

South Dakota State Historical Records Advisory Board
Re-grant Program
2016 Application Guidelines

The South Dakota State Historical Records Advisory Board (SD SHRAB) advocates for the preservation of historical records, educates the public and records caretakers about the importance of the historical record, and leads the historical community in preserving, promoting, and providing access to the state's documentary heritage.

With grant funds from the National Historical Publications and Records Commission (NHPRC), National Archives and Records Administration, the SD SHRAB is able to offer a re-grant opportunity.

Overview of the Re-grant Program

The NHPRC has awarded the SD SHRAB \$4,000 in order to conduct the re-grant program. The purpose of the re-grant program is to address priorities identified in the SD SHRAB strategic plan. Increased access to archival collections; increased opportunities for education, training and development in archives and collection management; identification of important historical records that are at risk; and identifying opportunities for increased funding for South Dakota's historical records are the four issues identified in the plan.

With the grant money the SD SHRAB will be able to disseminate funds to local repositories, organizations, historical societies, and tribal and local governments in order to encourage and support identification and preservation of historical records and training for the staff that care for those records.

SD SHRAB Re-grant Program

Who is Eligible to Apply:

- Historical Repositories: Those non-profit organizations or other institutions that have an archives program and provide public access are eligible to apply. Examples of these types of repositories may include a historical society, museum, library, or church.
 - Local Governments (i.e. municipalities, counties)
 - Professional Organizations: A non-profit institution or organization that supports the archival community of South Dakota by providing education, training, or other services in order to preserve and protect the state's records.
 - Must be a South Dakota organization.
 - Applicant must be a South Dakota resident at least 18 years or older.
- A. Historical Repositories and professional organizations must make their records available to the public and have an acquisition/collection policy. If the organization does not have a policy, the development of a policy must be included as part of the work plan for the grant. For assistance with preparing an acquisition/collection policy please contact the SD SHRAB.
- B. Local government applicants will need to provide a copy of their disaster preparedness plan. If the applicant does not have a plan, the development of the plan must be included as part of the work plan for the grant. For assistance with preparing a disaster preparedness plan, please contact the SD SHRAB.

Who is Ineligible to Apply:

- For profit organizations
- State Government Agencies
- Organizations that do not provide public access to the historical records
- Members of the SD SHRAB and their organizations

Size of Grant Award

Amounts granted by the SD SHRAB will not exceed \$1,000.00 for any organization. Applications for a smaller amount may be submitted and will be considered. The board may award all or none of the funds requested, offer partial or conditional funding or encourage resubmission.

- ✓ Organizations and individuals must provide at least 50% cash match or in-kind match to the funds that may be awarded. This will demonstrate the ability to support more quality projects, and can be used by the SD SHRAB to seek additional grant funds in future applications to the NHPRC.
- ✓ A description of in-kind matches and their value must be listed on the final grant report. Proof of in-kind match such as copies of invoices for supplies and purchases and timesheets for volunteers and staff must be submitted to the board with the final grant report.
- ✓ 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.

In-kind match: is the contribution of resources without the expenditure of funds. In-kind may include the value of a volunteer's time during the grant cycle, the value of the time that staff will spend specifically on the grant project, and supplies donated.

Cash match: A cash match is funds that are spent specifically for the grant project by the organization but will not be reimbursed by the grant funds. Examples of cash match include the cost of purchasing equipment or supplies, or hiring an archivist and paying the salary. Description and value of the cash match must be listed in the final grant report and must be supported by documentation such as copies of receipts, invoices or contracts.

Grant Timeline

April 30, 2016: Grant applications are due

May 31, 2016: SD SHRAB informs the applicants of the funding decisions

Projects need to occur between June 1, 2016 and September 30, 2016

October 31, 2016: Final Grant report due

Funding Priorities

1. Preserving and providing access to South Dakota's historical records
2. Education and training of records custodians
3. Enhancement of archival programs

Eligible Projects:

- Arrangement and description of a collection
- Buying acid-free boxes, folders, etc.
- Microfilming records of enduring value that are endangered or inaccessible
- Conducting preservation planning
- Establishing an environmental monitoring program
- Receiving a consultant's advice on collection assessments, policies, etc.
- Development of a records management program, especially inventory and scheduling
- Providing workshops, training or instruction on archives practices

In addition to these basic priorities, the SD SHRAB will also consider funding projects that address other aspects of the strategic plan, such as cooperative projects and collaboration among institutions.

Examples of Eligible Expenses:

- Consultant fees: Hiring a consultant to provide planning, training, program development, or facility assessments. Grant funds can be used to pay a maximum of \$1,000 and the organization must cover any excess of this limit.
- Supplies: Includes acid-free boxes and folders or other justified archival supplies.
- Contract services: microfilming, photo-reproduction, or other professional services. The SD SHRAB reserves the right to approve all service providers and methods of work for the project.
- Equipment: Costs to purchase technical equipment (computer, electronic peripherals) or shelving essential to the project are eligible costs.
- Travel expenses: Only allowable for travel that is essential to achieve the project goals. Travel expenses that use grant funds cannot be reimbursed at more than the current state government rate. This information can be found on the legislative research council website
<http://legis.sd.gov/Rules/DisplayRule.aspx?Rule=05:01:02:14&Type=Rule&SearchString=travel+rates&Catalog=&SearchFilter=>

Ineligible Projects:

- Outreach and exhibits
- Ongoing operation costs
- Conservation treatments, (the preference is for preservation of the information rather than the more costly preservation of the record)

- Working with historical materials that are privately owned or deposited with the organization subject to withdrawal
- Establishing a new archival program
- Collections that are commercially produced

Ineligible Expenses:

- Personnel: Salaries for existing positions or overtime hours.
- Capital Improvements: Costs for construction or renovation, purchase of land, or the rental of space.
- Collection Development: Costs for purchasing materials to be added to the collections, such as books, maps, photographs, etc.
- Travel: Expenses for staff travel or training to meetings or workshops that are not essential to the goals of the project.
- Equipment: Costs for the purchase of office equipment and furnishings (desks, file cabinets, etc.).
- Services: Costs for service contracts for equipment that is purchased as part of the grant project.

Funding Criteria and Policies

The SD SHRAB will review all eligible applications that are received before the deadline. The board may award all or none of the funds requested, offer partial or conditional funding or encourage resubmission. Organizations that haven't received SHRAB re-grant funding will receive preference. The SD SHRAB will consider the following:

- Will the project identify, preserve, and/or make accessible significant South Dakota historical records?
- Will the project increase the archival knowledge and/or skills of archivists and other historical records custodians?
- Will the project institute sound archival practices?
- Are the proposed activities and expenditures appropriate and cost effective?
- Does the submitted proposal adhere to re-grant project application requirements and does it contain sufficient information for SD SHRAB decision-making?
- Is the application meeting the goals and objectives of the SD SHRAB strategic plan?

Upon selection to receive a grant, the SD SHRAB will specify the terms and conditions for the receipt of grant funds.

Application Process:

The SD SHRAB Grant Application form may be submitted electronically, preferably as a PDF, or mailed. The application form and any supporting documents, including a letter of support from the organization's director, must be submitted together. Please allow enough time for the materials to arrive before the deadline. The SD SHRAB will evaluate the applications and select the top applications.

Complete and submit the grant application form to:

South Dakota State Archives
900 Governors Dr.
Pierre, SD 57501

Final Grant Report

Individuals or organizations receiving grants must submit a final report. Final grant reports are due on or before October 31, 2016. The final report should consist of

- a two page narrative on the results of their project,
- a one page itemized financial statement;
- a narrative on the project budget explaining how the grant money was spent (if necessary to explain and clarify)
- proof of cash match or in-kind contributions to the project. Timesheets, copies of invoices or receipts documenting match must be included.
- copies of invoices, checks and/or receipts documenting how the grant funding was spent.
- copies of press releases or newsletters identifying the project
- Any published materials, radio, TV announcements, newspaper advertisements, created by the awardees must include the following credit: "Supported in part by an award from the South Dakota State Historical Records Advisory Board, through funding from the National Historical Publications and Records Commission (NHPRC)."
- Recipients of SD SHRAB funds are subject to audit by the State of South Dakota. Complete records of the project, including receipts, timesheets, and invoices, must be kept on file at your organization for 4 years following the completion of the project.

The report should be submitted to the SD SHRAB within thirty (30) days after the end of the grant period, which is the 31st of October 2016. **Failure to submit or submitting an incomplete Final Grant Report will make you ineligible for future SD SHRAB grants.**

Reports about projects that are of interest and benefit the citizens of South Dakota may be placed on the SD SHRAB website. Any photographs showing your project that you are willing to share would also be appreciated.

Grant Payment

Only one payment will be made to the recipient at the onset of the project. Any change to the original agreement needs to be reported to the SD SHRAB immediately.

Grant Extension Policy

An extension may be granted by the SD SHRAB if the project is not expected to be completed by the grant end date. Please contact the SD SHRAB by September 1, 2016 if you believe you will not make the October 31, 2016 grant completion date. If the project is not completed by the end date and an extension has not been applied for and granted by the SD SHRAB, the grant may be terminated and any unused funds will need to be returned to the SD SHRAB. Failure to communicate with the SD SHRAB by September 1, 2016 regarding grant activity difficulties will make you ineligible for future SD SHRAB grants.