



CHRAB Historical Records Preservation Grant 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 Preservation Grant Program designed to facilitate the preservation and accessibility of Colorado's historical records. CHRAB will award grants of \$5,000 each to state, tribal and local governments, non-profit repositories, museums, historical societies, and other organizations involved in records care.

Purpose

The grant program is for the purpose of 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 and access of their historical records. Projects focusing on preservation and access will be given priority.

Grant amounts and matching funds

Amounts granted by CHRAB will be \$5,000. All grants require 25% in-kind and/or cash match, which must be greater or equal to \$1,250.00.

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 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 to the project by the organization 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. Incomplete applications will not be considered.

You may submit pertinent attachments to support your application, but please limit the number of pages to a minimum. The application must be filled out and either printed and mailed, or e-mailed to the address below. Applications received on or before January 29, 2016 will be considered.

Please mail/e-mail completed applications to:

Aly Jabrocki, Deputy Coordinator
Colorado Historical Records Advisory Board
1313 Sherman Street, Suite 120B
Denver, CO 80203
e-mail: CHRAB@state.co.us

Project Period

The project period is from March 1, 2016 to November 11, 2016. Funded projects must be completed by November 11, 2016. Additionally, all requests for reimbursement and final reports must be submitted no later than Friday, December 2, 2016. Final reimbursement requests will not be fulfilled until a final report has been completed by the grantee.

Deadline

Completed applications must be received on or before January 29, 2016.

Awards

Awardees will be notified by February 15, 2016. 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 weeks after the grant project is completed, or no later than October 31, 2016, individuals or organizations receiving grants must send a Final Narrative Report on the results and benefits of their project. They must also complete a Federal Financial Report Form which will include any actual matching cash or in-kind contributions to the project or activity. These forms can be found at:

<https://www.colorado.gov/pacific/archives/chrab-historical-records-preservation-grant-program>.

Final reimbursement checks will not be mailed until these forms have been completed.

The Final Narrative Report and Federal Financial Report Form must be sent or e-mailed to:

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