

ALABAMA STATE HISTORICAL RECORDS ADVISORY BOARD

Application for StEPs Enrollment Grant, 2016

The Alabama State Historical Records Advisory Board (SHRAB), using funds provided by the National Historical Publications and Records Commission, is offering StEPs enrollment grants to six local history organizations in Alabama in 2016.

StEPs is the Standards and Excellence Program for History Organizations. It is conducted by the American Association for State and Local History (AASLH). The one-time StEPs enrollment fee of \$175 never expires. The SHRAB will reimburse the fee to grantees upon proof of enrollment.

The SHRAB is promoting StEPs as an effective self-study tool for staff and volunteers wishing to contribute to the long-term health of their history organizations. The board hopes to promote participation by paying the enrollment fee for selected applicants. To be eligible, an organization must have historical records within its care and must have been a previous recipient of a SHRAB grant award.

Through a workbook, online resources, and an online community, organizations enrolled in StEPs assess their policies and practices and benchmark themselves against nationally recognized standards. The program is divided into six sections that can be addressed in any order. In each section, organizations can identify their current practice as Basic, Good, or Better. Each level has its indicators, allowing organizations to set realistic goals and tackle challenges in small, manageable steps. Learn more at <http://tools.aaslh.org/steps>.

To be enrolled in StEPs, an organization must hold a current AASLH institutional membership. An active institutional membership is required in order to stay eligible for program certificates. Annual dues for a basic institutional membership are \$115. Learn more at <http://about.aaslh.org/membership>.

Application Guidelines

1. Complete and submit the form on the following page.
2. Submit a letter of support from your organization's board or other governing body authorizing participation in StEPs.
3. Submit a basic work plan for implementing StEPs. The plan can be very brief and in any form you wish. Simply identify who will lead the program and outline realistic goals in keeping with your organization's resources. Know that most StEPs enrollees take four or more years to complete the program.

Important Dates

April 29, 2016 – Applications due

June 30, 2016 – Awards announced

December 31, 2016 – Proof of StEPs enrollment due

The Alabama Department of Archives and History is a statewide facilitator for StEPs. For assistance with your StEPs enrollment grant application, contact John Hardin at (334) 353-5441 or john.hardin@archives.alabama.gov.

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Application for StEPs Enrollment Grant

Name and physical address of organization:

Federal Employer Identification Number (FEIN):

Data Universal Numbering System (DUNS) Number:

Contact person name, title, telephone number, fax number, e-mail address, mailing address:

List the year(s) that your organization previously received a SHRAB grant award and provide a brief description of historical records held by your organization:

Submit completed form, authorization letter, and StEPs work plan by mail, fax, or e-mail attachment to:

SHRAB

c/o Alabama Department of Archives and History

PO Box 300100

Montgomery, AL 36130-0100

ATTN: John Hardin

Fax: (334) 353-4321, E-mail: john.hardin@archives.alabama.gov