

# Idaho SHRAB REGRANT PROGRAM

## GRANT GUIDELINES

### Deadline for Application Submission

October 19, 2018

### Purpose

The Idaho State Historical Records Advisory Board (Idaho SHRAB) provides grants to support projects that preserve and increase online access to Idaho's historical records; develops and promotes archival best practices and supports work that connects people to primary sources in their communities and online. These grants are made possible by funds received from the National Historical Publications and Records Commission (NHPRC), which Idaho SHRAB is then able to regrant to governments, repositories and organizations around the state.

### Eligibility

To be eligible to receive a grant from the Idaho SHRAB, you must:

- Obtain a Data Universal Numbering System (DUNS) Number. If you do not already have a DUNS Number, please visit <http://fedgov.dnb.com/webform>.
- Be an Idaho non-profit organization 501(c) (3), state agency, tribal, city or county government. Federal agencies are not eligible, but may partner with an eligible organization.
- Acknowledge that the Idaho SHRAB is not liable for lost or damaged material submitted with your grant application.
- Allow the Idaho SHRAB to duplicate or republish materials submitted with the grant application for purposes of the selection process.

### Restrictions

Grant funds cannot be used for the following:

- Lobbying
- Fund-raising
- Bad debts
- Fines and penalties
- Losses on other awards
- Unnecessary travel costs
- Contributions and donations
- Entertainment
- Certain depreciation or use allowances
- To fund projects started prior to award notification or completed after September 27, 2019
- Only one application per institution per grant cycle

### Grant Amounts and Match

Grant awards are available for up to \$3,000 per project. Each award has a required one-to-one match, by cash or in-kind.

## Application Process

The grant application may be submitted via email at [david.matte@ishs.idaho.gov](mailto:david.matte@ishs.idaho.gov) or by mail to Idaho State Historical Society, Attn: David Matte, 2205 Old Penitentiary Road, Boise, ID, 83712-8250. The application must be signed and include all supporting documentation to be considered. The Idaho SHRAB will evaluate the applications and determine which projects will be funded.

Any changes to the original application shall be submitted immediately to the Idaho SHRAB Coordinator David Matte to either of the addresses listed above. **The SHRAB Coordinator must approve any changes/amendments.** These changes must be submitted in writing or via email and **prior** to the application deadline.

## Information to Assist in Preparing the Grant Application

The applicant should indicate the benefits to the Idaho historic records community. For example, if submitting a proposal to attend or present at an out-of-state event, explain how the knowledge gained will be shared with the Idaho community (an in-person and/or online presentation, publication, etc.).

## Organizational Acknowledgement

In order to document the organization's knowledge and support, a support letter signed by the organization's Executive Director is required.

## In-Kind/Cash Match

**Matching Funds:** If you receive a grant award, you must match it with the same amount in the form of cash or in-kind. In-kind match is typically the market value of contributed labor, services, or supplies. For general volunteer work, use the rate of \$21 per hour for in-kind match. If a professional volunteers their time doing the type of work that they normally do for pay, that professional's hourly rate can be used. Example: an electrician volunteers to install lights in new exhibit cases, their professional per hour rate is appropriate. Alternatively, if the same electrician volunteers to do work that is not electrical, the \$21 per hour rate is appropriate. Cash match is simply any funds outside of the grant award used for the project.

## Eligible Expenses

**Consultant fees:** Individuals recruited to provide specialized services such as planning, training, program development and facility assessments.

**Supplies:** Materials, such as acid-free boxes or other justified archival supplies.

**Contracted Services:** Microfilming, photo-reproduction, or similar professional services.

**Travel Expenses:** Only for travel that is essential to achieve project goals. All travel related items will be subject to the Idaho State Travel Policies and Procedures in accordance with Idaho Code ([www.sco.idaho.gov](http://www.sco.idaho.gov) – Accounting – Fiscal Policies – Travel Policy). 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.

**Capital Improvements:** Costs for the construction or renovation of any building, the purchase of land, or the rental of space.

**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.

**Equipment:** Costs for the purchase of equipment, such as office furnishings and file cabinets.

**Services:** Costs for service contracts for equipment purchased as part of the grant project.

### **Acknowledging SHRAB and NHPRC**

Any published materials, radio and TV announcements created by the awardee in conjunction with this grant award are required to include the following credit: **"Supported in part by an award from the Idaho State Historical Records Advisory Board, through funding from the National Historical Publications and Records Commission , and the National Archives and Records Administration."** Idaho SHRAB strongly encourages use of the NHPRC logo. The logo is available on the NHPRC website:

<http://www.archives.gov/nhprc/about/logo.html>.

### **Final Reporting**

All recipients must submit the following four (4) items 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 showing the results and benefits of the project. This report should be no longer than two pages.
- 3)** A one-page final budget report. This budget should outline all funds received for the project as well as actual expenses and all match reporting. The Idaho SHRAB Grant Budget Form can be used as a template.
- 4)** A reimbursement invoice for the total amount requested and all supporting receipts and documentation.

**All completed final documents to be submitted to the State Historical Records Advisory Board via email at [david.matte@ishs.idaho.gov](mailto:david.matte@ishs.idaho.gov) or by mail to Idaho State Historical Society, Attn: David Matte, 2205 Old Penitentiary Road, Boise, ID, 83712-8250.**

### **Fund Reimbursement**

Payment shall be made at the end of each project to reimburse all eligible expenses up to but not exceeding the grant award. Payment will be processed when all final documents have been received, reviewed and approved.

### **Grant Extensions**

An extension MAY be granted by the Idaho SHRAB if the project and/or final documentation is not complete by the posted due date. A written request must be submitted prior to the deadline to be considered. If the project and final documentation are not completed by the end date and an extension request has not been received and/or approved by the the Idaho SHRAB, the funds may be rescinded and reallocated to other use.

## **State Requirements**

All recipients must comply with the requirements of the Attorney General of the State of Idaho and fiscal processes of the Office of the Idaho State Auditor.

## **Audit**

Recipients of the Idaho SHRAB funds are subject to audit by the State of Idaho. All documentation must be kept on file for three (3) years following completion of the project. This includes all documentation on match funds and in-kind contributions.

## **Taxes**

The Idaho SHRAB is not liable for any tax liability. The recipient shall pay all taxes and other such amounts required by federal, state and local law, including but not limited to federal personal income taxes, Social Security taxes and sales taxes.

## **The Idaho SHRAB Review Criteria**

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

- Will the project identify, preserve and/or make accessible significant Idaho 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 Idaho historic records community?
- 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 The Idaho 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 Idaho State Historical Records Advisory Board?
  - The mission of The Idaho SHRAB is to serve as an advocate for the creation, preservation, dissemination, and use of information that accurately chronicles the people and institutions of Idaho, both public and private.

## **Application Packet Includes:**

- Idaho SHRAB Grant Application
- Idaho SHRAB Grant Budget Form
- Assurances form
- Lobbying disclosure

### **Additional Application Requirements**

- Organizational acknowledgement letter
- Form W-9

[View Application Packet](#)

### **For More Information**

For more information, please contact the Idaho SHRAB Coordinator:

David Matte, Coordinator  
Idaho State Historic Records Advisory Board  
2205 Old Penitentiary Road  
Boise ID 83712-8250  
208.514.2328  
david.matte@ishs.idaho.gov

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