South Carolina State Historical Records Advisory Board (SC SHRAB)
Historical Records Regrant Program
2024-2025 Regrant Program Guidelines

Overview of the Grants Program

The National Historical Publications and Records Commission (NHPRC), the funding branch of the National Archives and Records Administration, has awarded the SC State Historical Records Advisory Board (SC SHRAB) an amount not to exceed $80,000.00 to conduct an historical records regrant project. Staff support and other project resources are provided to the SC SHRAB by the SC Department of Archives & History.

Purpose

To address priorities in the SC SHRAB state plan: Increased funding for South Carolina's historical records, preserving and providing access to SC historical records, educating and training records custodians, and supporting archival program development and enhancement.

Eligibility

- **Eligible** Institutions include:
    o Small and Medium Sized Historical Records Repositories: A non-profit institution or organization (with less than 500 cubic feet of holdings) that has a formal archives program that preserves and provides access to historical documents on a regularly scheduled basis to the general public. This may be a historical society, library, museum, college or university, church, public library, or other similar institution or organization.
    o Any Historical Records Repository Regardless of Size Proposing to Preserve/Provide Access to the Records of Under Documented Subjects and Social Groups
    o Local Governments
    o Professional Organizations: A non-profit organization or institution engaged in activities that serve and/or support the South Carolina archival community in education and training and/or services to preserve and/or provide access to South Carolina's historical records.
- **Ineligible** Institutions Include:
    o For-profit organizations
    o State Government Agencies (Exceptions: State Library and state-supported colleges and universities)
    o Organizations that do not provide public access to their historical records

Grant Amounts and Requirements

The Board will award regrants in increments between $500 - $10,000. All grants require a minimum 25% cost-sharing of total requested grant funds. For example, if an institution requests $5,000.00 in grant funds, the required total in-kind and/or cash match is $1,250.00, for a total project cost of $6,250.00.

Institutions may apply for more than one grant; however, the application must clearly document two separate/distinct projects. Similarly, a single project application may include various eligible project types. For example, a project to digitize historical records for public access may also include a seminar to share archival practices with the public.

Acquisition/Collection Policy
Requirement for repositories of non-government historical records. If an applicant repository does not have an acquisition/collection policy, development of this policy must be included in the project work plan. Grant applicants requesting more than $3,000 MUST have an existing acquisition/collection policy. A copy of this policy must be included in the application attachments.

Disaster Preparedness Plan
Requirement for Historical Records Repository and Local Government Applicants (except microfilming projects). If an applicant does not have a plan, development of a disaster preparedness plan must be included in the project's work plan. Grant applicants requesting more than $3,000 MUST have a disaster preparedness plan. A copy of this plan must be included in the application attachments.

Deadlines and Timetable for 2024 Grant Cycle

- February 15, 2024 - SC SHRAB will host the first of three virtual workshops to explain the regrant opportunities and the application process and answer questions about regrant applications.
- March 12, 2024 - SC SHRAB will host the second virtual workshop to explain the regrant opportunities and the application process and answer questions about regrant applications.
- April 10, 2024 - SC SHRAB will host the third virtual workshop to explain the regrant opportunities and the application process and answer questions about regrant applications.
- March 19, 2024 – SC SHRAB will host a Planning a Digital Project class (optional)
- April 17, 2024 Letters of Intent are due from applicants. Letters must be postmarked by due date.
- May 17, 2024- Draft grant applications (optional) are due to the SC SHRAB. Responses due back from the SHRAB by June 3, 2024.
- June 28, 2024- Final and complete applications are due to the SC SHRAB. Final applications must be postmarked or emailed to scshrab@scdah.sc.gov by due date.
  PLEASE NOTE: Applicants are not required to submit a draft application to the SC SHRAB before the final deadline, but applicants are strongly encouraged to reach out to SC SHRAB staff before the end June 28, 2024 deadline for final applications.
- July and August 2024 – The SC SHRAB will review applications.
- September 3, 2024- The SC SHRAB will announce grant awards.
- September 2024- Grantees will have the month of September to formally accept their grant award and sign the contract.
- October 1, 2024- The grant funding period begins.
- March 31, 2025- Interim reports are due from grantees.
- June 30, 2025- The grant funding period ends.
- August 31, 2025- Final reports are due from grantees.

Applicant Requirements
Contact with Project Staff/Application Draft Review
All prospective applicants **must**:
1. Applicants must attend one of the three virtual workshops being hosted on February 15, March 12, and April 10, 2024. The workshops will explain the regrant opportunities, guidelines and requirements.

2. Submit a short letter of intent to apply for regrant funds, briefly describing project, by **April 17, 2024**. Grant applications without a letter of intent submitted by this date will not be accepted.
3. Submit completed application including the narrative, justification, budget, and if applicable, collection development policy and disaster plan by **June 28, 2024**.

Optional - All prospective applicants **may**:
1. Submit a draft application no later than **May 17, 2024.** The draft should include a short budget justification and a narrative, including the organization overview and project description/summary and plan of work. Additional attachments are not required for the draft.

Draft applications will be reviewed and applicants provided with suggestions for changes/improvements by **June 3, 2024.**

Submit information to:

<div align="center">
SC SHRAB Regrant Project
c/o SHRAB Deputy Coordinator
SC Archives and History Center
8301 Parklane Road
Columbia, SC 29223
</div>

Or via email to: scshrab@scdah.sc.gov

Funding Priorities and Categories
Funding Priorities
The SC SHRAB has four basic regrant project funding priorities:
- Preserving and enhancing online availability of South Carolina's historical records
- Increasing the public's engagement with South Carolina's historical records
- Promoting best practices and institutional advancement of South Carolina's repositories
- Providing learning and development opportunities for the state's professional archivists, volunteers, students and the public.

In addition to these basic priorities, the SC SHRAB will also consider funding projects that address other aspects of the state plan for historical records. Some special consideration will be given to traditionally underserved institutions in South Carolina, such as the state's seven Historically Black Colleges and Universities (HBCUs), and other primarily African American repositories in South Carolina, as well as smaller institutions in the more rural areas. A preference will also be given to projects with a focus on digital accessibility and preservation.

Funding Categories
Projects to improve an organization's stewardship of South Carolina historical records and projects that provide useful education and training to those managing such records, from beginning/volunteer to advanced level.

Eligible Projects
Please Note: All projects must demonstrate adherence to NHPRC guidelines and recognized national standards. Specifically, digitization and/or microfilming projects must demonstrate familiarity with digitization and/or microfilming standards and provide for appropriate storage and long-term preservation.

Access: Arrangement and Description
Identifying, organizing, and improving access to historical records.

Note: All description projects must not describe records below the series level; they also must produce descriptions and make them available on-line.

<u>Preservation</u>
Implementing solutions to the challenges of preserving records with permanent historical value by:
- Establishing environmental monitoring programs
- Conducting preservation planning and/or development of disaster preparedness plans
- Digitizing or Microfilming and protecting records of permanent value that are endangered or inaccessible
- Planning and assessing facilities for the storage of archival records
- Buying acid-free boxes, folders, etc. to house archival records

Note: Digitization projects must be accompanied by a plan to make the collection publicly available in less than two years. Applications which only include plans to scan documents will be deemed ineligible. Further, any collection that is to be made available electronically must be fully processed BEFORE the collection is digitized.
   Digitization projects must also meet minimum standards for metadata and related standards. The South Carolina Digital Library provides metadata schema and guidelines as well as resources for best practices on their website at https://scmemory.org/for-contributors/guidelines-resources/. Other helpful resources for metadata harvesting include the Digital Public Library of America or the Open Archives Initiative Protocol.

<u>Program Enhancement</u>
Activities to expand and/or strengthen programs in the state's historical records repositories and local governments, especially:
- Consultant advice and assistance in assessment/action recommendations, formulating policies, etc.
- Development of records management programs, especially inventory and scheduling, which have an archival component.

<u>Archival Education and Training</u>
Workshops, seminars, and other means of instruction and information on archives practices and policies

Note: Applicants should make use of appropriate existing instructional materials rather than developing new ones. Applicants will also be expected to be familiar with the latest thinking on and approaches to archival education and training, and incorporate them into their proposals. SC SHRAB will give preference to education and training proposals that will benefit more than one institution, target staff in the state's smaller repositories, and/or will train members of under-represented social/ethnic groups.

Ineligible Projects
- Establishment of new archival programs (except under special circumstances and requirements)
- Outreach and exhibits
- Ongoing operations of a repository
- Collections of commercially produced newspapers, rare books and similar publications, artistic works, or artifacts

- Historical materials that are privately owned or deposited in an institution subject to withdrawal upon demand
- Oral history interviewing
- Conservation treatments. (Though conservation projects are eligible, the preference is for preservation of the information in the historical records rather than the more costly preservation of individual records in their original format.)
- Document scanning (**IF** the applicant does not also include a plan to make the digitized records publicly available.)
- Item-level archival description

Funding Criteria and Policies

Review Criteria

SC SHRAB will review and evaluate all eligible applications received during the competition period described in these guidelines. The Board may award all or none of the funds requested, offer partial or conditional funding, or encourage revision and/or resubmission. In determining whether an applicant shall receive a grant, SC SHRAB will consider the following factors:

- Will the project identify, preserve and/or make accessible significant South Carolina historical records?
- Will the project increase the archival knowledge and/or skills of archivists and other historical records 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 SC SHRAB decision-making?

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/Cost-Share:** This is the contribution of resources without the expenditure of additional funds. In-kind matching may include the value of volunteers' time or the value of the time that current staff will spend specifically on the grant project. SC SHRAB does not accept indirect costs such as portions of normal operating expenses (rent, utilities, telephone, etc.) as in-kind matching. Evidence of in-kind funds is required and must be included with reimbursement requests.
- **Cash Match/Cost-Share:** 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. Evidence of cash match is required and must be included with all reimbursement requests.

Eligible Expenses

Personnel Costs: Salaries/wages and fringe benefits for project staff hired specifically for the project, and costs for existing part-time staff may be an eligible expense, if such staff works on the grant in addition to their regularly scheduled hours. Full-time staff may be an eligible expense, if such staff works on the grant in addition to their regular duties.

Equipment, Supplies, and/or Materials: Materials such as acid-free boxes and folders or other justified archival supplies as well as shipping costs related to these supplies. Costs to purchase technical equipment (e.g., microfilming equipment, computers, electronic peripherals, etc.) or shelving essential for the project are eligible costs. The SC SHRAB prefers equipment costs to be evenly divided

between grant funds and cash match while recognizing, however, that individual circumstances will vary from project to project.

Contracted Services: Digitization, microfilming, photo-reproduction, or similar professional services. Individuals recruited to provide specialized services such as planning, training, program development, and facility assessments. Grant funds will pay a maximum of $200 per day for services plus a maximum of $100 per day for expenses. Fees in excess of these limits must be covered by grant recipient as part of their cash match. **SC SHRAB reserves the right to approve all service providers.**

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.

Ineligible Expenses
Operating Costs: Indirect costs such as rent, telephones, or other normal operating expenses.

Personnel: Costs for existing, full-time staff positions, or overtime hours. Budget proposals may show staff working time related to the project 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 routine equipment such as office furnishings and file cabinets. Budget proposals may show equipment purchase costs under cash match. The equipment must be an integral component of an overall project.

Services: Costs for service contracts for equipment purchased as part of the grant project. Such expenses may be shown as cash match.

Funding Policies and Procedures
Method of Payment
Upon selection by the SC SHRAB to receive a grant, awardees will enter into a contract with the SC Department of Archives and History (SCDAH) specifying the terms and conditions for the receipt of grant funds. The grant recipient will spend grant monies and cash match amounts as specified in the approved budget.

Regrant awardees are expected to demonstrate responsible grant fund management by periodically reviewing grant funds spent, such as at the interim of the project. If the funds differ from those listed in the initial grant application, regrantees should contact the SHRAB Deputy Coordinator to obtain a revised budget form. The completed revised budget form must be signed by the authorizing official and receive board approval to reimburse the new fund amounts.

Regrant funds will not be provided in advance except in truly exceptional circumstances and with sufficient explanation in the application.

The SCDAH will reimburse the grantee for funds expended based upon the submission of properly completed reimbursement forms and related documentation described below. **Requests for reimbursement will be limited to a maximum of three per project, including the final payment**. Final payment of grant funds shall be contingent upon full satisfaction of the terms of the contract, including the submission of reports as scheduled. Final payment of grant funds exceeding those listed in the budget and contract may be refused by the board if the regrantee did not demonstrate responsible grant fund management.

Reimbursement Process
After the contract is signed, SC SHRAB grant staff will provide a reimbursement form. Grantees may apply for reimbursement up to three times during the course of the project. The reimbursement request must be signed by the authorizing official and accompanied by appropriate proof of expenditures such as accounting reports, paid invoices, cancelled checks, bank statements, and other materials documenting expenditures--in-kind and cash match as well as grant funds. **Grant funds may not be spent prior to the grant period or after the closing date.**

Failure to compile the reimbursement request correctly or to provide appropriate documentation will delay the approval of the request and, therefore, payment.

Reports

All reports should provide sufficient information for the SC SHRAB to evaluate the progress and/or results of the project.

An interim progress report is due at the mid point of the project on March 31, 2025, and it should include a brief narrative on the project progress to that point.

A detailed final report is required at the end of the project. This report is due on August 31, 2025, and must be submitted prior to the final project expense reimbursement.

Final Reports
These reports should provide sufficient information for the SC SHRAB to evaluate the results of the project and must contain the following information:
- **Institution/Organization Name**
- **Project Title**
- **Project Director Name, telephone number, and e-mail address**
- **Summary of Project Activities and Accomplishments**
  - Must include titles, series titles, dates and cubic footage of records preserved and/or the number of digital facsimiles created and made accessible for public use as a result of your project.
  - For preservation and arrangement and description projects, include copies of catalog entries and other finding aids produced
  - Include some narrative of self-assessment about how the project met the objectives submitted in your application
  - Include quotes from local press coverage (if applicable) and also include copies of any articles cited.
- **Project Cost Sharing**
  - Provide details about in-kind cost sharing, including the cumulative total, and the amount of cash matching on the project. (Evidence of the in-kind and cash match is required and must be included with your final reimbursement request.)

Application Procedures
Please Note: All applicants must submit a letter of intent to apply for regrant funds by **April 17, 2024,** and are encouraged to submit a draft proposal no later than **May 17, 2024**. The final application, due June 28, 2024, needs to include the budget form, the narrative, and the required attachments. For more detailed application procedures, please see the application instructions below.

<u>Application Form: Page 1</u>
Part I: Organization Information
1. Enter your institution's name and physical address. Please see the grant guidelines for a list of eligible and ineligible institutions.
2. Enter your institution's county.
3. Enter your institution's Federal Employer Identification Number (FEIN).
4. Enter your institution's website address, if available.
5. Enter the name and work address of the proposed grant project's contact staff member.
6. Enter the title of the proposed grant project's contact staff member.
7. Enter the telephone number of the proposed grant project's contact staff member.
8. Enter the email address of the proposed grant project's contact staff member.
9. Enter the name and work address of the authorizing official for your institution. If it is the same person as the contact person, you can enter "same as above" here and leave boxes 10-12 blank. The authorizing official is the person who has the authority to sign contracts on behalf of your institution.
10. Enter the title of the authorizing official for your institution.
11. Enter the telephone number of the authorizing official for your institution.
12. Enter the email address of the authorizing official for your institution.

Part II: Grant Project Information
13. Enter the Project Title for the proposed grant project.
14. & 15. Enter the start and end dates for the proposed grant project. The total grant period for these funds is October 1, 2024 – June 30, 2025. Please see the grant guidelines for all grant deadlines. If you believe your grant will take less time than is provided, you may enter those dates; or you may enter "October 1, 2024" and "June 30, 2025" as the start and end dates.
16. Offer a brief description of the project. Only one or two sentences are needed here. Further information will be supplied in the grant narrative.
17. & 18. Enter the amount of cost-sharing your institution will be providing, either in cash and/or in-kind. The total cost-share value (cash and in-kind combined) must add up to 25% of your requested grant funds. You can provide the required cost-share either in cash OR in-kind, OR with a combination of the two.
19. Enter the total dollar amount of grant funds your institution is requesting.
20. Enter the total amount of project costs in the proposed grant project. (Add boxes 17, 18, & 19 together for this number.)

Part III: Authorization and Certification
The authorizing official named in Part I must read this section, sign their name, and date the document, certifying the application is true and correct, and that the institution will carry out the proposed project if funds are awarded. An electronic signature for the authorizing official is also accepted.

<u>Application Form: Page 2</u>
Part IV: Narrative

Please Note: Your complete grant narrative should be no more than five (5) pages, double-spaced, with regular margins and in 12-point Times New Roman font. Your narrative should address the following:

Organization Overview
Provide a brief description of your organization. Include any additional information that you feel would be helpful to the SC SHRAB's review of your request.

Be sure to address the following questions:
1) What type of organization are you and what is your mission? (e.g., historical society, county government, public library, university library, museum)
2) Describe your holdings by subject, types of records, and total **cubic footage**
3) Describe your facility. Include the following:
    a. What is the size of your facility? (In square feet)
    b. Hours of operation?
    c. Do you have a secure (locked) storage area that is accessible only to staff?
    d. Is the facility climate controlled?
    e. Do you have a fire suppression system?
    f. Do you have a designated area for people to do research?
    g. What is your annual number of users?
4) How many staff members do you have and what is their status? (Full time, part-time, volunteers, etc.)
5) What is your annual budget and sources of funding? (Membership dues; state, city or county appropriations; support from parent organization, etc.)

Project Description/Summary and Plan of Work
Provide a project description by answering all of the following questions appropriate to your proposed project. Your answers should demonstrate to the SC SHRAB that the project is well planned and that the goals can be attained within the grant period. You may provide any additional information you feel would be helpful to the Board's review of your request. Do not refer to "see inside" or "see attached", except in the case of references to resumes and similar supporting information found elsewhere in the application.
1) What is the problem this project will address?
2) List or describe the records you wish to address through your project, the years they cover, cubic footage and condition. Also, please let us know your opinion as to their historical significance. What materials are involved?
3) What actions, activities, or steps will you take during your project and when and in what order will they be undertaken?
4) Who will undertake these actions or perform these activities?
    a. Identify the project staff and provide a brief summary of these individuals' qualifications for their roles in this project. This may be one or two paragraphs or a brief resume (no more than one page).
    b. If you will hire someone (project archivist, consultant, data entry person), provide a brief description of what that person will do.
    c. If you have identified a specific consultant, provide information on that person's qualifications and/or brief resume. The SC SHRAB can provide a list of suggested consultants.
5) Describe the purpose and goals of the project, how you propose to realize the project goals, final products, and also let us know who the key personnel are who will be involved in the project.
    a. Include at least three objectives by which project success can be measured.
6) How will you publicize the results to your community and what will you do to build on the project accomplishments in terms of ongoing work or funding?

Application Form: Page 2-4
Part V: Project Budget
Complete the Project Budget Form providing details of how you arrived at the amounts shown. For example, list personnel, number of hours they will work, and rate of pay. For supplies, detail what type of supplies will be purchased, quantity, and cost. (See examples in each category below.)

Match includes funds or the equivalent of funds that will be expended on this project by the organization and refers to both in-kind and cash.

In-Kind Match: This is the contribution of resources without the expenditure of additional funds. In-kind matching may include the value of volunteers' time or the value of the time that current staff will spend specifically on the grant project. SC SHRAB does not accept indirect costs such as portions of normal operating expenses (rent, utilities, telephone, etc.) as in-kind matching.

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.

As you compute your budget, remember that the regrant recipient initially pays all expenses and the grant portion is reimbursed by the SC SHRAB a maximum of three times.

Personnel and Salaries
Personnel costs may be grant funds, cash, or in-kind match. If you will hire someone to perform grant duties, you may request grant funds or count that amount as cash match.

If you have a part time staff member that you will hire to work additional hours on the grant project, you may request grant funds or count that amount as cash match.

If a person in your organization will work on grant-related tasks that are not already part of their normal duties, you may count that time as your in-kind match. This would include supervision of the project.

Payment for work that is part of an individual's normal job responsibilities is not eligible for grant funding, nor is it acceptable as match.

Show the work of volunteers as in-kind match at the rate of compensation usual for that work.

List the name/position and amount of time that will be contributed by project personnel and how the person will be compensated. For example:

Item	Grant Funds	Cash Match	In-Kind Match	TOTAL
Project Archivist 15 wks, 10 hrs/wk @ $15/hr	$2,250			$2,250
Project Assistant 15 wks, 5 hrs/wk @ $10/hr		$750		$750
Susie Staffperson, Project Director 5% of $30,000			$1,500	$1500
Volunteers 3 people, 15 wks, 3 hrs/wk @ $8/hr			$1,080	$1,080
TOTAL SALARIES	$2,250	$750	$2,580	**$5,580**

Fringe Benefits

Where appropriate, multiply the salary of the position times the fringe benefits rate of your organization or calculate the specific benefits that will be paid. Fringe benefits may include employer contributions for social security, employee insurance, pension plans, etc.

Item	Grant	Cash Match	In-Kind Match	TOTAL
Project Archivist Employer portion Social Security $2,250 x .0765	$172			$172
Project Assistant Employer portion Social Security $750 x .0765		$57		$57
Susie Staffperson, Project Director Organization's fringe benefits rate $1,500 x 25%			$375	$375
TOTAL FRINGE BENEFITS	$172	$57	$375	**$604**

Travel Expenses

Travel expenses may be claimed only for those activities specifically related to your grant project, such as participation in training required for the project.

If requesting grant funds, these costs must not exceed the prevailing state government rates for travel (Example: FY 2023 in state rates are 65.5 cents per mile; $8 for breakfast, $10 for lunch, and $17 for dinner, if working till 8:30pm). If your organization provides travel support in excess of state rates, show this additional support as cash match.

Item	Grant Funds	Cash Match	In-Kind Match	Total
Susie Staffperson Attend disaster Preparedness	$189.57	$50		$239.57

	Grant Funds	Cash Match		TOTAL
Workshop; registration fee $50 235 miles @ $.445/mi. =$104.57 1 night lodging @ $60 Food, 1 day @ $25				
Total Travel	$189.57	$50		$239.57

Equipment, Supplies, and Materials

Include consumable supplies and materials to be used in the project (boxes, folders, etc.). Shipping costs for supplies and materials may also be included.

Item	Grant Funds	Cash Match	In-Kind Match	TOTAL
Records storage cartons 10 x 15 x 12", alkaline	$86			$86
File folders, letter size, alkaline, reinforced tab 50 pkgs (100 per pkg) @ $26/pkg	$1,000	$300		$1,300
TOTAL SUPPLIES	$1,086	$300		$1,386

Services

Include costs for services such as microfilming, data entry, photo reproduction or other specialized services. Indicate the fees that will be paid to any consultant. If you have not discussed fees with a specific consultant and need an estimate, please contact the SC SHRAB grant staff for suggestions. Grant funds will pay a maximum of $200 per day for services plus a maximum of $100 per day in expenses.

Item	Grant Funds	Cash Match	In-Kind Match	TOTAL
Acme Data Services Microfilming services	$1,000	$250		$1,250
TOTAL EQUIPMENT	$1,000	$250		$1,250

Other

In a separate document, please explain any costs that are necessary for the project but are not appropriate for the categories above.

Summary Budget

Recap your totals and **make sure your combined cash and in-kind match <u>meets or exceeds</u> the required in-kind and cash matching requirements (at least 25% of requested grant funds)**.

Part VI: Application Attachments

Statement of Need: In archival records projects, explain the significance of the historical records and why they need to be preserved and/or processed. For education/training projects, why it is needed and who it will benefit.

Work Plan: The soundness of the work plan is critical, focused, clearly defined, and achievable within the grant period. The work plan should include the order of the project steps, the dates or time frame to complete them, and what project staff will complete them.

Participants: The qualifications and/or plans for training project personnel, including resumes. Please attach the resumes of any staff members, volunteers, and/or interns for this project.

Budget: Realistic and accurate. A minimum 25% match/cost-share is required of all applicants.

Acquisition/Collection Policy and Disaster Preparedness Plan: Required of grant applicants requesting more than $3,000 in funding. Applicants requesting less funding will need to include the creation of an Acquisition/Collection Policy and Disaster Preparedness Plan as part of their project if they do not already have these documents included as attachments.

Attachments should not exceed ten (10) total pages, with the exception of the Acquisition/Collection Policy and Disaster Preparedness Plan which may include the entire existing document.