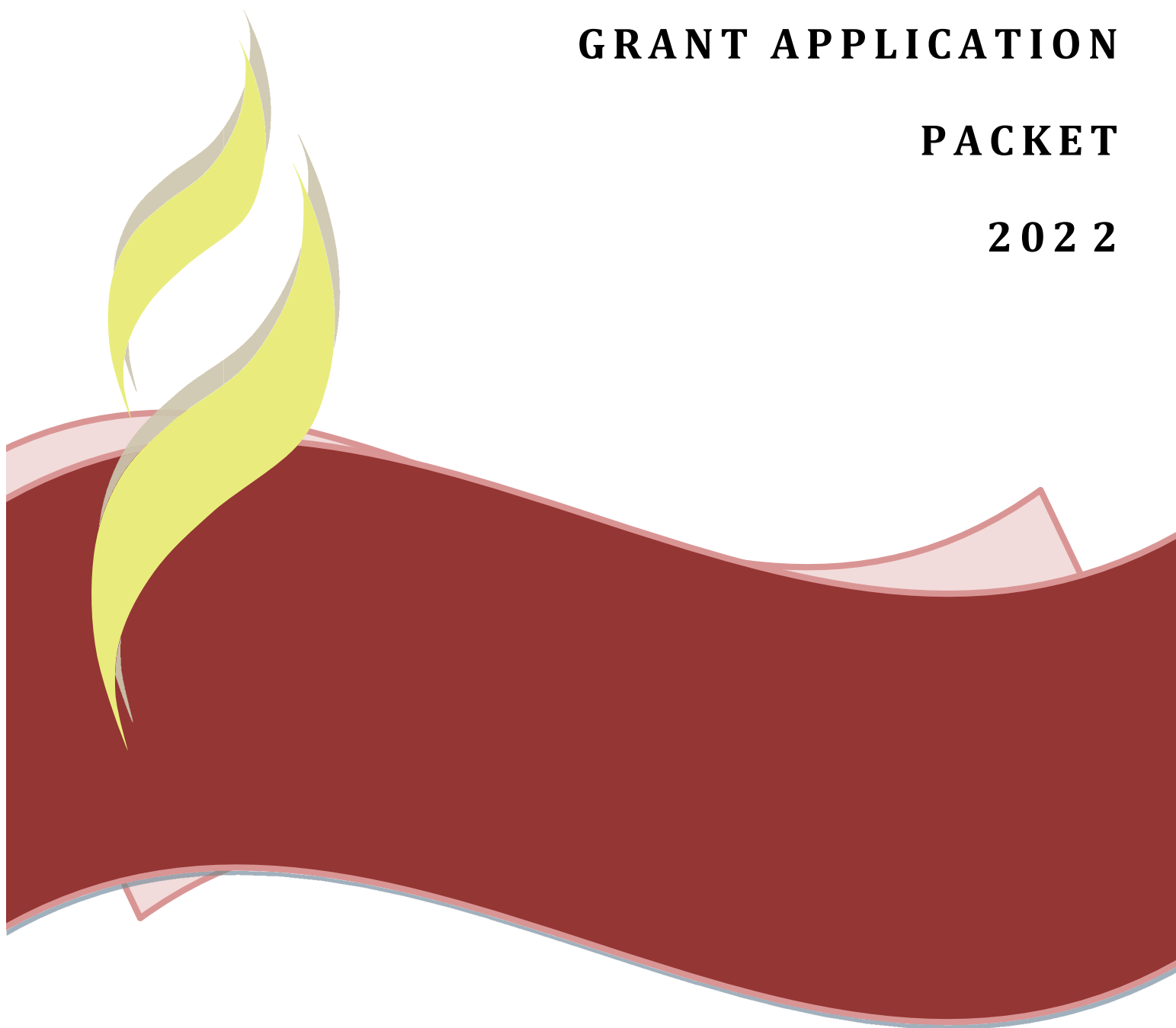# ISHRAB

HISTORICAL RECORDS

GRANT APPLICATION

PACKET

2022

Illinois State Historical Records Advisory Board

Please consult the full grant guidelines and instructions prior to completing this application packet:

ilsos.gov/departments/archives/ISHRAB/grants.html

In addition to a completed application packet, supplementary materials are encouraged.

Illinois State Historical Records Advisory Board
c/o Illinois State Archives
M.C. Norton Building
Springfield, IL 62756
217-782-3492
djoens@ilsos.gov

Illinois Historical Records

Grant Application

Organization
   Name: _____
   Address: _____
   City/ZIP: _____

Project Director
   _____
   Name/Title: _____
   Address: _____
   City/ZIP: _____
   Phone: _____
   Email: _____

Description of Grant Project
Title of project: _____
Starting date: _____   Ending date: _____

Summary Statement: Briefly summarize the nature and purpose of the project you propose for funding. State the programmatic and financial need.

Funding Required for Project
Grant funds _____   Matching funds _____   Total cost _____

Authorizing Official
   Signature: _____
   Name/Title: _____
   Address: _____
   City/ZIP: _____
   Phone: _____
   Fax: _____
   Email: _____

Submitting organization's FEIN #: _____
Submitting organization's DUNS #: _____

Send the completed application package to:

ISHRAB Grant Program
c/o Illinois State Archives
M.C. Norton Building
Springfield, IL 62756

Describe your organization. Include the following: date of establishment; the size of your facility (in square feet); the size and composition of your staff (number of staff, full-time, part-time, volunteer, paid); hours of operation; indicate your annual budget and sources of funding; audience/patron base/users.

Describe your holdings. Include the following: subject, types/formats of records, date span; total volume (in cubic feet); physical conditions in which your collections are held (climate control, etc.); accessibility of the historical records or collections to the public; indicate whether a fee is charged for the use of your collection and, if so, why?

PROJECT NARRATIVE

Project Description: Expanding upon your Summary Statement, describe the project and how it will be executed. Be specific on what the project entails. For example, state if it applies to planning, refoldering, deacidifying, encapsulating, organizing and describing, creating an online finding aid, and/or digitizing documents. If specific equipment is being purchased to complete the project, explain why you are selecting the equipment noted in the budget.

***Significance*:** Proposals must explain the significance of the records and why they have been identified as needing an online presence. *What is the historical significance of the materials involved? What makes this collection unique? Does the information content of your records exist elsewhere or in another format? What is the physical condition of the historical records that the grant will address? Who will use the records? Have they been used in the past and, if so, how? What significance do these records have beyond your institution, community, etc.?*

Outcome: *What are the results and/or products to be generated/accomplished by this project? (e.g. By the end of the grant period we expect to have scan 1,000 photographs and make them available on our website.) What is your organization's ability to implement the project and the project's results? How will the public be able to use your project?*

Plan of Work & Timeline: The work plan must be focused, clearly defined and achievable and the timeline must be realistic. The Board strongly suggests doing a test run, if possible, prior to applying in order to build a realistic timeline. If a test run is not possible, consider reaching out to another organization who has done a similar project for advice. If possible, include a workflow or calendar in a supplement to illustrate the timeline and steps. For digital projects, include digital capture and/or descriptive standards to be utilized. *What actions, activities or steps will you take during your project? When and in what order will they be undertaken?*

Personnel: Identify the members of the project staff and provide a brief summary of these individuals' qualifications and their role in the project. Attach résumés as supplemental materials. If a specific consultant or service will be used, describe their qualifications and include a copy of the proposal in your supplementary material. *If you plan to hire someone (project archivist, consultant, etc.), what specifically will that person or service do for the project (subjects on which advice is sought, specific tasks to be performed)?*

Sustainability: *How will the results of the grant be sustained (maintained, supported) after the grant ends? How will you build on the project accomplishments in terms of ongoing work or funding? What long-term benefits will be derived? For digital projects, how will they be preserved for the long-term? (e.g. Master scans will be housed on our internal server, which is backed up nightly and copies will be stored on an external hard drive in an offsite location.)*

Evaluation: How will the effectiveness of the project be evaluated? How will you measure success? How will this grant change or improve access and use of your collection? If applicable, how many cubic feet of records will be preserved and made accessible for public use? If applicable, how many digital facsimiles will be made available for public use?

Promotion: *How will you publicize the grant awards and the project results within and outside of your community?*

Budget Form

Complete the Budget Form providing details of how you arrived at the amounts shown. **Figures should be given in whole dollar amounts** (for example, $1,050).

Personnel and Salaries   (Be sure to include your method for calculating salary in the budget narrative.)

Item	Grant Funds	Cost Sharing	TOTAL
	$	$	$
	$	$	$
	$	$	$
	$	$	$
SUBTOTALS	$	$	$

Travel Expenses

Item	Grant Funds	Cost Sharing	TOTAL
	$	$	$
	$	$	$
	$	$	$
	$	$	$
SUBTOTALS	$	$	$

Consultant Fees

Item	Grant Funds	Cost Sharing	TOTAL
	$	$	$
	$	$	$
	$	$	$
	$	$	$
SUBTOTALS	$	$	$

Supplies (Be sure to include in the budget narrative a detailed description, amount and possible vendor for purchases listed below.)

Item	Grant Funds	Cost Sharing	TOTAL
	$	$	$
	$	$	$
	$	$	$
SUBTOTALS	$	$	$

Equipment (Be sure to include in the budget narrative a detailed description, amount and possible vendor for purchases listed below.)

Item	Grant Funds	Cost Sharing	TOTAL
	$	$	$
	$	$	$
	$	$	$
SUBTOTALS	$	$	$

Services

Item	Grant Funds	Cost Sharing	TOTAL
	$	$	$
	$	$	$
	$	$	$
SUBTOTALS	$	$	$

Summary Budget

Item	Grant Funds	Cost Sharing	TOTAL
Personnel and Salaries	$	$	$
Travel Expenses	$	$	$
Consultant Fees	$	$	$
Supplies	$	$	$
Equipment	$	$	$
Services	$	$	$
TOTALS	$	$	$

Total Project Costs

Requested Grant Funds		Cost Sharing		Total Project Costs
$ _____	+	$ _____	=	$ _____

If you do not receive full funding, will you accept partial funding and still complete the project?

_____ Yes

_____ No

BUDGET NARRATIVE

Use the budget narrative to provide more detail and to justify the cost assumptions for each line item in the budget form. All of the items listed, whether supported by grant funds or your cost share contributions, must be reasonable and necessary to accomplish project objectives. All costs must be incurred during the grant period.

In addition to a completed application packet, supplementary materials are encouraged and may include the following:

- Résumés of all named staff members (no more than two pages per staff member).

- Position descriptions for staff to be hired with grant funds.

- Detailed work plan charts that supplement the narrative.

- Institution's preservation plan for digital materials.

- Cost estimates from outside vendors.

- Samples from existing finding aid(s) or indexes for selected materials.

- Letters of support.

- Statements of commitment to the project by partners.