



GUIDELINES

Important Dates:

- Application opens March 11, 2025.
- Application closes at 5:00 p.m. on April 11, 2025.
- ISHS support begins no earlier than May 2025.

Grant 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 and records management best practices, and supports work that connects people to primary sources in their communities and online. These grants are made possible through the State Board Programming Grant 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.

Updates:

This year's opportunity marks several significant updates to SHRAB regrants, including:

- A new grant management system (AmpliFund) where applications, budgets, reports, expenses, and other award-related documents will be submitted
- A minimum award of \$500 and a maximum of \$5,000
- An elimination of the W-9 form requirement and implementation of PaymentWorks, the State of Idaho's new vendor system (you will be invited to add your organization if not already listed; no action required at this time)

Eligibility:

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

- Obtain a Unique Entity identifier (UEI). If you do not already have a UEI, please visit: <https://sam.gov/>. Note: UEI registration can take up to 10 business days to obtain and must be active if application is to be funded. There is no charge to obtain a UEI.
- Be an Idaho non-profit organization 501(c)(3) or state, tribal, city, or county government. Federal agencies are not eligible but may partner with an eligible organization.
- SHRAB members are not eligible for grant awards.

Unsupported Activities and Costs:

- Lobbying
- Fundraising
- Bad debts
- Fines and penalties
- Losses on other awards
- Unnecessary travel costs
- Entertainment
- Certain depreciation or use allowances
- Indirect costs
- Staff time or benefits
- Funding of other federal programs
- Projects started or completed outside the period of performance
- Diversity, Equity, and Inclusion (DEI) programs per Executive Order 14151
- Only one application per institution per grant cycle



Eligible projects/expenses:	Ineligible projects/expenses:
Consultant fees: Individuals recruited to provide specialized services such as planning, training, program development and facility assessments.	Personnel: Costs staff salaries or wages, overtime hours, or benefits.
Supplies: Materials, such as acid-free boxes or other justified archival supplies.	Capital Improvements: Costs for the construction or renovation of any building, the purchase of land, or the rental of space.
Contracted Services: Microfilming, photo-reproduction, or similar professional services.	Collection Development: Costs for purchasing materials to be added to collections, such as books, maps, manuscripts, photographs, etc.
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: https://www.sco.idaho.gov/LivePages/state-travel-policy-and-procedures.aspx . Consultant travel and other reimbursable expenses should be included with consultant fees.	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.

Application Process:

All components of the application must be submitted in AmpliFund to be considered. This includes:

- Application narrative and budget
- Assurances form for non-construction programs (SF-424B)
- Lobbying disclosure
- Organizational acknowledgement letter

Any changes to the original application shall be submitted immediately to the Idaho SHRAB Coordinator David Matte at david.matte@ishs.idaho.gov. The SHRAB Coordinator must approve any changes/amendments. These changes must be submitted in writing or via email and prior to the application deadline. If the application has already been submitted, David will work with the ISHS Grants Manager to reopen the application for changes to be made and resubmitted.

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 (in-person and/or online presentation, publication, etc.).



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. Idaho SHRAB also reserves the right to partially fund applications.

In determining whether an applicant shall receive a grant, some of the criteria that the Idaho SHRAB will consider include:

- Project identifies, preserves and/or makes accessible significant historic Idaho records.
- Project increases the archival knowledge and/or skills of archivists and other historic record custodians.
- Application indicates how the project will be shared with the Idaho historic records community.
- Project institutes and/or encourages sound archival practices.
- Project activities and expenditures are appropriate and cost effective.
- Proposal adheres to regrant project application requirements and contains sufficient information for Idaho SHRAB decision-making
- Accurate financial information is submitted and financial projections seem realistic enough to allow for successful completion of the project.
- Project supports the mission, goals, and objectives of the Idaho SHRAB. 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.

How to Complete the Grant:

Matching the Award

A one-to-one match is required on all awards. You may match the grant award in the form of cash or in-kind.

In-kind match is typically the market value of contributed labor, services, or supplies. The current value for Idaho volunteers, as set by the IndependentSector.org, is \$30.12 per hour.

If a professional volunteers their time doing the type of work they normally do for pay, that professional's hourly rate can be used. Example: If 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 \$30.12 per hour rate is appropriate.

Cash match is any actual funds, outside of the grant award, used for the project.

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.

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 the use of the NHPRC logo. The logo is available on the NHPRC website: <http://www.archives.gov/nhprc/about/logo.html>.

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 60 days prior to the project 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 Idaho SHRAB, the funds may be rescinded and reallocated to other use.

Final Reporting

All recipients must submit the following four (4) items in AmpliFund 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 1,000 words.
3. A final budget report. This budget should outline all funds received for the project as well as actual expenses and all match reporting.
4. A reimbursement request for the total amount requested and all supporting receipts and documentation.

All completed final documents to be submitted before November 30, 2025, to the Idaho SHRAB via AmpliFund.

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. All documents must be submitted in AmpliFund before November 30, 2025.

Contact

For more information, please contact the Idaho SHRAB Coordinator: David Matte

Idaho State Historic Records Advisory Board
2205 Old Penitentiary Road
Boise ID 83712-8250
(208) 514-2328
david.matte@ishs.idaho.gov