

Improving Access to Collections

Grants for Archival Collections

Application Deadline: **Friday, 5 PM, August 30, 2019**

Project Dates:

Projects may begin **October 1, 2019**
and must be completed by **March 31, 2020**.

Award Amount: Up to \$3,000



Oklahoma
Department
**of
Libraries**

Sponsored by
**Oklahoma Historical Records
Advisory Board**

Administered by
Oklahoma Department of Libraries

Funded by
**National Archives and Records
Administration—National Historical
Publications and Records Commission,**
a Federal Agency

About the Oklahoma Historical Records Advisory Board

The Oklahoma Historical Records Advisory Board (OHRAB) promotes the identification, preservation and dissemination of Oklahoma's historical records by providing training and funding for organizations involved in records care. It is one of 56 similar boards active in all states, territories, and the District of Columbia. The Board includes archivists and historians from throughout Oklahoma, representing historical records collections in libraries, archives, and museums. The sponsoring agency of OHRAB is the Oklahoma Department of Libraries (ODL), the official repository for permanent state government records.

Improving Access to Collections Grants for Archival Collections

Program Description

Improving Access to Collections Grants for Archival Collections will help libraries, museums, historical societies, archival repositories, cultural organizations, town and county records offices, and colleges and universities improve their ability to provide online access to their significant archival collections. These collections may include special collections of manuscripts, photographs, moving images, sound recordings, and architectural or cartographic records.

Projects focusing on unique collections related to Oklahoma history will receive priority for this grant project. Projects focusing on Oklahoma materials that are not unique, such as yearbooks or other publications, will receive a lower priority.

Examples of possible projects include the following:

- Hiring temporary project staff to prepare a finding aid for a key collection and making the finding aid available through the institution's website, as well as rehousing the collection in acid-free folders and boxes.
- Hiring temporary project staff to rehouse, digitize, and prepare metadata for a collection of photographs that will be uploaded to the institution's website or to another website, such as the Gateway to Oklahoma History (hosted by the Oklahoma Historical Society) or the Images of Oklahoma site (hosted by the Oklahoma Department of Libraries).
- Outsourcing digitization of a collection of letters or a diary and creating a finding aid or transcript for the diary, including providing online access to the images and the finding aid or transcript.
- Hiring temporary project staff to review and amend metadata/descriptive information in order to meet criteria for including a collection in the Digital Public Library of America.

The focus of this grant program is building online access to unique historical records related to Oklahoma. While the grant does not focus on funding preservation activities for the care of collection items, it may be appropriate for your project to include a request for funding for archival supplies if items are to be rehoused as they are digitized or during preparation of finding aids.

This grant program does not fund the care of decorative and fine art objects, textiles, archaeological and ethnographic artifacts, furniture, historical objects, or other types of artifacts.

Obligations of Organizations Receiving Grants

All funded organizations must:

- **Provide a DUNS number**, issued by Dun & Bradstreet, as part of their application. Applicants may obtain a DUNS number free of charge by calling (866) 705-5711 or by visiting the website fedgov.dnb.com/webform.
- **Enter into a contract** with the Oklahoma Department of Libraries agreeing to complete the project as proposed.
- Submit **three-month report** and **final report**.
- Participate in **OHRAB sponsored surveys**.

Eligibility

Oklahoma-based nonprofit organizations are eligible, as are state and local government agencies and federally recognized tribal governments. Individuals are not eligible to apply.

Only one application may be submitted by an institution, although distinct collecting entities of a larger organization may apply; for example: a library and archive within a historical society.

Applicants must demonstrate that they:

- Care for and have custody of the archival collections that are the focus of the application.
- Have at least one staff member, whether paid or unpaid, who works at least 20 hours a week.
- Make their collections open and available for the purpose of education, research, and/or public programming, as evidenced by the number of days that the institution is open to the public, the capacity to support access and use, and the availability of staff for this purpose.

Review Criteria

All grant submissions will be reviewed initially by OHRAB staff, who may contact applicants if questions arise. Following staff review, eligible applications will be evaluated and scored by OHRAB board members.

In determining whether an applicant shall receive a grant, OHRAB considers the following:

- How adequately has the applicant described the content of the collections that are the focus of the project?
- Are the collections that are the focus of the project unique and relevant to Oklahoma history? Are the proposed activities clearly described and feasible? Is the organization capable of completing the proposed project within the grant period?
- How will this project contribute to the institution's capacity to make its collections accessible online?
- Will the project help protect and provide access to historically significant materials? Will the project institute sound archival practices?
- Are the proposed activities appropriate and cost effective?
- Is the financial information submitted realistic and accurate?

Budget Information

In-Kind and Cash Matches

Matching funds are required, with a minimum of 25 percent matching funds coming from the applicant organization. A 1:1 match is encouraged.

In-Kind and Cash matches can be combined to cover the required match.

- **In-Kind Match** is the contribution of resources without the expenditure of additional funds and may include the value of volunteers' time that is donated, or the value of staff time spent specifically on the grant project. Other examples include the donation or loan of materials, equipment, space, or other items used in the completion of the project.

- **Cash Match** is the contribution by the applicant for expenses that are not being reimbursed by the grant funds. For example, hiring a project archivist and paying all or part of the salary from organizational funds, purchasing equipment or supplies, etc.

Eligible Expenses

- **Personnel:** Project staff may be hired for various aspects of projects, such as digitizing collections, preparing metadata, or creating finding aids. Be sure to identify the number of hours and an hourly rate for temporary staff.
- **Consultant fees:** Individuals who provide specialized services such as planning, training, and program development. Consultants must be approved by OHRAB staff.
- **Equipment:** Costs for the purchase of equipment that is essential to achieve project goals. Please note that certain equipment, such as scanners, may be available through the Oklahoma Department of Libraries Digital Media Lab. Contact Jan Davis at jan.davis@libraries.ok.gov for more information.
- **Contracted Services:** Microfilming, digitization, photo-reproduction, collection processing, or professional services.
- **Supplies:** Materials such as acid-free boxes and folders or other justified archival supplies.
- **Training:** Expenses for training or staff travel to attend professional meetings, seminars, and workshops that are essential to achieve project goals.
- **Travel Expenses:** Only for travel that is essential to achieve project goals. Travel expenses using grant funds cannot be reimbursed at more than the current state government rate.

Ineligible Expenses

- **Personnel:** Costs for existing, full-time staff positions, or overtime hours. Budget proposals may show staff time under in-kind matching.
- **Collection Development:** Costs for purchasing materials to be added to collections, such as books, maps, manuscripts, photographs, etc.
- **Services:** Costs for service contracts for equipment purchased as part of the grant project. Such expenses may be shown as cash match.
- **Capital Improvements:** Capital Improvements are *not eligible*.
- **Indirect Costs:** Grant funds may not be used for indirect costs. Indirect costs may be included as part of the in-kind match for the applicant organization.

Application Process

Applications are due by **August 30, 2019** at **5 PM CST**. Late applications will not be accepted. *Grant applications must be typed*; handwritten applications will not be accepted.

If received by August 15, 2019, OHRAB staff will provide **comments or guidance on draft** applications.

How to Prepare Your Application

- Please complete the Application Form, **answering the questions thoroughly, but succinctly**.
- Do not include information that is not requested.
- Completed Application **Forms may not exceed seven pages**, including narrative information.
- **Do not send these instructions** with your application.
- Font size should be **no smaller than eleven point type**.
- **Keep in mind the review criteria**.

How to Submit Your Application

- By e-mail to: jan.davis@libraries.ok.gov
Please include "Improving Access Application" in subject line.

- By postal service to:
Oklahoma Department of Libraries
ATTN: Jan Davis
200 NE 18 Street
Oklahoma City, OK 73105-3205

*Please do not
fold or staple.*

You will receive an email confirming that the application has been received.

Questions?

Address questions to Jan Davis at jan.davis@libraries.ok.gov or (405) 522-3191.

Please do not include these instruction pages with your application.



Improving Access to Collections

Grant Application Form

Due by 5 PM, Friday, August 30, 2019.

Organization Name		
Parent Organization (if applicable)		
Address		
City Zip		
Project Coordinator and Title		
Telephone		
Email		
Website		
Year Founded		
Federal Employer Identification Number		
Data Universal Numbering System (DUNS)		
Project Summary: Provide a one paragraph summary describing the nature of the collections that are the focus of the project, their significance to Oklahoma, and the specific goal(s) and activities that the grant is to support.		

- Institution Type
(Please check one.)
- Archives
 Library
 Historical Society/Genealogical Society
 Historic Site/House
 Museum
 Other (please describe below)

--

- Type of material included in your archival collection:
(Please check all that apply.)
- Personal papers, diaries, ledgers, correspondence, or letters
 - Government documents
 - Photographic prints/negatives/slides
 - Scrapbooks
 - Maps
 - Microfilm/fiche
 - Drawings/2-dimensional works of art
 - Image recordings
 - Sound recordings
 - Magnetic storage tapes
 - CDs or other computer media
 - Electronic Records
 - Administrative Records
 - Rare books *(must be related to Oklahoma)*
 - Other (please describe):

How would you assess the overall condition of your collections? *(Check one.)*

Good Fair Poor Very Poor

What percentage of your collection is arranged and described or cataloged? (%)

What percentage of your collection has finding aids and/or inventory lists? (%)

What percentage of your collection is accessible online? (%)

What percentage of your collection needs immediate preservation/conservation action? (%)

Priority Assigned <i>(1–Most Important 6–Least)</i>	
General care of collections (handling, storage)	
Accessibility: Preparation of finding aids/cataloging	
Preservation/Conservation	
Funding	
Accessions and Acquisitions	
Disaster Preparedness	

Using the list to the right, with **1 being the most important, and 6 being the least important**, please prioritize the topics for which you would like assistance or training.
(Do not use a number more than once.)

If the above selections *do not* represent your most pressing priority, please describe your primary priority related to the care and management of this collection:

Total amount requested cannot exceed \$3,000 and must be matched. See Budget Information for details.

Grant funds requested (\$)	Applicant Match (\$) <i>(See Budget Information)</i>	Total Project Budget (\$)

1. Narrative

The narrative should be no more than five (5) pages in length, 11 point type or larger, single spaced. Address the following, keeping all responses in the same order. You may delete the special instructions under each question before submitting your proposal.

A. What is the nature and mission of your Institution?

Briefly describe the history and mission of your institution. Demonstrate your institutional commitment to making your collection accessible for education, research, and public programming, as evidenced by the following information:

- The annual number of visitors to your institution;
- Sources of funding for your institution;
- The number of full-time, part-time, and volunteer staff;
- The number of hours per week the institution/your collection is open to the public;
- Has a Preservation Assessment been conducted for your institution?

Provide the date of the assessment, the name(s) of the assessor(s), and discuss how the assessment relates to or supports the proposed project activity. Please attach a copy of the executive summary of the assessment.

B. Describe the content and size of the archival collection(s) that is the focus of the project.

Describe the collections that are the focus of the project, emphasizing their significance to Oklahoma history. Identify the categories of materials and indicate, where pertinent, the date ranges, quantities, and intellectual content. Describe condition, how materials are stored, and any known threats. Indicate if your collections are accessible to the public and how frequently they are accessed. Highlight specific examples of important items in the collections.

C. How are these archival collections used?

Explain in detail the use of the collections on which the project focuses and provide evidence of how the collections are, or might be, used in publications, educational activities, exhibitions, or media. This will help the grant reviewers understand the collection's importance to Oklahoma and to your institution's mission.

D. Describe the intended activities and goals of the project.

State the specific activity or activities that grant funds would support and the goals of the proposed project. Remember, the focus of this project is improving online access to the collection.

E. What is the plan of work for the project?

Outline the steps of the project, the sequence in which they will occur, the amount of time each step is expected to take, and indicate who is responsible for which activities.

F. Budget

Provide an itemized budget showing the project's expenses rounded to the nearest dollar. It is important that your budget be correct and realistic.

Expenses	Category	Grant Funds (\$)	Matching Funds (\$)	Total (\$)
1.	Personnel			
2.	Consultant Services			
3.	Contract Services			
4.	Travel			
5.	Training			
6.	Supplies and Materials			
7.	Equipment			
8.	Other <i>(must be explained)</i>			
	TOTAL			

2. Budget Notes

This optional area may be used to provide details on how budget figures were derived.

Consider breaking the project into separate components that can be funded independently.

This will assist the Board if they are not able to recommend full funding for the project.

Certification *This application is authorized by appropriate authorities of the organization. If awarded funds, we assure that we will carry out the grant project according to the approved grant proposal.*

Name:

Title:

Signature: