



# Grant Program Guidelines

The Utah State Historical Records Advisory Board (USHRAB) seeks proposals for archival projects promoting the care, sustainability, preservation, and access of Utah's historical records and documents. Funding is competitive and applications are required. Projects must be completed within the grant time frame: between July 15, 2022 and June 26, 2023.

## AWARD INFORMATION

The application deadline is Monday, May 9, 2022 (11:30PM Mountain).

Draft deadline is Thursday, April 11, 2022. While drafts are optional, they are highly encouraged.

Grant requests can be up to \$7,500 and require a one-to-one in-kind and/or cash match.

Grants fund one-time, short-term projects and are evaluated on how the project directly affects the program of the repository. Projects are selected for funding on a competitive basis by the Board. Hand-written applications will not be accepted. Grant award winners will be notified within 30 days after the final application deadline and grants will begin when contracts have been executed, but no sooner than July 15, 2022.



### WHO IS ELIGIBLE

- State, county, municipal, tribal, or other non-Federal units of government responsible for the care and custody of permanent records
- University and college special collections and archives
- Historical societies, museums, libraries, and other cultural heritage institutions who care for documentary collections
- Other nonprofit organizations (must have 501(c)(3) status)\*

We require each grant applicant to have a Data Universal Numbering System (DUNS) number before submitting an application. Information on how to obtain a DUNS is available at <http://fedgov.dnb.com/webform>.

\*According to Utah Code Section 51-2a-201.5, the governing board of a nonprofit corporation whose revenues or expenditures of federal pass through money, state money, and local money is less than \$100,000 but greater than \$25,000 shall cause a fiscal report to be made in a format prescribed by the state auditor within six months of the end of the nonprofit corporation's fiscal year.



### WHAT RECORDS ARE ELIGIBLE

- Manuscripts, personal and family papers, organizational and business archives
- Permanent records of enduring and historical value created by non-Federal units of government
- Collections of photographs, motion pictures, sound recordings, and electronic records
- Unpublished architectural, cartographic, and engineering drawings

## PROGRAM DESCRIPTION

Types of projects:

USHRAB-funded projects generally fall into two categories. As you conceptualize and plan for your project you may find it helpful to categorize it using these guidelines. Doing so may help you address some key questions in the application related to project scope, goals, and outcomes.



### Preservation Projects

Preservation is meant to protect historical materials from damage, harm, decay, or destruction in order to minimize the loss of information and extend the life of the materials.<sup>1</sup>

Preservation projects will result in processed and protected historical records. Records in need of preservation are usually those that are poorly arranged and described, improperly stored, or otherwise in need of care. Projects in this category can also include the conservation of damaged records and the implementation of solutions that ensure the preservation of electronic records.

Digitization projects will fall into this category when the goal is to preserve records that are in fragile condition. Depending on the project scope and institutional capacity, you may consider incorporating arrangement and description activities into your project proposal. But please note that any material digitized in the course of a project, must be arranged and described according to archival standards prior to digitization. This existing descriptive information will serve as metadata.

While continued access to original materials may be limited after digitization due to their fragile nature, the original records must be retained and maintained. [Digitization alone does not guarantee preservation](#). Applicants should account for the [long term preservation](#) of the digital master files in their proposals. Projects must adhere to [best practices](#) for digital formatting and metadata standards to ensure the sustainability of digital collections.

Examples of past successful preservation projects funded by the USHRAB:

- ★ [Historical county records collections by Davis County](#): The County arranged and rehoused historical marriage licenses and applications, oaths of office, and county official bonds/surety bonds, which had previously been stored in overstuffed drawers in antique wooden cabinets.
- ★ [Kendall Webb Photography Collection by the Park City Museum](#): The Museum contracted with the University of Utah and Mountain West Digital Library to digitize nearly 3,000 rapidly deteriorating acetate negatives from the 1940s-1950s.

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<sup>1</sup> Society of American Archivists, <https://www2.archivists.org/glossary/terms/p/preservation>



## Access Projects

Access is defined as the ability of the repository and its users to locate relevant information through adequate processing of materials and the use of catalogs, indexes, finding aids, or other tools.<sup>2</sup>

The primary goal of most access projects is to give the institution intellectual and physical control over a collection in order to make the information contained within available to users, including researchers and the general public. Access projects might address the arrangement and description of unprocessed or poorly processed collections, the creation of finding aids or indexes for previously processed collections, or the digitization and online presentation of frequently accessed material.

Similar to preservation projects, digitization of records where the primary goal is to provide access to patrons and should make use of locally or regionally significant historical records collections. The materials should already be arranged and described according to archival standards so that projects can use existing information as metadata. Original materials must be retained and maintained. Remember, digitizing a collection is, in essence, creating a second collection that now must be managed. Applicants should account for the [long term preservation](#) of the digital master files in their proposals. Projects must adhere to [best practices](#) for digital formatting and metadata standards to ensure the sustainability of digital collections.

Examples of past successful access projects funded by the USHRAB:

- ★ [The Shirley H. Platt Deaf Athletics Collection by Utah Valley University](#): Archivists processed and rehoused the nearly 43-cubic foot collection, created a finding aid and MARC record, and digitized particularly important or relevant documents within the collection, thus making all of the material more readily available to a larger audience.
- ★ [Digitization of early pioneer portraits by the Cache Daughters of Utah Pioneers Museum](#): DUP volunteers worked with Utah State University to digitize and host portraits of early pioneers and documents related to early settlement in the Cache Valley.

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<sup>2</sup> Society of American Archivists, <https://www2.archivists.org/glossary/terms/a/access>



## NON-ELIGIBLE PROJECTS AND FUNDING RESTRICTIONS

USHRAB funds CANNOT be used for:

- Projects involving newspapers or other materials subject to copyright, including preservation and digitization.
- The acquisition, processing, exhibition, or display of artifact or art collections, including the purchase of display cases.
- The construction, renovation, furnishing, or purchase of a building or land.
- The purchase of manuscripts or other historical records, as well as the acquisition, purchase, cataloging, or preservation of books, magazines, or other library materials.
- Subscription fees or other long-term and ongoing costs.
- Projects focusing on collections or materials that are not available for research or privately owned.
- Undertaking an oral history project unless it is related to Native Americans.
- Projects focusing on collections or materials that are the responsibility of an agency of the federal government.
- Undertaking an archival project centered on the papers of an appointed or elected public official who is still in office or remains politically active.



## GENERAL REQUIREMENTS

- **All grants require a one-to-one in kind and/or cash match.** Match must be directly and demonstrably related to the grant and occur during the grant period.
- **All grant projects require a public access component** such as making digitized images available online or creating an online finding aid or index. Collections must be made available to the public at the completion of the project during regularly scheduled hours or by appointment.
- **The project must provide results that are measurable** and are related to the preservation and accessibility of the historical records within the collection.
- **Any materials produced as part of the grant must give credit** to the National Historical Publications and Records Commission (NHPRC) and the USHRAB.
- **Successful applicants will sign a contract** with terms to be negotiated by the grants staff and the applicant. All contracts require compliance with state fiscal and reporting standards.
- **Successful applicants must publicize their re-grant project.** Recipients of funding are encouraged to publicize awards via social media, press release, or other means of communication. Recipients are required to publicize projects upon completion via social media, local newspaper, a community presentation, or other applicable outreach tool.

## ADDITIONAL DIGITIZATION REQUIREMENTS

- Grant projects for digitization must adhere to best practices for digital formatting and [metadata standards](#) outlined by the Mountain West Digital Library to ensure the sustainability of digital collections.
- Outsourced digitization projects require a [letter of agreement](#) with the institution providing the digitization services.



## REIMBURSEMENT

Reimbursement forms and the final summary and evaluation report must be submitted upon completion of the grant project and no later than July 6, 2022.

Grant recipients will be reimbursed upon receipt of evidence of meeting agreed-upon program goals and expenditures of local match funds and/or donated services. Forms will be provided to document donated services such as mileage and labor. Volunteer labor will be calculated at \$27.82 per hour, as recommended by UServeUtah. This rate is meant to reflect the value of volunteer work for your institution and includes considerations like fringe benefits that would be covered for a paid employee. If you are choosing to hire an intern or time-limited employee for your project, we encourage you to do market research before setting your own rate. If using professional salary rates in place of the UServeUtah rate for volunteer hours, please verify the rate with documentation acceptable for auditing purposes. Copies of invoices and receipts documenting expenditures of funds are required. Personnel wages may qualify for reimbursement only for time spent on the grant project and not for any duties performed as part of regular job duties. Overhead costs do not qualify for reimbursement.



## APPLICATION AND SUBMISSION INFORMATION

Please add pertinent background information that will help us judge your ability to carry out the purposes of your grant. Applicants should answer each question in the application with as much detail as possible. Additional instructions can be found in the grants management portal.

For further information contact:

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(801) 531-3845

or visit <https://archives.utah.gov/USHRAB/grants.html>