



CHRAB Historical Records Subgrant Program Guidelines

The Colorado Historical Records Advisory Board (CHRAB) received funds from the National Historic Publications and Records Commission (NHPRC) to create a Historical Records Grant program designed to facilitate the preservation and accessibility of Colorado's historical records. CHRAB will award at least five separate grants of up to \$2,000 each to state, tribal and local governments, non-profit repositories, museums, historical societies, and others organizations involved in records care.

Purpose

The re-grant program is for the purpose strengthening and supporting records programs in Colorado. Grants will be awarded to applicants who demonstrate need, both financially and programmatically, and show commitment to the preservation of and access to their historical records. Projects focusing on preservation and access will be given priority.

Grant amounts and matching funds

Amounts granted by CHRAB will not exceed \$2,000. Organizations must include either a cash or in-kind match of at least 50% of the total project cost.

Types of Projects Funded:

Preservation projects that mitigate unstable or deteriorating historical records through conservation treatment, or reformatting of the records through microfilming or digitization.

Access projects that promote the availability of historical records. Examples include: processing collections through arrangement and description; indexing; creating EAD finding aids; digitizing historical records and creating the appropriate metadata.

Records management projects that promote the implementation of recognized RM standards. Examples include: records surveys; development of record retention schedules; planning for electronic records management.

Training programs that focus on developing best practices that can be used to train staff on a variety of archival needs, including preservation practices, disaster planning and arrangement and description.

Exclusions

Grants cannot be used to replace organization budgets for staff, but grant funds can be used to hire temporary staff. **Grant funds cannot be used to acquire equipment or to pay the indirect costs of the applicant.** However, staff committed by the organization to the project and equipment and software purchased specifically for the project and indirect costs can be used as in-kind match.

Application

Complete all questions on the application form. You may submit pertinent attachments to support your application, but please limit the number of pages to a minimum. Submit the completed application either electronically or in paper-format to:

George Orłowski, State Archivist
Colorado Historical Records Advisory Board
1313 Sherman Street, 1B20
Denver, CO 80203
e-mail: CHRAB@state.co.us

Incomplete applications shall not be considered.

Project Period

Project period is based on the State's fiscal year July 1 through June 30. Funded projects must be completed by April 30th. Additionally, all requests for reimbursement must be submitted no later than May 31st, 2014.

Deadline

Completed applications (either electronic or paper-format) must be received on or before June 30, 2013.

Awards

Awardees will be notified by mid-August 2013. All awardees must comply with the requirements of the Attorney General of the State of Colorado.

Promotional materials

Any published materials, radio and TV announcements created by the awardee in recognition of this award, must include the following credit:

"Supported in part by an award from the Colorado State Historical Records Advisory Board, through funding from the National Historical Publications and Records Commission (NHPRC), National Archives and Records Administration."

Grant Reporting Requirements

No more than two months after the grant project is completed, individuals or organizations receiving grants must send a final narrative report of no more than two pages, on the results and benefits of their project.

Also, a one-page final financial statement on the project budget and explaining or listing in detail, how the grant money was spent or to whom it was paid. The report shall include any actual matching cash or in-kind contributions to the project or activity. Grant reports must be submitted to:

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