Grant Opportunities for Archives, Museums, and Libraries Jami Awalt Deputy State Historical Records Coordinator, Tennessee Historical Records Advisory Board (THRAB)

State Grants

 Direct Grants to Local Government Archives

http://tennessee.gov/tsla/aps/grants/index.htm

Direct Grants to Local Government Archives

- Awards are for amounts up to \$5000—a match is <u>not</u> required
- Funded by a \$45,500 appropriation from the Secretary of State
- Administered by the Archives Development Program of the Tennessee State Library and Archives

Direct Grants to Local Government Archives—Eligibility

- Municipal and county archives or other repositories that serve as custodians for local government records
- County archives must have an active public records commission
- Counties and municipalities must show a clear existing budget commitment to establish or sustain an archives

Active PRC means that it meets at least two times per year

Direct Grants to Local Government Archives—Eligibility

 Institutions that show they have archivists, records managers, or volunteers who have received training from TSLA, MTAS, CTAS, the Society of Tennessee Archivists, or an archival education program have a significant advantage in obtaining grant funds

TSLA is happy to provide on-site training in basic archival principles of processing and preservation to those who are interested. This service is free.

Direct Grants to Local Government Archives—Eligible Projects

 Procurement of archival supplies, equipment, or furnishings that directly help to salvage, restore, and preserve endangered permanent records

Shelving, acid free boxes, folders, document cleaning supplies, etc. are all eligible items

Direct Grants to Local Government Archives—Ineligible Projects

- Purchasing microfilm, documents, or other acquisitions for historical collections
- Major capital improvements
- Staff salaries
- Electronic imaging equipment

We will, on a case by case basis, allow funding for computer hardware and software if it relates directly to the inventory and indexing of permanent records.

Direct Grants to Local Government Archives

Institutions most likely to receive grants are those that:

- Keep public records as defined in Tennessee Code Annotated 10-7-403
- Are open to the public and provide convenient public service
- Demonstrate a commitment to develop archives according to TN law and archival standards

These are primarily intended to serve as start-up funds for small institutions. First time applicants receive top priority.

For more information on the standards, please visit our web site and look at the TAMAs (http://tennessee.gov/tsla/aps/tama/index.htm)

Direct Grants to Local Government Archives—Application Cycle

- July 1 Guidelines and Applications are released
- October 31 Deadline for applications
- December 1 Recommendations for funding sent to Secretary of State for Approval
- January 15 Contracts are mailed to grant recipients for signature
- Mid-February Grant funds are dispersed

Direct Grants to Local Government Archives—For More Information

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Federal Grants

- National Historical Publications and Records Commission (NHPRC)
 www.archives.gov/nhprc/
- National Endowment for the Humanities (NEH)
 www.neh.gov/grants/



- The grant making affiliate of the National Archives and Records Administration (NARA)
- NHPRC grants help locate, preserve, and provide public access to documents, photographs, maps, and other historical materials



- Awards normally are for one or two years and for up to \$150,000.
- Support begins no earlier than July 1, 2010.
- A cost-sharing percentage of <u>no less than</u>
 50% is required.

Cost sharing is the financial contribution the applicant pledges to the cost of a project. Cost sharing can include both direct and indirect expenses, in-kind contributions, non-Federal third-party contributions, and any income earned directly by the project.

The THRAB brochure

(http://tennessee.gov/tsla/aps/thrab/THRAB%20brochure.pdf) gives a list of recent NHPRC grants from TN—also see the NHPRC web site for sample projects.



- All U.S. nonprofit organizations or institutions
- State or local government agencies

Nonprofits include colleges and universities and other academic institutions.

NHPRC Archives – Basic Projects Grants—Eligible Projects

 Activities included under Basic Projects may be any one or combination of the following: Basic Processing, Preservation Planning, Collections Development, and Establishing Archives.

The Commission is particularly concerned that some historical collections in archives and repositories are difficult for most researchers to find because they are not processed or represented in national catalogs. It hopes to encourage repositories to reveal these "hidden collections" by concentrating on materials in their backlogs. In addition, the NHPRC wishes to continue support for planning for archives, collection development, and appropriate preservation.



August 3 – Submit draft to the NHPRC (optional).

September 1 – Deadline for draft to THRAB.

October 6 – Deadline for applications—final proposal due to NHPRC

May 2010 – Commission meets.

July 1, 2010 – Earliest possible starting date for project.

NHPRC does not require that you send a draft of your proposal, however, it is obviously a good idea if you can.

NHPRC DOLUMENTING DEMOCRACY Month Hilling of Partners and Brand Constant Archives - Basic Project Grants

For a complete listing of what is and is not eligible for funding, go to:

www.archives.gov/nhprc/announcement/basic.html



- Awards normally are for one to three years and range between \$40,000 and \$200,000.
- Support begins no earlier than July 1, 2010.
- A cost-sharing percentage of <u>no less than</u>
 50% is required.

Nonprofits include colleges and universities and other academic institutions



- For the detailed processing and preservation of collections of national significance.
- The collections also should have high research demand or substantial preservation challenges.
- Applicants must have virtually all of their collections processed sufficiently so that researchers can find them, and they must have procedures in place to prevent the creation of new backlogs.

If archives have not achieved these goals, they should review the <u>Archives -</u> Basic Projects.



Archives – Detailed Processing Projects Grants

- proposals should describe how the repository will process and create detailed descriptions at the series or file level
- Projects should revise corresponding collection-level records and submit them to national library catalogs.
- Applicants may propose limited digitization of series or items that have the most potential to benefit a broad public, or that provide illustrations of the type of records and documents found in the series and collection.
- For collections of fragile textual materials, applicants may apply for grants in support of preservation microfilming or other media.
- For collections of unstable audio, film, or video materials, applicants may propose preservation reformatting or migration.
- Applicants should also outline their publicity and outreach plans for promoting use of collections.



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NHPRC OCCUMENTING DEMOCRACY Harmed Reliance and Robust Constants Archives - Detailed Project Grants

For a complete listing of what is and is not eligible for funding, go to:

http://www.archives.gov/nhprc/announcement/detailed.html



- A grant normally is for 1 to 3 years and up to \$150,000. The Commission expects to make up to 5 grants in this category, for a total of up to \$400,000.
- Draft Deadline (optional): April 1, 2009
- THRAB Deadline: March 1, 2009
- Final Deadline: June 5, 2009
- NHPRC support begins no earlier than January 1, 2010.

The deadline for this opportunity has passed. New guidelines will be available in December 2009. These guidelines may be used for reference, but should NOT be used to prepare an application.



NHPRC Digitizing Historical Records

- For proposals that use cost-effective methods to digitize nationally significant historical record collections and make the digital versions freely available online.
- · Projects must make use of existing holdings of historical repositories and consist of entire collections or series.
- The materials should already be available to the public at the archives and described so that projects can re-use existing information to serve as metadata for the digitized collection.



NHPRC Digitizing Historical Records

- The applications must demonstrate:
- 1. The national significance of the collections or records series to be digitized;
- 2. An effective work flow that repurposes existing descriptive material, rather than creating new metadata about the records:
- 3. Reasonable costs and standards for the project as well as sustainable preservation plans for the resulting digital records:
- 4. Well-designed plans that evaluate the use of the digitized materials and the effectiveness of the methods employed in digitizing and displaying the materials.

NHPRC Digitizing Historical Records

 Projects <u>may not</u> use grant funds to create descriptive metadata or edited transcriptions of the digitized materials.

NHPRC Staff

http://www.archives.gov/nhprc/contact.html

- advise the applicant about the review process;
- answer questions about what activities are eligible for support;
- supply samples of successful applications; and
- read and comment on a preliminary draft.

Applicants should submit a draft at least 2 months before the deadline.

The Application Process

- Data Universal Number System (DUNS)
- Grants.gov
- THRAB Review

The only way to apply for a NHPRC grant is through grants.gov

What is a DUNS Number?

- A unique nine-digit identification number required by the Federal government of all grant applicants
- You should obtain a DUNS number as soon as you consider applying for a federal grant
- There is no charge to obtain the number

If your organization/county/municipality has ever applied for a federal grant in the past, you may already have a DUNS—check with the fiscal department or grant office to see if you already have a number. If in doubt, contact the DUNS agency itself. They will check for you. It can take up to two weeks to complete this process, so it's a good idea to get started as soon as possible.

The NHPRC web site gives a list of info needed to obtain the DUNS #--you should fill out this template before you make the phone call.

How do I get a DUNS number?

1-866-705-5711

8:00am to 6:00pm (local time of the caller)
Monday through Friday



The process takes between 5-10 minutes. You're number will be assigned by the end of the call.



It's the government-wide grants portal. Requires registration and a DUNS number. It is recommended that you register with grants.gov at least one month in advance of the grant deadline. You will need administrator rights on your computer to download the Pure Edge software.

NEH offers a tutorial for grants.gov on their web site

Grants.gov Allows You to:

- Find
- Apply for
- Manage

Federal grants

All federal agencies use grants.gov

Grants.gov

- Allows you to search for grants by agency name or by project type
- Will send automatic updates and notices directly to you via email
- Allows you to download and submit application packages directly from the site
- Allows you to track the status of your application

User Support for Grants.gov

- Online user support
 - online tutorial, training demonstration, context-sensitive help, FAQs, user guide
 - available at: http://www.grants.gov/CustomerSupport
- Personalized support
 - e-mail: support@grants.gov
 - toll-free phone number: 1-800-518-4726

THRAB Review

- THRAB provides invaluable consultation services on the application process
- THRAB's services are FREE
- NHPRC places a high value on the board review process

If THRAB doesn't give the proposal a high rating, NHPRC is less likely to fund the project. It is in the best interest of the institution to contact the State Coordinator early in the process—THRAB will help formulate the grant objectives and make sure the project fits within the accepted guidelines of the NHPRC.

THRAB Review

State boards review all grant proposals except:

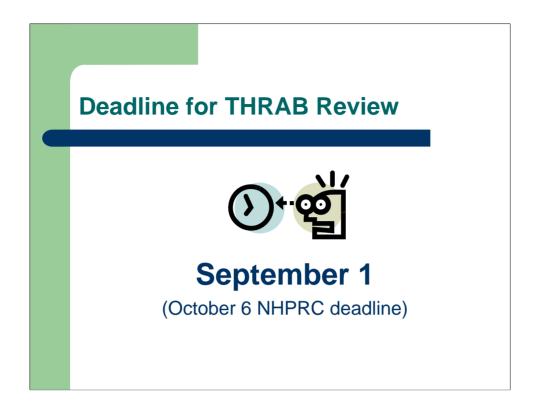
- documentary editing or publication subvention projects or programs
- Native American projects or programs
- projects whose work largely takes place within more than one state, including regional and national collaborative efforts

While the board recommendation is not the only evaluation considered by the Commission, it carries great weight.

THRAB Review

Wayne.Moore@tn.gov

- Prospective applicants are encouraged to consult the State Coordinator during the draft stage
- Applicants should submit proposals to the State Coordinator who will schedule a THRAB review



This allows time to assemble the board, review the draft, offer suggestions and reconvene (if necessary) before the September 1 deadline.

National Endowment for the Humanities (NEH)

NEH is an independent grant-making agency of the United States government dedicated to supporting research, education, preservation, and public programs in the humanities.

NEH has a much larger pool of money, but the grants are extremely competitive.

National Endowment for the Humanities (NEH)

 Preservation Assistance Grants for Smaller Institutions

http://www.neh.gov/grants/guidelines/pag.html

 Humanities Collections and Reference Resources

http://www.neh.gov/grants/guidelines/HCRR.ht ml

www.neh.gov/grants/guidelines/pag.html

- Up to \$6000
- Does NOT require matching funds or costsharing
- Grants are awarded for an eighteen month period

NEH strongly encourages 1st time grant applicants to apply for these grants

Who's Eligible?

- small and mid-sized institutions, such as libraries, museums, historical societies, archival repositories, town and county records offices, and colleges
- NEH will give priority to smaller institutions and to institutions that have not previously received an NEH grant.

Any U.S. nonprofit organization with 501(c)3 tax exempt status is eligible, as are state and local governmental agencies and tribal governments. Grants are not awarded to individuals.

Applicants must also:

- care for and have custody of humanities collections
- have at least one staff member or the full-time equivalent, whether paid or unpaid
- be open to the public and be able to provide services or programs at least 120 days per year

Applicants must emphasize and argue for the humanities (e.g. history, literary, artistic) significance of their collection(s).

Eligible Projects:

- General preservation assessments
- Consultations with professionals to address a specific preservation issue, need, or problem
- Purchase of storage furniture and preservation supplies
- Purchase of environmental monitoring equipment for humanities collections
- Education and Training
- Applicants may engage a conservator, preservation librarian, archivist, or other appropriate consultant to conduct a general preservation assessment, and to help draft a long-range plan for the care of humanities collections.
- 2. Applicants may hire a consultant to help address challenges facing the care of humanities collections. For example, consultants can provide advice about:

developing disaster preparedness and response plans;

establishing environmental monitoring programs, instituting integrated pest management programs, and developing plans for improving environmental conditions or security or fire protection for collections;

studying light levels in exhibition and storage spaces and recommending appropriate methods for controlling light and reducing damage to collections;

developing plans for arranging, describing, and addressing the preservation needs of archival and manuscript holdings;

developing detailed plans for improving storage or rehousing a collection; and assessing the conservation treatment needs of selected items in a collection

- 3. Applicants who have completed a preservation assessment or consulted with an appropriate professional may request funds to purchase permanent and durable furniture and supplies (e.g., cabinets and shelving units, storage containers, boxes, folders, and sleeves). If an institution's staff and volunteers have limited experience in rehousing collections, the institution should enlist the help of a consultant to provide guidance and training at the beginning of the project.
- 4. Applicants may request support to send staff members who work with humanities collections to workshops and training courses that focus on the care of collections and to workshops on disaster preparedness and response.
- 5. Applicants may purchase environmental monitoring equipment (e.g., dataloggers, hygrothermographs, and light meters).
- Applicants may also hire a consultant to conduct onsite training for staff and volunteers. Onsite workshops can be tailored to meet specific needs of the institution. Staff and volunteers from neighboring organizations may also be invited to participate in onsite workshops.

Applicants may combine two or more elements of the project types listed above in a single application

Ineligible Projects:

- projects that preserve, organize, or describe materials that are the responsibility of an agency of the federal government
- projects that preserve, organize, or describe materials that are not regularly accessible for research, education, or public programming
- salaries and fringe benefits for the staff of an institution
- computers

What they will not fund is a much larger list...

Ineligible Projects:

- projects that seek to catalog, index, or arrange and describe collections
- projects that focus on preserving or restoring buildings or other structures
- capital improvements to buildings and building systems, including the purchase of equipment such as air conditioners, dehumidifiers, and security and fire protection systems

Ineligible Projects:

- reformatting of collections or the purchase of equipment for reformatting
- conservation or restoration treatments or the purchase of conservation or restoration treatment supplies and equipment

Reformatting= e.g., digitizing, photocopying, microfilming, or copying to another medium

Equipment for reformatting= e.g., computers, scanners, digital cameras, cassette decks, and CD-ROM drives

conservation or restoration treatments= including deacidification and encapsulation

conservation or restoration treatment supplies and equipment= e.g., mending tape, erasers, and cleaning supplies

Ineligible Projects:

- library binding
- graduate-level conservation training, or training related to advanced conservation treatment
- attendance at regular meetings of museum, library, archives, or preservation organizations

Ultimately, these grants are best suited for assessments. NEH also considers these to be good "starter grants"—organizations are encouraged to use these grants to fund an assessment and then take those results and apply for one of the more substantial NEH grants.

NEH is less likely to give a PAG to an institution that has not had an assessment (particularly if that institution does not have a professional archivist and/or conservator on staff.

Application cycle (2010):

- Mid-May 2010* Application Deadline
- January 2011 Projects begin

* the grant announcement will post on the NEH web site in February 2010

Essentially, these are designed for assessments and consultations of your collections by professional archivists and conservators.

PAGs are a necessary prelude to applying for larger NEH Preservation Grants. Solinet (Southeastern Library Network offers consultation services and also supplies a list of consultants for the PAG Grants—www.solinet.net/preservation

Grants support projects that preserve and create intellectual access to such collections as books, journals, manuscript and archival materials, maps, still and moving images, sound recordings, art, and objects of material culture.

Projects must be of broad national historical interest.

- Awards range to a maximum of \$350,000 for up to a three-year period.
- Awards come in outright funds, federal matching funds, or a combination of the two, depending on the applicant's preference and the availability of NEH funds.
- Cost sharing is not required.*
- Any U.S. nonprofit organization or institution is eligible.
- State and local government agencies are also eligible.

NEH, however, is rarely able to support the full costs of projects approved for funding. In most cases, NEH Humanities Collections and Resources grants cover no more than 50 to 67% of project costs. A 50% level is most likely to pertain in the case of projects that deal exclusively with the applicant's own holdings.

Eligible activities include:

- arranging and describing archival and manuscript collections;
- cataloging collections of printed works, photographs, recorded sound, moving images, art, and material culture;
- implementing preservation measures, such as basic rehousing, reformatting, deacidification, or conservation treatment;
- digitizing collections, or preserving and improving access to born-digital resources;
- developing databases, virtual collections, or other electronic resources to codify information on a subject field or to provide integrated access to selected humanities materials:
- creating encyclopedias;
- preparing linguistic tools, such as historical and etymological dictionaries, corpora, and reference grammars (separate funding is available for endangered language projects in partnership with the National Science Foundation);
- developing tools for spatial analysis and representation of humanities data, such as atlases and geographical information systems (GIS); and
- designing digital tools to facilitate use of humanities resources.

Humanities collections include printed works, photographs, recorded sound, moving image, etc.

Digitization projects are the most competitive.

Ineligible projects:

- · acquisition of collections;
- restoration of historic structures, the preservation of the built environment, or the stabilization of archaeological sites;
- preservation, organization, or description of materials that are not regularly accessible for research, education, or public programming;
- retrospective conversion of a library's general card catalog or the basic inventory of a museum's collections:
- digitization of United States newspapers (applicants interested in such projects should consult the <u>National Digital Newspaper Program</u>);
- · creation of oral histories that do not enhance existing collections;
- item-level conservation treatment, except as part of a larger project to preserve and provide access to materials;
- purchase or improvement of environmental control systems, fire suppression equipment, security systems, or large-scale storage furniture;
- · creation of tools and reference works designed exclusively for classroom instruction;
- · support of GIS projects for civic planning or resource management.

These grants are not for supplies to rehouse or restore. Instead, they are more similar to the NHPRC grants—focus should be on improving access. The difference between these and the NHPRC grants—NEH require more of a humanities focus and have less cost-sharing.

These grants are perfect for collaborative efforts.

Application cycle (2009):

- July 15 Application Deadline
- May 2010 Projects begin

Application Process for NEH Grants

Prospective applicants are encouraged to contact a program officer in the Division of Preservation and Access, who may:

- advise applicants about eligibility and the review process;
- supply samples of successful applications; and
- read a preliminary draft.

Up to six weeks before the deadline, applicants may submit a draft of their proposal's narrative and budget sections. NEH staff will comment about the substance and format of these sections, although these comments are not part of the review process. After NEH receives a formal application, staff will not comment on its status except with respect to completeness or eligibility.

Application Process for NEH Grants

• Grants.gov

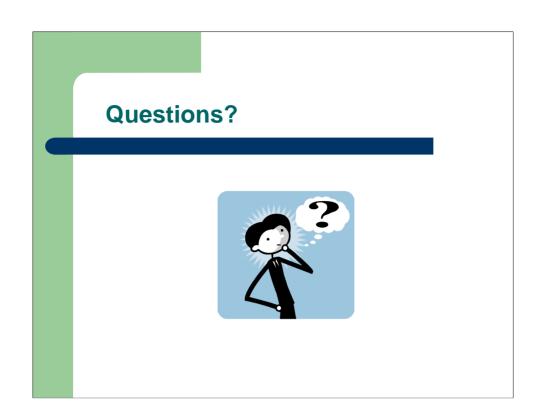
http://www.neh.gov/grants/grantsgov/grantsgov checklist.html

Beginning in 2006, all institutions applying for an NEH grant must apply via Grants.gov, the government-wide grants portal.

NEH will not accept paper applications—you must submit your applications electronically via the grants.gov portal.

Application Process for NEH Grants

- NEH does not require a formal review from THRAB
- THRAB will gladly review proposals and offer suggestions for improvement



Contacts



- Dr. Wayne Moore, State Historical Records Coordinator Wayne.moore@tn.gov
- Jami Awalt, Deputy State Historical Records Coordinator Jami.awalt@tn.gov
- THRAB Board http://tennessee.gov/tsla/aps/thrab/thrabmembers.htm