Ohio Historical Records Advisory Board
Historical Records Grant Guidelines
June 2016

Table of Contents

Ohio Historical Records Advisory Board
c/o Ohio History Connection State Archives
800 E. 17th Avenue
Columbus, Ohio 43211
(614) 297-2536

Overview

The Ohio Historical Records Advisory Board (OHRAB) seeks to enrich the culture and protect the rights of Ohioans by fostering activities that identify, preserve and provide access to the State's documentary heritage. It accomplishes these goals by advocating for issues that enhance the collection, preservation and public use of historical records, encouraging organizations to seek funding for appropriate projects, and providing guidance to those organizations. To further its mission OHRAB has created a grant program to help Ohio historical records repositories 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), OHRAB is offering grants to Ohio historical records repositories to develop and/or implement projects to identify, preserve, and provide access to historical records in Ohio.

Grant Amounts and Requirements

- Minimum grant request: $500
- Maximum grant request: $4,500
- All grants require a *minimum* one-to-one in-kind and/or cash match

Required Matching Funds

Recipients of grant awards must provide a *minimum* one-to-one ($1 for $1) match of grant funds requested. The match may be met through cash and or in-kind contributions. Greater than one-to-one matches are encouraged, but not required.

- Cash match is defined as money the organization spends specifically for the project that will not be reimbursed by grant funds. *Cash match may include staff time*.

- In-kind match is the value of time or services contributed. Indirect expenses (such as rent, telephones, or other normal operating expenses) may not be included as match.

Eligibility and Funding Priorities

- Eligible institutions may be public or private. Although any size institution may apply, preference will be given to institutions with permanently valuable archival materials of 500 cu. ft. or less.

- The archival collections of the applying institution must be available, without charge, to the public on a regularly scheduled basis.

Eligible Projects
Projects may involve identifying, organizing and improving access to historical records through processing and cataloging. *Please note: all projects should include producing some type of online content, such as a finding aid or digital images.*

Eligible Expenses

- Supplies: Supplies such as acid-free boxes and folders, photo sleeves, etc.

- Contracted services: Micrographics, photo reproduction or similar professional services.

- Equipment: Costs to purchase technical equipment (microfilming equipment, computers, electronic peripherals, etc.) or shelving essential for the project are eligible costs.

Ineligible Institutions and Expenses

- In accordance with the policy of the National Historical Publications and records Commission (NHPRC), institutions that charge a fee to researchers for access to collections (including collections not directly funded by this grant) are ineligible for grant funding. This does not preclude charging fees for additional services, such as making copies of documents, specialized research assistance, or entry fees to a related museum (provided such fees are not required for access to the archives or research collections).

- Additionally, NHPRC policy prohibits grant funding to Federally authorized institutions that are eligible to receive Federal appropriations.

- Existing staff salaries and operating costs, including 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. Documented volunteer hours may be used toward cash match at $21.40/hour (http://independentsector.org/volunteer_time).*

- 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.

- Museum materials: Costs for preservation or display of artifacts. Use the following distinction to determine whether your proposal concerns records or artifacts. The purpose of a record—to convey information—never changes whether the record is one minute or hundreds of years old. The purpose of an artifact is to convey some aspect

about a previous era in and of itself; its original purpose was generally something quite different. Grant funds may not be used to handle records being treated as artifacts (e.g. for display).

- Training: Expenses for training or for staff travel to professional meetings, seminars, and workshops that are not essential to achieve project goals.

- Services: Costs for maintenance agreements for equipment purchased as part of the grant project. *Such expenses may be shown as cash match* for the duration of the project.

- Subscriptions or services provided by the Ohio History Connection: Because of its ongoing relationship with the Ohio History Connection, OHRAB has chosen not to offer grant support for such services in order to avoid the appearance of a conflict of interest.

- Institutions employing members of OHRAB: In order to avoid potential conflict of interest, institutions employing members of the Ohio Historical Records Advisory Board, as paid staff or as a board member, are ineligible for grants through this program.

Interns

Interns may be hired for a project either under the grant funding or as part of the matching funds provided by the institution. However, applicants seeking to use students as interns should include in their proposals how the project will provide an educational benefit to the student. Applicants should also include with their proposals either the resume of the intended intern or a job description for the intern to be hired.

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.

Review and Selection Process

Completed applications will be reviewed by an OHRAB committee and award decisions submitted to the board for approval. OHRAB will review and evaluate all applications and supporting documentation. Grants will be selected on a competitive basis by OHRAB. Grant proposals may be fully funded, partially funded, or rejected by the board. In determining whether an applicant shall receive a grant, some of the criteria that ORHAB will consider are the following:

- Does the project identify, preserve and/or make accessible records significant to Ohio's history?

- Does the project utilize sound archival practices?

- 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 OHRAB decision-making?

- Is the financial information submitted realistic and accurate?

- In general, is the application meeting the mission, goals, and objectives of the Ohio Historical Records Advisory Board? (See page 2.)

Grant Period (timeline, deadlines)

June 30, 2016	Grant proposals due
July 11, 2016	Awards announced
Oct 24, 2016	Interim reports due to OHRAB
Dec 31, 2016	Projects end
Jan 27, 2017	Final reports and financial statements due

Start and end dates for 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.

Reports

A brief narrative progress report is due on October 24, 2016. Please send the report to:

OHRAB Grant Program,
c/o the Ohio History Connection State Archives,
800 E. 17th Ave., Columbus, OH 43211

Or the report can be submitted by email to: fprevits@ohiohistory.org

The interim report should include a summary of the project (similar to the Summary Page of the application) and the progress that has been made so far. The following information is helpful to include:

- Estimated percentage of project completed and number of images scanned or collections or cubic feet processed, etc.
- Summary of expenses (have all of the supplies been ordered and arrived, has the software been ordered, etc.).

- Amount of staff and volunteer time spent on the project (include both grant funded time and matching time)
- Is the project on track to be completed by December 31st? If not, what were the delays and what is the estimated end date?
- Has there been any publicity on the project so far? If so please include examples. Also, has there been any increased interest in the collections from researchers?

Within thirty days after the end of the grant period, a more detailed final report is required. The final report should be sent to:

OHRAB Grant Program,
c/o the Ohio History Connection State Archives,
800 E. 17th Ave., Columbus, OH 43211

Or the report can be submitted by email to: fprevits@ohiohistory.org

All final reports to OHRAB 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

- Titles, series titles, dates and cubic footage/images scanned, of records addressed by your project.

- Copies of catalog entries and other finding aids (these might include screen shots, links, and before and after photos), if applicable.

- Narrative of self-assessment about how the project met the objectives submitted in your application.

- Quotes from local press coverage (if any) and also copies of any articles cited.

- Itemized list of expenditures. Include copies of invoices, checks and/or receipts.

Project Cost Match

Provide details about in-kind cost match, including the cumulative total, and the amount of cash match on the project. Cost matches greater than one-to-one are encouraged, but not required.

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 Ohio Historical Records Advisory Board, through funding from the National Historical Publications and Records Commission (NHPRC), National Archives and Records Administration."

GRANT APPLICATION INSTRUCTIONS

1. Complete Summary Page (page 10, below)

The purpose of this page is to provide a summary of the grant proposal for OHRAB review.

- **Organization.** List the name of your organization and mailing address

- **Federal Employee Identification Number.** If your agency or entity has a Federal Employee Identification Number (FEIN), or a tax-free number, list it here.

- **Data Universal Numbering System Number.** This DUNS number is required. More information, including how to apply for a DUNS number, is available at http://fedgov.dnb.com/webform.

- **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. OHRAB requires all grant recipients to provide a minimum one-to-one ($1 for $1) match of the grant funds requested. Local match may be either cash or in-kind contributions (Such as the value of staff time, volunteer time, supplies, and services supplied by recipient).

- **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 OHRAB. 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 OHRAB's primary contact for the project.

- **Authorizing Official.** This is the person authorized to sign a contract on behalf of your repository, for example the Director, Board President, Treasurer, etc (In some cases this may be the same person as the Project Director). *This person must sign the application.* If you have the capability, you may sign the summary page electronically. You also have the option of printing the summary page and adding your handwritten signature.

- **Title of Project.** The title should be a brief description of what the project proposes to accomplish (e.g., "Reorganization of Courthouse Records Storage Areas," "Preservation of Municipal Records," "Description of Land Records in Anywhere Historical Society," or "Placing a Surname Index to Early Marriage Records on the Historical Society/Archives Website).

- **Starting Date/Ending Date.** List the dates the project will begin and end its work.

- **Summary Statement.** This should be only a brief summary, limited to two or three sentences. The grant application narrative permits applicants to use up to five (5) double-spaced pages for describing the project in detail.

2. Complete Budget Form

Complete Regrant_Budget_Form_fillable_worksheet.xls (either electronically or manually on a printed copy), providing details of how you arrived at the amounts requested. Cost figures should be given in whole dollar amounts (i.e. $550).

- **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 cost:

  - ➢ A salaried employee devotes 10% of her time to a four-month project. Calculate grant-related cost by multiplying 4 months x 1 month's salary x 10%. The resulting figure is listed under "cash match" as part of the agency's cost share.

  - ➢ A person is hired full time to work on the project, and paid with grant funds. Calculate this cost as 4 months x 1 month's salary x 100%. The total is listed in the "grant funds" column.

- **Supplies.** Supplies such as acid-free boxes and folders, photo sleeves, etc. Estimated costs should be itemized and listed under "grant funds" or "cash match" as appropriate. For all grant-funded equipment and supplies, product specifications and vendor price quotations must accompany the application.

- **Equipment.** Includes technical equipment like microfilming equipment, computers, electronic peripherals, etc., or shelving essential for the project. Estimated costs should be itemized and listed under "grant funds" or "cash match" as appropriate. For all grant-funded equipment, and supplies, product specifications and vendor price quotations must accompany the application.

- **Contracted Services.** Encompasses outsourced services such as micrographics, photo reproduction or similar professional services. Estimated costs should be itemized and listed under "grant funds" or "cash match" as appropriate.

- **Other Eligible Expenses.** Could include expenses like web site development. Estimated costs should be itemized and listed under "grant funds" or "cash match" as appropriate.

- **Total Project Costs.** Here, enter the subtotals for the various project categories listed, using the "grant funds" or "cash match" 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.

- **Acceptance of Partial Funding statement.** A question at the bottom of the budget form asks if you will accept partial funding and still complete some portion of the project as outlined in the application or seek supplemental funding elsewhere. State *Yes* or *No*.

3. Complete 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: Provide a brief description of your organization and its facility. Include the size and composition of your staff (number of staff, full-time, part-time, volunteer, paid); hours of operation; your annual budget; and funding sources. Include any additional information that you feel would be helpful to OHRAB's review of your request.

Provide an overall description of your general holdings; for example: subject, types/formats of records, date span, and total cubic footage. Then include a description of the physical condition of the historical records that the grant project will address and state whether or not the historical records are currently available to the public. If your records are not currently available to the public, please explain. Collections/records/archival materials from funded projects must be made available to the public on a regularly scheduled basis.

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? What user groups will utilize these materials? 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? Identify project staff (both grant-funded and cash-match) and provide a summary of their qualifications

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?

4. Send the Application

Entries must be received by June 30, 2016. Send completed summary sheet, budget, and narrative in hard copy to: **OHRAB Grant Program, c/o the Ohio History Connection State Archives, 800 E. 17th Ave., Columbus, OH 43211**; or via electronic submission (in Word/Excel or pdf) to fprevits@ohiohistory.org. If you have signed the summary sheet manually you can mail it to the Ohio History Connection or scan the signed page and attach it to your email submission.

Ohio Historical Records Advisory Board 2016 Grant
Summary Page

Organization   **Funding required for project**

Name   _____   Grant $ _____

Address _____   Matching $ _____

City/Zip _____   Total $ _____

FEIN #   _____

DUNS # _____

Project Director   **Authorizing Official**

Name/Title _____   Name/Title _____

Address _____   Address _____

City/Zip _____   City/Zip _____

Phone   (   ) _____ Fax   (   ) _____   Phone   (   ) _____ Fax   (   ) _____

E-mail _____   E-mail _____

Authorizing Official Signature

Sign here! ⟶   _____

Project description

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.*

CHECKLIST

This checklist is designed to assist you in the preparation of your application. Do not submit with your final application

Did you…

1. Read Grant Guidelines (pp. 1-7)? _____

2. Read Grant Application Instructions (pp. 8-11)? _____

3. Complete Grant Summary Page (p. 12)? _____

4. Sign the form (p. 12)? _____

5. Complete Budget Form? _____

6. Attach Grant Application Narrative? _____

Questions?   Contact: Ron Davidson
                     Special Collections Librarian
                     Sandusky Library
                     114 W. Adams Street
                     Sandusky, OH 44870
                     419-625-3834
                     rdavidson@sanduskylib.org