



Alabama Historical Records Advisory Board (HRB)

Grant Guidelines and Application Form

Grant Training Sessions Press Release

Information about the 2009 Re-Grant Program

In May 2008 Alabama's Historical Records Advisory Board (HRAB) received \$66,964 from the National Historical Publications and Records Commission (NHPRC) for preserving our state's documentary heritage. Of this sum, \$50,000 is available for grants to local records preservation projects. Government Records Division archivists of the Alabama Department of Archives and History (ADAH), who serve as HRAB staff, will provide assistance and support to grant recipients.

The grant program will consist of one grant cycle awarding 15-25 grants of \$3,000 or less.

- How do I apply?

Complete [Grant Application Form](#) and submit to the HRAB by January 31, 2009.

Board staff will conduct grant application training sessions during the month of October. ADAH Government Records Division archivists will help attendees to refine ideas for grant projects, submit applications that comply with program guidelines, and develop work plans for projects that can be successfully completed. Organizations interested in submitting a grant application are encouraged to send a representative to one of the following sessions:

October 9 Third Floor, Morgan County Archives, Decatur, AL 1-4 PM

October 10 Jones Training Room, Alabama Department of Archives and History, Montgomery, AL 9 -12 PM

October 14 University of South Alabama Archives, Providence Campus, Mobile, AL 1- 4 PM

October 22 Community Room, Birmingham Civil Rights Institute,
Birmingham, AL 1-4 PM
October 23 Harrison Room, Malone Hall
Troy University, Dothan AL, 9-12 PM

Training Session Registration Form

- Who is eligible for a local records preservation grant?

Any non-profit historical entities, county or municipal government, or agency is eligible to apply for a grant. Historical associations, genealogical societies, non-government archives and museums, and circuit courts are all eligible to apply for a grant. The HRAB especially encourages cooperative projects in which government agencies and non-profit entities work together to preserve their community's historical records.

- What kind of projects can be funded?

With only \$50,000 to allocate statewide, grant projects will need to be relatively small and inexpensive. Large-scale reformatting projects (microfilm or digital imaging) are too costly to be funded at this time although limited equipment purchases may be funded. The HRAB can support most other kinds of projects, on the understanding that individual awards will not exceed \$3,000.

Examples of eligible projects might include:

Hiring workers to inventory and reorganize neglected storage areas, improving access to historical records that must be preserved;

Improving conditions for storing historical records by providing a secure, climate-controlled environment and purchasing archival shelving, boxes, and file folders;

Hiring an archival consultant to assess potential storage facilities or plan new programs (such as developing an archives or creating a disaster plan); or,

Undertaking limited records conservation or re-formatting projects (such as encapsulating fragile documents, scanning historical photographs, rebinding early minute books, or microfilming old newspapers.

The HRAB will consider other projects that fall under the aegis of historical

records preservation, so long as they comply with grant guidelines and limitations on individual awards.

- Are there any restrictions on grant funds?

Individual awards will not exceed \$3,000. Grant funds may not be used to support existing staff positions, for records that have no Alabama connection, or for records that will not be open to the public. All project expenses must be incurred during the grant period and must relate directly to the project. Project-related travel must be approved beforehand by HRAB staff if not included in the initial application. Conservation or re-formatting work on historical records must conform to recognized archival standards.

- What are the responsibilities of grant recipients?

Each applicant must be prepared to provide a 50% cost share of the total project budget. The cost share may consist of direct financial contributions and/or a percentage of staff time devoted to the project. Grant recipients must document all project expenditures (both grant funds and cost-sharing) and submit a final financial report. All grant work must be completed within six months. The project must also submit a final narrative report describing how successfully the goals outlined in its application were accomplished.

- How are the awards decided? When must grant projects be completed?

Completed applications will be reviewed by HRAB staff (archivists of the ADAH Government Records Division), evaluated by the HRAB's grant review committee, and submitted to the entire board for decisions on awards. Grant proposals may be fully funded, partially funded, or rejected by the board. Award announcements will be made in April 2009.