

**WYOMING STATE HISTORICAL RECORDS ADVISORY BOARD  
GRANT APPLICATION**

The Wyoming State Historical Records Advisory Board (SHRAB) is pleased to announce the availability of awards of up to \$2,000 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 application 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 of the board will be considered. Please view SHRAB mission and goals at the following webpage: <http://wyoarchives.state.wy.us/shrab>.

Re-grants of up to \$2,000 are available for the period of Feb. 1, 2012 thru June 31, 2012, and are made possible through a grant from the National Historical Publications and Records Commission (NHPRC), National Archives and Records Administration. Projects must be completed prior to June 31, 2012.

**Applications are due January 15, 2012**

**Please send 1 (one) completed application with wet signature & attachments to:**

Mike Strom, WY SHRAB Coordinator	Telephone: 307-777-7020
WY State Archives	Email: <a href="mailto:michael.strom@wyo.gov">michael.strom@wyo.gov</a>
2301 Central Ave.	
Cheyenne, WY 82002	

**PLEASE FILL OUT EITHER THE APPLICATION FOR TRAINING/WORKSHOP ATTENDANCE  
OR THAT FOR ON-SITE ASSISTANCE, NOT BOTH**

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

Applicant's Name: \_\_\_\_\_

Applicant's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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 Project: \_\_\_\_\_  
\_\_\_\_\_

Total Requested: \_\_\_\_\_

Estimate the dollar amount and explain any match, either cash or in-direct (In-Kind):  
\_\_\_\_\_

## **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.