



South Carolina State Historical Records Advisory Board (SC SHRAB) 2025 Microgrant Program Guidelines Capital Funding



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](#)) funding to conduct a microgrant program to provide funding for capital support of a South Carolina archival institution.

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.

Criteria for Capital Funding Program

A maximum individual award amount of \$1,000.00, to fund up to 15 microgrants, and used to provide non-competitive funding for capital support and/or essential needs of South Carolina institutions that house historical records and provide public access to their records.

Eligibility

- **Eligible** Institutions include:
 - South Carolina Historical Records Repositories: A non-profit institution or organization that has a formal archives program that preserves and provides access to historical documents on a regularly scheduled basis to the general public.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.
 - Local Governments
 - 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.
 - Federally-acknowledged or state-recognized Native American tribes or groups
 - Organizations that make their records accessible to the public for research.
- **Ineligible** Institutions Include:
 - For-profit organizations
 - State Government Agencies (Exceptions: State Library and state-supported colleges and universities)
 - Organizations that do not provide public access to their historical records

Grant Amounts and Requirements

The Board will provide microgrants up to \$1,000 for capital support and/or essential needs purchases that will benefit an institution's archival program and aid in making their records accessible to the public. There is no cost share for these microgrants; SC SHRAB will provide 100% of the funding.

Deadlines and Timetable for 2025 Grant Cycle

August 1, 2025 through December 1, 2025 – SC SHRAB will accept Funding Request Document and related materials.

Applicant Requirements

Interested institutions will need to complete a Funding Request Document and submit it along with the required documentation to the SC SHRAB for review.

Funding Policies

SC SHRAB will provide funding for projects that support researcher access to their collections, including:

Archival Supplies: Costs for purchasing materials to house the collection, such as acid-free folders, Mylar sleeves, and shelving.

Equipment: Costs for purchasing materials to improve access and aid researchers, such as scanners, printers, copiers, and computers.

Furniture: Costs for purchasing office furnishings for staff and researchers, such as desks and chairs.

Software: Costs for purchasing software for collection management and cataloging and/or to provide online access to digital collections. Funds will only cover one-time costs for software purchases and will not include annual maintenance or subscription costs.

Payment Process

Upon receipt of the Funding Request Document, including the statement of need, materials list, and budget justification, the SC SHRAB will review the submitted documents and submit payment to the institution. The institution will need to provide the SC SHRAB with a W-9 Taxpayer Identification Number Form and register as a vendor with the state of South Carolina to receive payment. In addition, the institution needs to provide their unique entity identification number available from <https://sam.gov/>.

Capital Funding Request Form Instructions:

Part I: Organization Information

1. Enter your institution's name and physical address. Please see the guidelines above for a list of eligible and ineligible institutions.
2. Enter your institution's Authorizing Official's name and address, if different from above.
3. Enter the Authorizing Official's title.
4. Enter the Authorizing Official's telephone number.
5. Enter the Authorizing Official's email address.
6. Enter the Contact Person's name, if different from the Authorizing Official.
7. Enter the Contact Person's title.
8. Enter the Contact Person's telephone number.
9. Enter the Contact Person's email address.
10. Enter the total amount of grant funds requested.

