, the amount of time they will take, and indicate who is responsible for which activities.

What are the techniques involved?

What are the projected outcomes at the completion of the project?

Section III: Budget

Provide an itemized budget showing the project's expenses rounded to the nearest dollar. Additional instructions for the budget form are found in the budget section of the application form.

GRANT PERIOD

The grant start date is no sooner than February 20, 2015 and grants must be completed and reimbursement forms submitted by June 26, 2015.

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>