

WYOMING STATE HISTORICAL RECORDS ADVISORY BOARD GRANT APPLICATION

The Wyoming State Historical Records Advisory Board (SHRAB) is pleased to announce the availability of \$5,000 in awards of up to \$1,000 each for a variety of applications: (1) for paid staff and volunteers of Wyoming's cultural heritage institutions to attend training, conferences, educational workshops, or courses on topics related to the management and/or preservation of historical records, and (2) for special projects at their institution. Each scholarship may cover registration fees, travel costs, lodging and per diem (for food). Funding may also be used to bring recognized experts into an institution for consultation related to the management, accessibility, or preservation of the historical records in its legal custody. All projects that relate to the mission and goals (<http://wyoarchives.state.wy.us/shrab>) of the board will be considered.

Five \$1,000 re-grants are available for the period January 1 thru June 30, 2010, and are made possible through a grant from the National Historical Publications and Records Commission (NHPRC), National Archives and Records Administration. An additional five \$1,000 re-grants will be available and provided for the period July thru November, 2010, and also January 1, thru June 30, 2011.

Applications are due December 1 or May 1
Please send Word documents by e-mail or
mail five copies of the completed application with attachments to:
Lokey Lytjen, Executive Director Telephone: (307) 733-9605
Jackson Hole Historical Society and Museum FAX: 307-739-9019
P. O. Box 1005 Email: lokey@wyom.net
Jackson, WY 83001

PLEASE FILL OUT EITHER THE APPLICATION FOR TRAINING/WORKSHOP ATTENDANCE

OR THAT FOR ON-SITE ASSISTANCE, NOT BOTH

APPLICATION FOR TRAINING/WORKSHOP ATTENDANCE-Only one application per institution:

Applicant's Name and Institution: _____

Mailing Address: _____

Phone: _____ Fax: _____ Email: _____

Are you a paid employee of a library/museum/archives? Yes ___ No ___

If yes, what is your title and how many hours per week do you work? _____

And, how many years have you worked for your organization? _____

Are you a volunteer at a library/museum/archives? Yes ___ No ___

If yes, how many hours per week do you volunteer? _____ For how many years? _____

What is your institution's annual budget? _____

Does your institution pay for professional training? Yes ___ No ___

Name of workshop/conference/training you wish to attend: _____

And, list the sponsor: _____

Amount requested: Registration fee(s): _____ Travel/per-diem: _____ Total amount: _____

Supporting Materials (Required)

1. On a single sheet of paper, (a) briefly outline your experience with historical records and any related special projects that you have worked on or are currently involved in; and (b) what are your reasons for attending this training, workshop, conference, etc.? How do they fit your professional goals? How do they fit your institution's goals?
2. Submit a one-page budget outlining the requested funds and where those funds will be expended, along with any estimated in-kind matching and cash-matching amount for the project.
3. Include a letter of authorization from your organization's director or manager supporting your application.

APPLICATION FOR ON-SITE ASSISTANCE- One only per institution:

Applicant's Name: _____ Institution: _____

Mailing Address: _____

Phone: _____ Fax: _____ Email: _____

What is your institution's annual budget? _____

How many FTE (full time equivalent) paid employees does your institution have? _____

How many FTE (full-time equivalent) volunteers does your institution have? _____

Name of consultant you wish to hire: _____

Amount requested:

Fee(s): _____ Travel/per-diem: _____

Materials: _____ Total amount requested: _____

Estimate the dollar amount and explain any match, either cash or in-direct: _____

Supporting Materials (Required)

1. Use a separate single sheet of paper, or two at the most, for your answers to the following questions:
 - a. Briefly outline your institution's experience with historical records and information about them. Include any related special projects that your institution has worked on or in which it is currently involved.
 - b. Describe the project briefly. Why is it to be undertaken? What are the expected results?
 - c. Submit a one-page budget outlining the requested funds and where those funds will be expended, along with any estimated in-kind matching and cash-matching amount for the project.
 - d. What type(s) of training or assistance will the consultant offer your institution? How does this fit with your institution's goals?
 - e. What is the public benefit, including who and how many people will be reached or will benefit.?
 - f. If you plan to use a consultant, please list his or her qualifications related to your area of need.
2. Attach or send a copy of consultant's vita.
3. Include a letter of authorization from your organization's director or manager supporting your application.

(10/8/2009)