

ISHRAB

HISTORICAL RECORDS

GRANT PROGRAM

2018

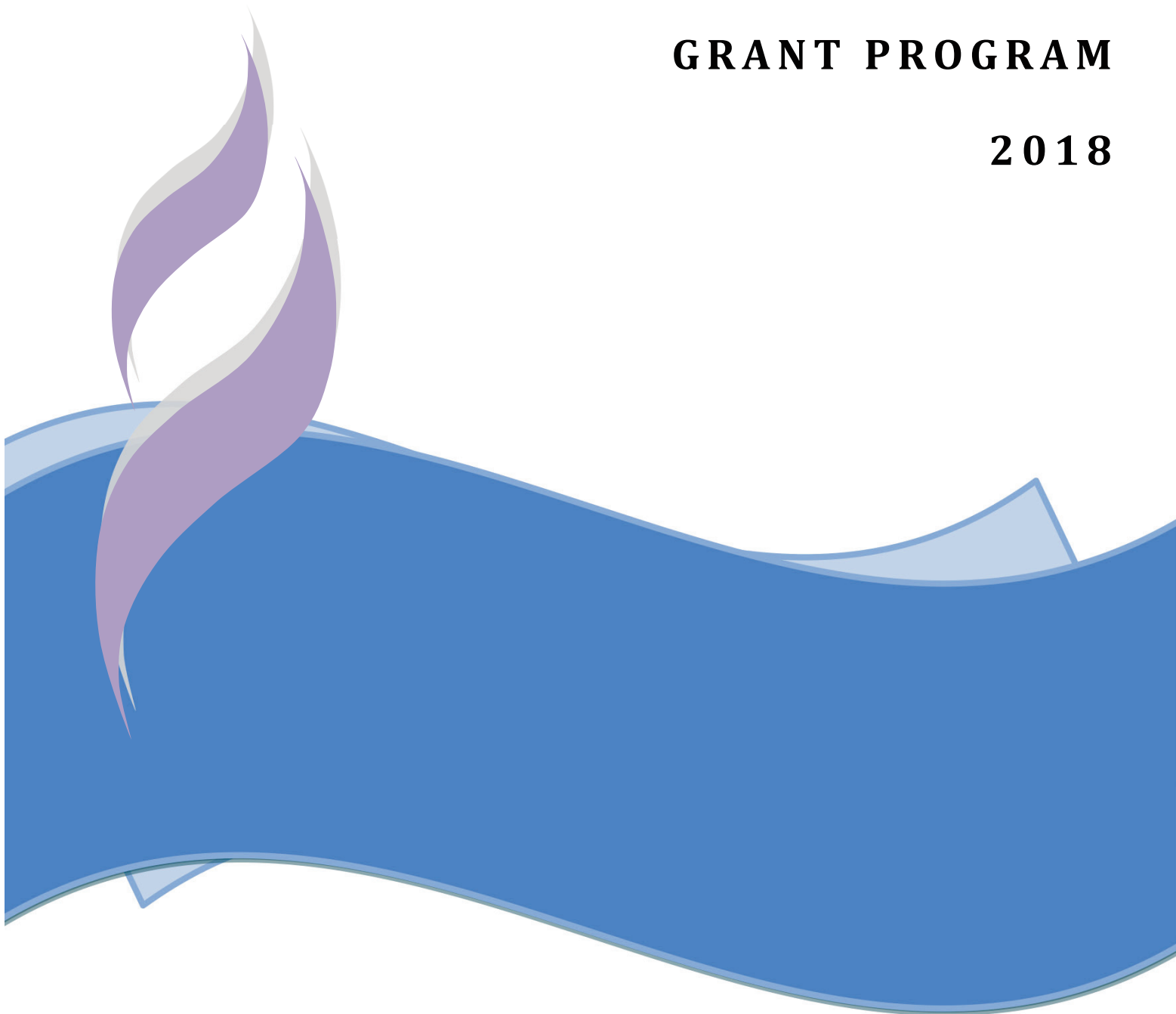


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Illinois State Historical Records Advisory Board
c/o Illinois State Archives
M. C. Norton Building
Springfield, IL 62756
217-782-3492

**Illinois State Historical Records Advisory Board
Historical Records Grant Guidelines
Grant Cycle July 1, 2018-June 30, 2019**

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 in obtaining 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 that show commitment to developing and/or implementing projects that will lead to enhanced online access. These projects may include creating online finding aids; digitizing records and placing the digital content online; making an inventory of records; properly storing records with the goal of preparing them for future online access; or placing information about the records on a blog, wiki page or Facebook.

**PLEASE READ THE REQUIREMENTS, RESTRICTIONS, EXPENSE ELIGIBILITY
DEFINITIONS, AND PROJECT REVIEW CRITERIA CAREFULLY BEFORE APPLYING.**

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.
- Grant recipients will be required to document all project expenditures.

- The grant period is one calendar year from the date of the award. Grant recipients *must* complete work by the formal ending date, unless the project has received an extension in advance.

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 with 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.
- 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.

ELIGIBILITY AND FUNDING PRIORITIES

- Eligible institutions may be public or private and although any size institution may apply, strong preference will be given to institutions with archival holdings of 500 cubic feet or less and/or two or fewer professional staff.
- The applicant must have custody of historically significant, unique, original records.
- The archival collection must be available to the public on a regularly scheduled basis.
- 2017 ISHRAB grant award winners are not eligible to apply during this grant cycle.

ELIGIBLE PROJECTS

- Arrangement and Description: Identifying, organizing and improving access to historical records. These projects must include an enhanced or increased online presence.
- Preservation: Conducting preservation planning. This includes storage, refolding, deacidifying and encapsulating records, with a goal of stabilizing these records for eventual online access either through digitization or the creation of an online finding aid.
- Digitization Projects: Digitization projects for unique and one-of-a-kind records. If the materials being considered for digitization exist elsewhere online or are available at another institution in any format, they will not be eligible for funding.
- Online Finding Aids/Inventories: Projects which make records and record series information available to the public online. Online access may be achieved through a variety of strategies and digital formats, including PDF documents on websites, wiki pages, research databases or library catalogues.
- Website Development: Website must be developed with the goal of increasing visibility and discovery of the repository's historical records.

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: Digitization, photo reproduction or similar professional services.
- Travel expenses: Only to be used for participation in training or similar activities that is essential to achieving project goals.
- Equipment: Costs to purchase technical equipment (e.g., digitization equipment, computers, electronic peripherals) or records storage systems (e.g., shelving).

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 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.
- Environmental Monitoring Equipment: Costs for purchases of hygrometers, humidifiers, dehumidifiers, etc. may be used as part of a cash match if the equipment is essential to the project.

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 as a stipend to pay someone who usually volunteers, or who is working beyond his/her regular hours.

REVIEW AND SELECTION PROCESS

All completed applications received by the deadline will be reviewed by ISHRAB staff for conformity to application requirements, soundness of budget, and completeness. Incomplete applications will *not* be extended to the ISHRAB. Only complete applications will be submitted to the ISHRAB for review and evaluation. Grants will be selected on a competitive basis, even though strong preference will be given to institutions with archival holdings of 500 cubic feet or less and/or two or fewer professional staff. Grant proposals may be fully funded, partially funded, or rejected by the board.

TO BE CONSIDERED FOR GRANT FUNDING, THE APPLICATION MUST ADDRESS THE FOLLOWING QUESTIONS IN THE NARRATIVE.

- Will the project make significant Illinois historical records accessible? Be specific on what the project entails.
- Will the project institute sound archival practices? Applicants are encouraged to take advantage of professional development scholarships offered by the ISHRAB to gain foundational knowledge related to the care of historical records. Consult the board's website for additional information:
- <http://www.cyberdriveillinois.com/departments/archives/ISHRAB/home.html>.
- For digitization projects, does the project reflect best practices and standards? Please review the 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. Applicants are encouraged to take advantage of scholarships offered by the ISHRAB to learn or sharpen skills related to digitization and providing digital access to collections.
 - http://www.carli.illinois.edu/sites/files/digital_collections/documentation/guidelines_for_images.pdf
 - <http://preservationtutorial.library.cornell.edu/contents.html>
 - http://www.digitizationguidelines.gov/guidelines/FADGI_Still_Image-Tech_Guidelines_2010-08-24.pdf

- 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 decision-making by the ISHRAB?
- 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?

REPORTING

Two reports are required.

1. A brief progress report is due at the mid-point of the project.
2. A more detailed final report is required within 30 days after the end of the grant period.

All final reports to the ISHRAB must contain the following information:

- Institution/Organization name.
- Project title.
- Project Director's name, number and email address.
- Summary of project activities and accomplishments.
 - * Must include titles, series titles, dates and volume of records addressed by your project.
 - * Must include URLs for any online projects created.
 - * Include a 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 announcements created by the grantee 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, 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. The ISHRAB staff will monitor the progress of the grants during each grant cycle. A board member or the board coordinator will make at least one visit to each award recipient during the course of their grant period.

GRANT PERIOD (TIMELINE, DEADLINES)

January 29, 2018	ISHRAB begins accepting grant proposals
March 9, 2018	Grant proposal deadline (Applications must be postmarked by this date)
March–April 2018	Grant applications reviewed by ISHRAB staff and board
May 2018	ISHRAB meets to make funding decisions
June 2018	Grant awards announced
July 1, 2018	Grant projects begin
December 31, 2018	Interim reports due to ISHRAB
June 30, 2019	Grant projects end
July 31, 2019	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 prior to the formal ending date. It *must be* completed 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 requested grant funds. 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.
- Recipients will be required to file a progress report and a final report as explained in the reporting section of the application guidelines.

GRANT APPLICATION INSTRUCTIONS AND CHECKLIST

The grant application consists of four parts (two forms, two narrative sections):

1. ISHRAB Grant Application Form. (Use the form provided on page 15 of this manual.)
2. Organization Narrative: description of the organization applying for the grant (no more than one page, single-spaced).
3. Project Narrative: description of the project and scope of work (no more than five pages, double-spaced).
4. ISHRAB Grant Budget Form. (Use the form provided on pages 16-17 of this manual.)

All four parts of the application must be completed for a grant application to be considered. The narrative sections must include the information listed below. Use this as a checklist to make sure all points are covered.

____ **1. ISHRAB GRANT APPLICATION FORM:** The purpose of this page is to provide a brief summary of the grant proposal for review by the ISHRAB members and staff. This form can be found on page 15 of this manual.

- **Organization:** List the name of your organization.
- **Project Director:** This should be the person primarily responsible for directing grant activities; ensuring 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 project 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 concise description of the project and its outcome (e.g., "Creating and Placing Online an Inventory of Courthouse Records," "President's Papers Digitization Project").
 - * **Starting Date/Ending Date:** List the dates the project will begin and end its work.

- **Summary Statement:** Using the space provided, summarize the nature and purpose of the project you propose for funding, including your organization’s programmatic and financial need. The grant application narrative permits applicants to use up to five 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 who is authorized to sign a contract on behalf of your organization (Director, Board President, Treasurer, etc.). This person **MUST** sign the application.
- **Federal Employer Identification Number (FEIN):** If your organization has a Federal Employer Identification Number (FEIN), or a tax-free number, list it here.
- **Data Universal Numbering System (DUNS):** If your organization 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. ORGANIZATION NARRATIVE** (no more than one page, single spaced)

- Describe your organization. Include the following:
 - ____ date of establishment.
 - ____ the size of your facility (in square feet).
 - ____ the size and composition of your staff (number of staff, full-time, part-time, volunteer, paid).
 - ____ hours of operation.
 - ____ indicate your annual budget and sources of funding.
 - ____ audience/patron base/users.

- Describe your holdings:
 - ___ subject, types/formats of records, date span.
 - ___ total volume.
 - ___ less than 500 cubic feet (how many feet under).
 - ___ more than 500 cubic feet (how many feet over).
 - ___ physical conditions in which your collections are held (climate control, etc.).
 - ___ accessibility of the historical records or collections to the public.
 - ___ indicate whether a fee is charged for the use of your collection and, if so, why.

___ **3. PROJECT DESCRIPTION AND SCOPE OF WORK** (no more than five pages, double spaced)

Expanding upon your Summary Statement, describe the project and how it will be carried out. Be specific on what the project entails. For example, state if it applies to planning, refolding, deacidifying, encapsulating, organizing and describing, creating an online finding aid, and/or digitizing documents. If specific equipment is being purchased to complete the project, explain why you are selecting the equipment noted in the budget. Make sure to address all points and include answers to all of the questions below.

- Significance: Proposals must explain the significance of the records and why they have been identified as needing an online presence.
 - ___ What is the historical significance of the materials involved?
 - ___ What makes this collection unique?
 - ___ Does the information content of your records exist elsewhere, or in another format?
 - ___ What is the physical condition of the historical records that the grant will address?
 - ___ Who will use the records?
- Outcome
 - ___ What are the results and/or products to be generated/accomplished by this project?
 - ___ What is your organization's ability to implement the project and the project's results?

- Plan of Work and Timeline: The work plan must be focused, clearly defined and achievable. The timeline must be realistic.

___ What actions, activities or steps will you take during your project?

___ When and in what order will they be undertaken?

___ If possible, include a workflow or calendar to illustrate the timeline and steps.

___ For digital projects, include digital capture and/or descriptive standards to be utilized.

- Personnel: Identification and qualifications of the project staff.

___ Identify the members of the project staff and provide a brief summary of these individuals' qualifications and their role in the project. Attach résumés as supplemental materials.

___ If you plan to hire someone (project archivist, consultant, etc.), what specifically will that person or service do for the project (subjects on which advice is sought, specific tasks to be performed)? If a specific consultant or service will be used, describe their qualifications and include a copy of the proposal.

- Sustainability

___ How will the results of the grant be sustained (maintained, supported) after the grant ends?

___ How will you build on the project accomplishments in terms of ongoing work or funding?

___ What long-term benefits will be derived?

___ For digital projects, how will they be preserved for the long-term?

- Evaluation

___ How will the effectiveness of the project be evaluated? How will you measure success?

___ How will this grant change or improve access and use of your collection?

- Promotion

___ How will you publicize the grant awards and the project results within and outside of your community?

4. COMPLETING THE BUDGET FORM (use the budget form on pages 16-17)

Review the requirements, descriptions of eligible and ineligible expenses, etc., on pages 2–4 of this manual and adhere to the requirements listed below for each budget item. Check and double-check your figures. Make sure the totals match the numbers on the Grant Application Summary Form. The budget form can be found on pages 16–17 of this manual.

- **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 percent 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 percent. The resulting figure would be listed under "cost sharing" as part of the organization'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 percent. 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. The ISHRAB realizes that some volunteers may be more skilled than others and will allow a compensation rate up to \$20 per hour; however the applicant must provide justification for the increased rate.

- **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 rate 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 description/specifications and vendor prices must accompany the application. Copies of vendor quotes, catalog pages, or website pages may be attached as supplemental materials.
- **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.

**Illinois Historical Records
Grant Application**

Organization

Name: _____
Address: _____
City/ZIP: _____

Project Director

Name/Title: _____
Address: _____
City/ZIP: _____
Phone: _____
Email: _____

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: _____
Phone: _____
Fax: _____
Email: _____

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

Send the completed application package 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 (Be sure to give, or attach, a detailed description, amount and possible vendor for purchases listed below.)

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

Equipment (Be sure to give, or attach, a detailed description, amount and possible vendor for purchases listed below.)

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