

## **SHRAB RE-GRANT GUIDELINES FOR INDIVIDUALS AND ORGANIZATIONS PURPOSE**

The Wyoming State Historical Records Advisory Board (SHRAB) promotes the identification, preservation and dissemination of Wyoming's historical records, by encouraging and supporting ongoing training programs for state, tribal and local governments, local repositories, organizations, and others involved in records care.

With grant funds from the National Historical Publications and Records Commission, National Archives and Records Administration, the SHRAB is providing funds to meet this purpose.

### **ELIGIBILITY:**

- Be 18 years of age or older, and not be a student enrolled full time in an undergraduate or graduate degree program
- Be a legal resident of Wyoming since July 1st of the previous fiscal year, as well as the current fiscal year. Our fiscal year runs July 1 - June 30.
- Live in Wyoming for at least ten months of the year, beginning July 1 of the current fiscal year.
- Remain a Wyoming resident and work at preserving Wyoming's history for one year.
- Be able to demonstrate their Wyoming residency status, if asked.
- Acknowledge that the Wyoming State Archives or SHRAB is not liable for lost or damaged material submitted with their grant application.
- Agree to allow the Wyoming State Archives and SHRAB to duplicate materials submitted with the grant application for purposes of the selection process.

**Note:** SHRAB members are not eligible to apply for grant funds.

### **RESTRICTIONS**

Grant funds cannot be used to support debt retirement, political activities, tickets to benefits, telephone solicitations, nor fund retroactive projects. Only one application per institution or individual will be accepted for the on-site assistance program.

### **GRANT AMOUNTS AND MATCHING FUNDS**

Amounts granted by SHRAB will not exceed \$2,000 for any individual or organization, and applications for a smaller amount may be submitted and will be considered.

Individuals and organizations do not have to identify or provide any cash match to their grant application and to match the funds that they may award. However, any match identified in the application will demonstrate the ability to support more quality projects, and will be used to justify and seek additional grant funds in future applications to the NHPRC.

### **GRANT CYCLES**

Currently, there are two grant application cycles each year. Applications are due on June 1st and December 1st, of each year, and the awards will be made before June 15 and January 15. The project needs to occur July thru December or January thru June.

## **APPLICATION PROCESS**

The SHRAB Grant Application may be submitted electronically, preferably in a Word document, or in paper form. The Application form and the documents listed on it must be submitted together. If the application packet is mailed, submit five copies of everything so that it is received by the application deadline.

A subcommittee of the SHRAB will evaluate them, and will select up to the top five applications for each cycle. If five applications are not selected or approved, those funds may be included in the next cycle.

## **APPLICATION DEADLINES**

Grant Applications and supporting documentation must be received by June 15 or December 1, in the cycle in which the grants will be awarded.

## **PROJECT SUPPORT**

A letter from the organization's director supporting the application is requested, in order to document their knowledge of the request and their support.

## **STATE INFORMATION FOR RECIPIENTS OF FUNDS**

All Awardees (recipients of SHRAB award funds or grants) must comply with the requirements of the Attorney General of the State of Wyoming.

## **CREDITING**

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 Wyoming State Historical Records Advisory Board, through funding from the National Historical Publications and Records Commission (NHPRC), National Archives and Records Administration."**

## **AUDIT**

Recipients of SHRAB funds are subject to audit by the State of Wyoming. Complete records must be kept on file for three (3) years following completion of the project. Documentation must also be kept on the source and nature of matching funds, in-kind contributions, and earned income.

## **TAXES**

The Awardee shall pay all taxes and other such amounts required by federal, state and local law, including but not limited to federal personal income taxes, Social Security taxes and sales taxes.

## GRANT EXTENSION

An extension may be granted by the SHRAB if the project is not completed for some reason by the grant end date listed on the application or the end of the grant cycle. If the project is not completed by the end date and an extension has not been applied for and granted by the Board, the grant may be terminated. Any funds not distributed may then be used by the SHRAB for other educational purposes.

## GRANT REPORTING REQUIREMENTS

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.

## LOCATION/ADDRESS TO SUBMIT GRANT REPORTS

This report shall be submitted to the State Historical Records Advisory Board, Wyoming State Archives, 2301 Central Avenue, Cheyenne, WY 82002, within thirty days after the end of the grant period, which is the end of June or the end of December. The required final narrative report and the final budget report may be submitted attached to an e-mail to:

\_\_\_\_\_ and any invoices mailed to the above address.

Reports about projects that are of interest and of benefit to the citizens of Wyoming and elsewhere, may be put on the SHRAB Website. The reasons must be submitted with the final report as to why the reports should not be made public. They will be review and a decision rendered by the board.

## GRANT PAYMENT

Only one payment will be made and is by reimbursement only. Award recipients will submit invoices when the project or activity is completed. Final grant reports will be submitted with the invoices. When these final documents have been received, reviewed, and approved, payment documents will be processed and a State of Wyoming check or warrant will be issued. Applicant needs to report immediately any changes to the original application including funds requested, and the reason for the change.

The following information is provided to assist in writing the grant application:

- **In-Kind Matching and Cash Matching Requirements:** There are two types of applicant contributions to total regrant project costs: in-kind match and cash match.
- **In-Kind Match:** This is the contribution of resources without the expenditure of additional funds. In-kind match may include the value of volunteers' time that is donated, or the value of the time that staff will spend specifically on the grant project or activity. Other examples include the value of radio ads, supplies donated, donated equipment or value of renting the equipment that is donated, and room rental that is donated. A brief

description of these in-kind matches and their value(dollar amount) shall be listed in the final grant report.

- **Cash Match:** This is the portion of funds that will actually be spent specifically for this project by the repository and will not be 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. If there is any cash match, a brief description and the source, along with the amount, shall be listed in the final grant report.

#### **Other Eligible Expenses:**

- **Consultant fees:** Individuals recruited to provide specialized services such as planning, training, program development, and facility assessments. Grant funds can be used to pay a maximum of \$1,000 and the grant recipient, as part of their cash match must cover any fees in excess of this limit.
- **Supplies:** Materials such as acid-free boxes and folders or other justified archival supplies.
- **Contracted Services:** Microfilming, photo-reproduction, or similar professional services.
- **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 unless justified. This information can be found on the State Auditor's Office website: [http://sao.state.wy.us/agency\\_indx.htm](http://sao.state.wy.us/agency_indx.htm)

#### **Ineligible Expenses:**

- **Personnel:** Costs for existing, full-time staff positions, or overtime hours. Budget proposals may show staff time under in-kind matching.
- **Capital Improvements:** Costs for the construction or renovation of any building, the purchase of land, or the rental of space. Budget proposals may show building renovations under cash match.
- **Collection Development:** Costs for purchasing materials to be added to collections, such as books, maps, manuscripts, photographs, etc.
- **Training:** Expenses for training or staff travel to professional meetings, seminars, and workshops that **are not** essential to achieve project goals.
- **Equipment:** Costs for the purchase of equipment such as office furnishings and file cabinets. Budget proposals may show equipment purchase costs under cash match.
- **Services:** Costs for service contracts for equipment purchased as part of the grant project. Such expenses may be shown as cash match.

## **REVIEW CRITERIA FOR SHRAB**

SHRAB, or a subcommittee of the board, will review and evaluate all applications and supporting documentation that are received by the deadline, as described in the application form and these guidelines. The Board may award all or none of the funds requested, and any remaining funds may be included in the next cycle. The Board may also make decisions, by majority vote, to make awards or reject applications that are submitted and that are not in compliance with these guidelines or the mission of the SHRAB.

In determining whether an applicant shall receive a grant, some of the criteria that the SHRAB subcommittee will consider are the following:

- Will the project identify, preserve and/or make accessible significant Wyoming historical records?
- Will the project increase the archival knowledge and/or skills of archivists and other historical record custodians?
- Will the project institute sound archival practices?
- Are the proposed activities and expenditures appropriate and cost effective?
- Does the submitted proposal adhere to regrant project application requirements and does it contain sufficient information for SHRAB decision-making?
- Is the financial information submitted realistic and accurate?
- In general, is the application meeting the mission, goals, and objectives of the Wyoming State Historical Records Advisory Board?