

ISHRAB

HISTORICAL RECORDS PRESERVATION

GRANT PROGRAM

2012



Illinois State Historical Records Advisory Board

Table of Contents

Grant Application Guidelines	1
Overview	1
Grant Amounts and Requirements	1
Required Matching Funds.....	1
Eligibility and Funding Priorities.....	2
Eligible Projects	2
Eligible Expenses	2
Ineligible Expenses.....	3
Restrictions	3
Review and Selection Process	3
Grant Period Deadlines	5
Responsibilities of Grant Recipients.....	5
Reports	5
Crediting	6
ISHRAB Obligations	6
Grant Application Instructions	7
Grant Application Form	11
Grant Budget Form.....	13

Illinois State Historical Records Advisory Board
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Springfield, IL 62756
217-782-3492

**Illinois State Historical Records Advisory Board
Historical Records Grant Guidelines
Grant Cycle July 2011-June 2012**

Overview

The Illinois State Historical Records Advisory Board (ISHRAB) promotes the identification, preservation, access to and use of historical records in Illinois. It advocates and encourages professional custodianship and cooperation in the recordkeeping community in order to ensure citizens' access to records and the preservation of their cultural and historical heritage. In order to fulfill its mission to the archival community, the ISHRAB has created a grant program to assist Illinois historical records repositories to obtain funds for smaller projects that may not qualify for funding under larger grant making agencies. Using funds awarded by the National Historical Publications and Records Commission (NHPRC), the ISHRAB is offering grants to Illinois historical records repositories that demonstrate need, both financially and programmatically, and show commitment to develop and/or carry out projects to identify, preserve, access, and use historical records in Illinois.

Grant Amounts and Requirements

- Minimum grant request: \$500
- Maximum grant request: \$5,000
- All grants require a one-to-one in-kind and/or cash match.

Required Matching Funds

Applicants receiving a grant award will be required to provide a minimum one-to-one (\$1 for \$1) match of the grant funds requested. The match may be met through cash or in-kind contributions.

- Cash match is defined as money the organization spends specifically for the project that will not be reimbursed by grant funds.
- In-kind match is defined as the value of a non-cash contribution (e.g., staff time, equipment, supplies, and/or goods and services) that directly benefits the project. For the purposes of this grant, indirect expenses (including rent, telephones, or other normal operating expenses) may not be included as match.

Eligibility and Funding Priorities

- Eligible institutions may be public or private and although any size institution may apply, preference will be given to institutions with archival holdings of 500 cu. ft. or less and/or two or fewer professional staff.
- The applicant must have custody of historically significant original records.
- The archival collection must be available to the public on a regularly scheduled basis.

Eligible Projects

- Access, Arrangement and Description: identifying, organizing, and improving access to historical records (including digitization projects).
- Preservation: conducting preservation planning; refolding, deacidifying, encapsulating and/or microfilming historical documents; purchasing and/or installing hygrometers, dehumidifiers, humidifiers and/or other environmental control equipment.
- Disaster Planning
- Collection Policy Formulation

Eligible Expenses

- Personnel costs: Salaries/wages for project staff. Costs for existing part-time staff may be an eligible expense, if such staff works on the grant in addition to their regularly scheduled hours.
- Consultant fees: Individuals recruited to provide specialized services such as planning, training, program development, and facility assessments.
- Supplies: Supplies such as acid-free boxes and folders, photo sleeves, etc.
- Contracted services: Micrographics, photo reproduction or similar professional services.
- Travel expenses: Only for the participation in training or similar activities that are essential to achieve project goals.
- Equipment/Supplies: Costs to purchase technical equipment (microfilming equipment, computers, electronic peripherals, etc.), shelving, or archival supplies essential for the project are eligible costs.

Ineligible Expenses

- Operating costs: Indirect costs, such as rent, telephone, or other normal operating expenses.
- Personnel: Costs for existing, full-time staff positions or overtime hours. Budget proposals may show staff time under cash match.
- Capital improvements: Costs for the construction or renovation of any building, the purchase of land, or the rental of space. Budget proposals may show building renovation costs under cash match.
- Collection development: Costs for purchasing materials to be added to collections, such as books, maps, manuscripts, photographs, etc.
- Training: Expenses for training or for staff travel to professional meetings, seminars, and workshops that are not essential to achieve project goals.
- Equipment: Costs for the purchase of routine equipment such as office furnishings and file cabinets. Budget proposals may show equipment purchase costs under cash match. Equipment must be a component of an overall project.
- Services: Costs for service contracts for equipment purchased as part of the grant project. Such expenses may be shown as cash match.
- Web site development: Such costs may be part of an organization's cash or in-kind match.

Restrictions

All purchases made with grant funds must be made during the grant period. Grant funds may not be used to pay for existing supplies or previous work. All grant-funded expenses must be directly associated with the project and incurred during the grant period. Grant funds may not be used to pay existing staff salaries, but may be used to pay someone who usually volunteers, or who is working beyond their regular hours.

Review and Selection Process

Completed applications will be reviewed by ISHRAB staff and submitted to the entire board for decisions on awards. The ISHRAB will review and evaluate all applications and supporting documentation. Incomplete applications will not be considered. Grants will be selected on a competitive basis by the ISHRAB. Grant proposals may be fully funded, partially

funded, or rejected by the board. In determining whether an applicant shall receive a grant, the ISHRAB will consider the following criteria:

- Will the project identify, preserve and/or make accessible significant Illinois historical records?
- Will the project institute sound archival practices?
- For digitization projects, does the project reflect best practices and standards? Please review at least the two resources listed below for reference. Your application should address the full life cycle of your digital project, even if not all activities are covered by this grant.
http://www.carli.illinois.edu/mem-prod/contentdm/guidelines_for_digitization.pdf
<http://www.library.cornell.edu/preservation/tutorial/contents.html>.
- Are the proposed activities and expenditures appropriate and cost effective?
- Does the proposal adhere to grant project application requirements and does it contain sufficient information for ISHRAB decision-making?
- In general, does the application meet the mission, goals, and objectives of the Illinois State Historical Records Advisory Board as described in the Overview on page 1?

Specifically, each proposal must address the following:

- Statement of Need: Proposals must explain the significance of the archival records in question and why they need to be preserved and/or processed.
- Plan of Work: The soundness of the work plan is critical and should be focused, clearly defined, and achievable.
- Participants: The qualifications of project personnel, including resumes, must be included.
- Budget: The financial information submitted must be realistic and accurate. A minimum one-to-one (\$1 for \$1) match of the grant funds requested is required.
- Sustainability: Provide details showing that the project's activities will be supported after the grant period ends.

Grant Period (timeline, deadlines)

March 1, 2012	ISHRAB begins accepting grant proposals
March 15, 2012	Grant proposal deadline (Applications must be postmarked by this date.)
April 1-May 15, 2012	Grant applications reviewed by ISHRAB staff and board
May 2012	ISHRAB meets to make funding decisions Grant awards announced
July 1, 2012	Grant projects begin
December 31, 2012	Interim reports due to ISHRAB
June 30, 2013	Grant projects end
July 31, 2013	Final reports and financial statements due from grant projects

Note: Actual starting and ending dates for individual projects may vary within the parameters listed for a grant cycle. A project may complete its work before the formal ending date. It *must* complete work—and submit a final report—by the formal ending date, unless the project has received an extension in advance.

Responsibilities of Grant Recipients

- Each applicant must be prepared to provide a one-to-one cost-share of the grant funds requested. The local share may consist of direct financial contributions, a percentage of time devoted to the project by current staff, or a combination of the two.
- Grant recipients will be required to document all project expenditures.

Reports

A brief narrative progress report is due at the mid-point of the project. Within thirty days after the end of the grant period, a more detailed final report is required. All final reports to the ISHRAB must contain the following information:

Institution/Organization Name

Project Title

Project Director name, telephone number, and e-mail address

Summary of Project Activities and Accomplishments

- Must include titles, series titles, dates and volume of records addressed by your project.
- For preservation and arrangement and description projects, include copies of catalog entries and other finding aids produced.
- Include some narrative of self-assessment about how the project met the objectives submitted in your application.
- Include quotes from local press coverage (if applicable) and also include copies of any articles cited.
- Itemized list of expenditures. Include copies of checks and/or receipts.

Project Cost Sharing

Provide details about in-kind cost sharing, including the cumulative total, and the amount of cash matching on the project.

Crediting

Any published materials, radio or television announcement created by the awardee in recognition of this award must include the following credit:

“Supported in part by an award from the Illinois State Historical Records Advisory Board, through funding from the National Historical Publications and Records Commission (NHPRC), National Archives and Records Administration.”

ISHRAB Obligations

Obligations of the Illinois State Historical Records Advisory Board to fund this grant program will cease immediately without penalty or further payment being required if the National Historical Publications and Records Commission fails to appropriate or otherwise make available sufficient funds.

GRANT APPLICATION INSTRUCTIONS

1. FRONT PAGE (SUMMARY INFORMATION)

The purpose of this page is to provide a quick summary of the grant proposal for review by ISHRAB members and staff.

- **Organization.** List the name of your organization.
- **Project Director.** This should be the person primarily responsible for directing grant activities; ensuring that the project is successfully completed; complying with grant guidelines; supervising project workers; and coordinating with vendors, consultants, and the ISHRAB. The director is also responsible for submitting the project's reports. Please provide all contact information for the director that is requested, as this person will be the ISHRAB's primary contact for the project.
- **Description of Grant Project**
 - **Title of Project.** The title should be a brief description of what the project proposes to accomplish (e.g., "Inventory and Reorganization of Courthouse Records Storage Areas," "Municipal Archives Development Project," "Disaster Plan for Anywhere County Public Library").
 - **Starting Date/Ending Date.** List the dates the project will begin and end its work.
- **Summary Statement.** This should be only a brief summary, confined to the space provided. The grant application narrative permits applicants to use up to five (5) double-spaced pages for describing the project in detail.
- **Funding Required for Project.** List the budget information for the project, using the "TOTAL GRANT COST" figures compiled at the end of the budget form. Remember that the ISHRAB requires all grant recipients to provide a minimum one-to-one (\$1 for \$1) match of the grant funds requested. The local match may be either cash or in-kind contributions (such as the value of staff time, supplies, and services the recipient devotes to the project).
- **Authorizing Official.** This is the person that is authorized to sign a contract on behalf of your repository (Director, Board President, Treasurer, etc.). This person must sign the application.

- **Federal Employee Identification Number (FEIN).** If your agency or entity has a Federal Employee Identification Number (FEIN), or a tax-free number, list it here.
- **Data Universal Numbering System (DUNS).** If your agency or entity does not have a DUNS number, one may be obtained, free of charge, from Dun and Bradstreet by calling (866) 705-5711 or online at <http://fedgov.dnb.com/webform>.

2. BUDGET FORM

- **Salaries and Wages.** List the names and titles of all persons (staff, volunteers and consultants) who will work on the grant project. Include the salary or wages each will receive during the grant period. Examples of methods for calculating salary are shown below:
 - A salaried agency employee who devotes 10% of his/her time to a four-month project would calculate grant-related salary by multiplying 4 months x 1 month's salary x 10%. The resulting figure would be listed under "cost sharing" as part of the agency's cost share.
 - A person hired full-time to work on the project, and paid with grant funds, would calculate salary as 4 months x 1 month's salary x 100%. The total would be listed in the "grant funds" column.
 - Applicants may increase the working hours of existing part-time staff to fulfill grant-related duties and may pay staff with grant funds for work directly related to the project. However, grant funds may *not* be used to replace local funding for existing full-time positions.
 - Volunteers may be used on projects and the value of their work included as part of the grant recipient's cost share. The ISHRAB recommends that volunteer labor be calculated at the current Illinois minimum wage rate per hour. However, the ISHRAB realizes that some volunteers may be more skilled than others and will allow a compensation rate up to \$20/hour if the applicant provides justification.
- **Travel.** If the project's work plan includes travel, list the anticipated number of trips, the number of people participating, and the estimated cost. Include *per diem*, room and board, and/or the travel reimbursement rate, as applicable. The use of grant funds for travel is limited to the maximum amounts authorized by the State of Illinois

travel reimbursement policy. A copy of this policy can be obtained from the ISHRAB office.

- **Consultants.** In the application narrative, explain fully what the consultant is expected to do (subjects on which advice is sought, specific tasks to be performed). The consultant will be expected to provide the project director with a written report, including detailed recommendations, which should accompany the project's final report. Unless a flat fee can be quoted, calculate payment by multiplying the anticipated daily/hourly rate by the number of days the consultant will work. List this total under "grant funds" or "cost sharing," as appropriate. Grant funds may be used to pay consultants up to \$300 per day for a maximum of 10 days. Travel expenses may also be included, reimbursed at the rate outlined for travel.
- **Supplies, Equipment and Services.** Estimated costs should be itemized and listed under "grant funds" or "cost sharing" as appropriate. For all grant-funded equipment and supplies, product specifications and vendor prices must accompany the application.
- **Total Project Costs.** Enter the subtotals for the various project categories listed, using the "grant funds" or "cost sharing" columns as appropriate. Add up the subtotals to obtain the "TOTAL GRANT COST." The final figures should be identical to the "Total Cost" figure on page 1 of the application form. Double-check that all expenditures proposed in the narrative are accounted for in the budget, and that all expenses listed in the budget are described and justified in the narrative.

3. THE GRANT APPLICATION NARRATIVE

The following sections must be completed on individual pages. Section I must be no more than one (1) page (single-spaced) in length. Section II must be no more than five (5) pages (double-spaced) in length.

Section I. Organization Description: Addressing the following questions, provide a brief description of your organization. Include any additional information that you feel would be helpful to the ISHRAB's review of your request.

1. Describe your facility. Include the following:
 - a. Date of establishment
 - b. The size of your facility (in square feet).

- c. The size and composition of your staff (number of staff, full-time, part-time, volunteer, paid).
 - d. Hours of operation.
 - e. Indicate your annual budget and sources of funding.
2. Describe your holdings by subject, types/formats of records, date span, and total volume. Include a description of the physical condition of the historical records or collections that the grant project will address and whether or not the historical records or collections are available to the public.

Section II. Project Description and Scope of Work: Expanding upon your Summary Statement, provide a project description and scope of work by answering all of the following questions appropriate to your proposed project.

1. What is the historical significance of the materials involved? Does the information content of your records exist elsewhere, or in another format?
2. What actions, activities, or steps will you take during your project and when and in what order will they be undertaken?
3. Who will complete these actions or perform these activities?
 - a. Identify the project staff and provide a brief summary of these individuals' qualifications.
 - b. If you will hire someone (project archivist, consultant, etc.), provide a description of what that person will do.
 - c. If you have identified a specific consultant, describe that person's qualifications and attach a résumé.
4. Identify the results (products) to be produced by this project.
5. What is your organization's ability to implement the project and the project's results? How will the results be sustained?
6. How will the effectiveness of the project be evaluated? How will the award of this grant change the use of these records? What long-term benefits will be derived?
7. How will you publicize the results to your community and what will you do to build on the project accomplishments in terms of ongoing work or funding?

**Illinois Historical Records Preservation
Grant Application**

Organization

Name _____
Address _____
City/Zip _____

Project Director

Name/Title _____
Address _____
City/Zip _____
Telephone: _____
Email Address: _____

Description of Grant Project

Title of Project _____
Starting Date _____ Ending Date _____

Summary Statement: Briefly summarize the nature and purpose of the project you propose for funding. State the programmatic and financial need.

Funding Required for Project

Grant Funds _____ Matching Funds _____ Total Cost _____

Authorizing Official

Signature _____
Name/Title _____
Address _____
City/Zip _____
Telephone _____
Fax Number _____
Email _____

Submitting Agency's FEIN #: _____
Submitting Agency's DUNS #: _____

Send the completed form (including budget and narrative) to:

**ISHRAB Grant Program
c/o Illinois State Archives
M. C. Norton Building
Springfield, IL 62756**

Budget Form

Complete the Budget Form providing details of how you arrived at the amounts shown. Figures should be given in whole dollar amounts (for example, \$1,050).

Personnel and Salaries			
Item	Grant Funds	Cost Sharing	TOTAL
	\$	\$	\$
	\$	\$	\$
	\$	\$	\$
	\$	\$	\$
SUBTOTALS	\$	\$	\$

Travel Expenses			
Item	Grant Funds	Cost Sharing	TOTAL
	\$	\$	\$
	\$	\$	\$
	\$	\$	\$
	\$	\$	\$
SUBTOTALS	\$	\$	\$

Consultant Fees			
Item	Grant Funds	Cost Sharing	TOTAL
	\$	\$	\$
	\$	\$	\$
	\$	\$	\$
	\$	\$	\$
SUBTOTALS	\$	\$	\$

Supplies			
Item	Grant Funds	Cost Sharing	TOTAL
	\$	\$	\$
	\$	\$	\$
	\$	\$	\$
SUBTOTALS	\$	\$	\$

Equipment			
Item	Grant Funds	Cost Sharing	TOTAL
	\$	\$	\$
	\$	\$	\$
	\$	\$	\$
SUBTOTALS	\$	\$	\$

Services			
Item	Grant Funds	Cost Sharing	TOTAL
	\$	\$	\$
	\$	\$	\$
	\$	\$	\$
SUBTOTALS	\$	\$	\$

Summary Budget			
Item	Grant Funds	Cost Sharing	TOTAL
Personnel and Salaries	\$	\$	\$
Travel Expenses	\$	\$	\$
Consultant Fees	\$	\$	\$
Supplies	\$	\$	\$
Equipment	\$	\$	\$
Services	\$	\$	\$
TOTALS			

Total Project Costs

Requested Grant Funds		Cost Sharing		Total Project Costs
\$ _____	+	\$ _____	=	\$ _____

If you do not receive full funding, will you accept partial funding and still complete the project?

_____ Yes

_____ No