

# WYOMING STATE HISTORICAL RECORDS ADVISORY BOARD GRANT PROGRAM GRANT GUIDELINES

## Current grant cycle

August 1, 2020 – July 31, 2021

## Application deadline

Grant Applications and supporting documentation must be received by the due date for the cycle in which the grants will be awarded: the deadline is July 1, 2021.

Additional information is available on the State Historical Records Advisory Board (SHRAB) [web page](#) and on the SHRAB [wiki](#).

## Purpose

The Wyoming State Historical Records Advisory Board (SHRAB) provides grants to support projects that both enable and promote the identification, preservation and dissemination of Wyoming's historical records. These grants are made possible by funds received from the National Historical Publications and Records Commission that SHRAB is then able to re-grant to governments, repositories and organizations around the state.

**The SHRAB will assign priority to those applications that show commitment to developing and/or implementing projects that will lead to enhanced online access to historical records. Examples of enhanced online access include creating online finding aids, digitizing records and placing the digital content online, or placing information about the records on a blog, wiki page or Facebook. Online placement includes inclusion in the [Digital Public Library of America](#). If interested in this option, please contact the State Archivist for further information.**

## SHRAB review criteria

SHRAB will review and evaluate all applications and supporting documentation received by the deadline, as described in the application form and these guidelines. The Board may award all or none of the funds requested. In determining whether an applicant shall receive a grant, some of the criteria that the SHRAB subcommittee will consider include:

- Will the project identify, preserve and/or make accessible significant Wyoming historical records?
- Will the project result in enhanced online access to historical records?
- Will the project increase the archival knowledge and/or skills of archivists and other historical record custodians?
- Does the applicant indicate how the project will be shared with the Wyoming historic records community?
- Has the applicant secured the permission or copyrights necessary to share the project's finished product?
- Will the project institute and/or encourage sound archival practices?
- Are the proposed activities and expenditures appropriate and cost effective?
- Does the submitted proposal adhere to regrant project application requirements and does it contain sufficient information for SHRAB decision-making?
- Has the applicant submitted accurate financial information and do the financial projections seem realistic enough to allow for successful completion of the project?
- Does the project support the mission, goals, and objectives of the Wyoming State Historical Records Advisory Board?

## Grant amounts and matching funds

Grants are available for up to \$2,500.00. Applications for amounts less than \$2,500.00 may be submitted as well. Applicants will be asked to estimate the amount of matching funds, either cash or in-kind, they expect to contribute to the

project. Awardees will be required to match 33% of the grant amount.

## **Project support**

A letter from the organization's director supporting the application is required, in order to document the organization's knowledge of the request and its support.

## **Acknowledging SHRAB and NHPRC**

Any published materials, radio and TV announcements or web pages created by the awardee in conjunction with this grant award must include the following credit: "**Supported in part by an award from the Wyoming State Historical Records Advisory Board, through funding from the National Historical Publications and Records Commission (NHPRC), National Archives and Records Administration.**" SHRAB also strongly encourages use of the NHPRC logo on any printed matter. The logo is available on the [NHPRC website](#).

## **Restrictions**

Grant funds cannot be used to support debt retirement, political activities, tickets to benefits, telephone solicitations, products to be sold by the institution or other organizations, nor to fund retroactive projects. Only one application per institution or individual per year will be accepted for the on-site assistance program.

Grant funds may not be used for projects involving the processing or digitization of newspapers, exhibiting or conserving museum or archaeological artifacts, or works of art, oral history projects unrelated to Native Americans, or projects in which the documents concerned are privately owned.

## **Copyright**

Applicants should address copyright in their application by explaining what rights they have to make the collection(s) available to the public on-site and online. Information on copyright is available on the SHRAB [web page](#).

## **Reporting**

Individuals or organizations receiving grants must submit the following four (4) items in electronic format upon completion of their project:

1. A copy of any final finding aids, manuals, guides, forms or other materials resulting from the project.
2. A final narrative report of no more than three pages on the results and benefits of the project; when applicable, the final narrative report must include:
  - a. the types of records and volume processed, preserved, and made accessible for public use and
  - b. the number of digital facsimiles made available for public use: how many images or pages
  - c. for audio files the number of minutes of material digitized
3. A one-page final financial statement on the project budget explaining how the grant recipient spent the grant money. The report shall include any matching cash or in-kind contributions to the project or activity with a wet signature, or digital signature (not typed) attesting the information is true and accurate.
4. An invoice addressed to SHRAB for the total amount of money expended to be paid up to, but not exceeding, the approved grant amount.

Reports about projects may be posted on the SHRAB website or wiki. If the grantee desires the grant report not be made public, he or she must submit such a request in writing to the SHRAB Coordinator or his representative with the final report to explain the reason for the request. Requests will be reviewed and a decision will be rendered by the board or its representative.

## **In-kind matching and cash matching**

Grant recipients are required to match 33% of the grant amount through either in-kind or cash contributions.

1. **In-kind match**: The contribution of resources without the expenditure of additional funds. In-kind match may include the value of volunteers' time that is donated, or the value of the time that staff will spend specifically on

the grant project or activity. Other examples of in-kind matching include the value of radio ads or donated supplies and equipment.

2. **Cash match:** The amount of money the grantee spends on the project that will not be reimbursed by grant funds. For example, hiring a project archivist and paying all or part of the salary from organizational funds, purchasing equipment or supplies, etc.

A description of the in-kind and cash matches and their value (dollar amount) shall be included with the final grant report (see the "Reporting" section above).

## **Eligible and ineligible grant expenses**

### **Eligible expenses:**

- **Training expenses:** Fees and travel expenses for in-person or online training related to preservation, arrangement and description, and access to historical records.
- **Consultant fees:** Individuals recruited to provide specialized services such as planning, training, program development, and facility assessments. Consultant's credentials or other evidence of expertise is required. If approved by SHRAB as part of the project, the grantee may use grant funds to pay a consultant, any fees in excess of the approved grant amount should be reported as cash match.
- **Supplies:** Materials such as acid-free boxes and folders or other justified archival supplies.
- **Contracted services:** Digitization, photo-reproduction, or similar professional services.
- **Travel expenses:** Only for travel that is essential to achieve project goals. Travel expenses using grant funds cannot be reimbursed at more than the current rate of the Wyoming Department of State Parks and Cultural Resources. Grant will reimburse recipient for (1) actual expenses documented with receipts for meals, airfare, and other defined expenses; and/or (2) gas documented with receipts or mileage at the rate defined by the Department of Cultural Resources and State Parks of the State of Wyoming. Consultant travel and other reimbursable expenses should be included with consultant fees.

### **Ineligible expenses:**

- **Personnel:** Costs for existing, full-time staff positions, or overtime hours. Budget proposals may show staff time under in-kind matching.
- **Capital improvements:** Costs for the construction or renovation of any building, the purchase of land, or the rental of space. Budget proposal may show building renovations 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.
- **Research:** Support for research expenses is not provided.
- **Equipment:** Costs for the purchase of equipment such as office furnishings and file cabinets. Budget proposals may show equipment purchase costs under cash match.
- **Services:** Costs for service contracts for equipment purchased as part of the grant project. Such expenses may be shown as cash match.

## **For more information**

For more information, please contact the Wyoming SHRAB Coordinator:

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