



South Carolina State Historical Records Advisory Board (SC SHRAB)

Historical Records Regrant Program 2022
Application Guidelines and Instructions



2022 Regrant Program Guidelines

- **Overview**

- The National Historical Publications and Records Commission ([NHPRC](#)) has awarded the SC SHRAB an amount not to exceed \$80,000 to conduct an historical records regrant project.

- **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
 - Supporting archival program development and enhancement



2022 Regrant Program Guidelines

- **Eligible** Institutions include:
 - Small and Medium Sized Historical Records Repositories:
 - non-profit institution or organization with **less than 500 cubic feet of holdings**
 - formal archives program that preserves and provides **access to historical documents to the general public**
 - historical society, library, museum, college or university, church, public library, or other similar institution or organization.
 - Any Historical Records Repository Regardless of Size Proposing to Preserve/Provide Access to the Records of Under Documented Subjects and Social Groups
 - Local Governments
 - Professional Organizations:
 - non-profit organization or institution 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:
 - 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



2022 Regrant Program Guidelines

Eligible Projects

- Access: Arrangement and Description
Identifying, organizing, and improving access to historical records.
- Preservation
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 (plan to make the collection publically available in less than two years)
 - Planning and assessing facilities for the storage of archival records
 - Buying acid-free boxes, folders, etc. to house archival records
- Program Enhancement
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.
- Archival Education and Training
Workshops, seminars, and other means of instruction and information on archives practices and policies (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)

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.



2022 Regrant Program Guidelines

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. (individual records in their original format rather than preservation of information in historical records)
- Document scanning (**IF** the applicant does not also include a plan to make the digitized records publically available.)
- Item-level archival description



2022 Regrant Program Guidelines

Grant Amounts and Requirements

- minimum 25% cost-sharing of total requested grant funds (in-kind match and cash match)
- Board will award regrants in increments between \$500 - \$5000.
- **In-Kind Match/Cost-Share:**
 - Contribution of resources without the expenditure of additional funds
 - value of volunteers' time or the value of the time that current staff will spend specifically on the grant project.
 - NOT indirect costs such as portions of normal operating expenses (rent, utilities, telephone, etc.) as in-kind matching.
- **Cash Match/Cost-Share:**
 - Funds actually spent specifically for this project by the repository and not reimbursed by grant funds
 - hiring a project archivist and paying all or part of the salary from organizational funds
 - purchasing equipment or supplies



2022 Regrant Program Guidelines

Eligible Expenses

- Personnel Costs:
 - Salaries/wages and fringe benefits for project staff. Part-time staff may be an eligible expense, if such staff works on the grant in addition to their regularly scheduled hours.
- Equipment, Supplies, and/or Materials:
 - Materials such as acid-free boxes and folders or other justified archival supplies.
 - Costs to purchase technical equipment (e.g., microfilming equipment, computers, electronic peripherals, etc.)
 - Shelving essential for the 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. (Limit overage covered under cash match)
- Travel Expenses:
 - Essential to achieve project goals.



2022 Regrant Program Guidelines

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 time under in-kind matching.
- Capital Improvements:
 - 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.
- Services:
 - Costs for service contracts for equipment purchased as part of the grant project. Such expenses may be shown as cash match.



2022 Regrant Program Guidelines

Applicant Requirements

- All prospective applicants **must**:
 - Attend one virtual workshop
 - Submit a short letter of intent to apply for regrant funds, briefly describing project, by **April 15, 2022**. **Grant applications without a letter of intent submitted by this date will not be accepted.**
 - Final application and related attachments due **May 31, 2022**
- **Note: If an applicant does not have an Acquisition/Collection Policy and a Disaster Preparedness 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 both.**
- All prospective applicants **may**:
 - Submit a draft application no later than **April 20, 2022**.
 - SHRAB Board response due **May 3, 2022**.
- Submit letters of intent and draft/final applications to:
 - SC SHRAB Regrant Project
c/o SHRAB Deputy Coordinator
SC Archives and History Center
8301 Parklane Road
Columbia, SC 29223

scshrab@scdah.sc.gov



2022 Regrant Program Guidelines

Funding Policies and Procedures

- **Reimbursement Process**

- 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 as specified in the approved budget.
- Reimbursement form provided to Grantees
 - **Requests for reimbursement will be limited to a maximum of three per project, including the final payment**
 - 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 all expenditures (in-kind, cash match, grant funds)
 - **Funds may not be spent prior to the grant period or after the closing date.**
 - **Funds will not be provided in advance except in truly exceptional circumstances and with sufficient explanation in the application.**
 - Final payment of grant funds shall be contingent upon full satisfaction of the terms of the contract, including the submission of reports as scheduled.

- **Key dates:**

- August 1, 2022- The SC SHRAB will announce grant awards.
- August 31, 2022- Grantees will have the month of August to formally accept grant award and sign the contract.
- September 1, 2022- The grant funding period begins.
- June 1, 2023- The grant funding period ends.



2022 Regrant Program Guidelines

Reports

- **Interim report**
 - February 28, 2023 due date.
 - Brief narrative progress report to include sufficient information for the SC SHRAB to evaluate the project progress.
- **Final Report**
 - July 31, 2023 due date
 - Must be submitted prior to the final project expense reimbursement 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 addressed by 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**
 - Details about in-kind cost sharing, including the cumulative total, and the amount of cash matching and related evidence



2022 Regrant Program Application

Part I: Organization Information

1. Institution Name and Address:	2. County:
	3. FEIN:
	4. Website:
5. Contact Person Name and Address:	6. Title:
	7. Telephone:
	8. Email:
9. Authorizing Official Name and Address:	10. Title:
	11. Telephone:
	12. Email:

Part II: Grant Project Information

13. Grant Project Title:	
14. Project Start Date:	15. Projected End Date:
16. Brief Description of the Project:	
17. Institution Cash Match: \$	18. Institution In-kind Match: \$
19. Grant Funds Requested: \$	20. Total Project Costs: \$

Part III: Authorization and Certification

As the authorizing official of the applicant, I certify to the best of my knowledge that the information in this application is true and correct, the application has been duly authorized by the governing body of the applicant, and, if funded, the applicant will carry out the project in the manner described herein. I further certify that the applicant will maintain records in accordance with the generally accepted government accounting principles, and that the funds awarded will be included in those audits or financial statements covering all or part of the project duration period.

Signature of Authorizing Official

Date

Send completed applications (including narrative and budget forms) to the SC SHRAB, in care of the South Carolina Department of Archives & History. Completed applications may be sent via regular mail to: **8301 Parklane Road, Columbia, SC 29223** OR via email (as a PDF attachment) to: SCSHRAB@scdah.sc.gov. Send any application questions to SCSHRAB@scdah.sc.gov.



2022 Regrant Program Application



Application Narrative

- No more than five (5) pages, double-spaced, with regular margins and in 12-point Times New Roman font.
- **Organization Overview**
 - Brief description of your organization 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. 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.)



2022 Regrant Program Application

Application Narrative Continued:

- **Project Description/Summary and Plan of Work**

- Answer the following questions appropriate to your proposed project. May provide any additional information helpful to the Board's review.
 - 1) What is the problem this project will address?
 - 2) List or describe the records addressed in project: years they cover, cubic footage and condition; historical significance; materials 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 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 duties.
 - c. If you have identified a specific consultant, provide information on that person's qualifications and/or brief resume. **SC SHRAB reserves the right to approve all consultants.**
 - 5) Describe the purpose and goals of the project, how you propose to realize the project goals, final products, and key personnel involved in project. Include at least three objectives to measure project success.
 - 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?



2022 Regrant Program Application

Project Budget

- Provide details of how you arrived at the amounts shown on form.
- 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:**
 - Contribution of resources without the expenditure of additional funds, may include the value of staff time spent specifically on grant project. Not include indirect costs such as operating expenses (rent, utilities, telephone, etc.)
 - **Cash Match:**
 - Funds 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.
- **Note:** Regrant recipient initially pays all expenses and the grant portion is reimbursed by the SC SHRAB a maximum of three times.



2022 Regrant Program Application

Personnel and Salaries

- Personnel costs may be grant funds, cash, or in-kind match
 - Hire someone to perform grant duties -request grant funds or count as cash match.
 - Hire part time staff member (to work additional hours on grant) -request grant funds or count as cash match.
 - Existing staff to work on grant-related tasks NOT part of normal duties – count as in-kind match.
 - Volunteer work on grant-related tasks- count as in-kind match (rate of compensation usual for that work)



2022 Regrant Program Application

Personnel and Salaries

- List the name/position
- Amount of time to be contributed by project personnel
- How person will be compensated.

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



2022 Regrant Program Application

Fringe Benefits

- Calculate the benefits of staff - multiply the salary of the position times the fringe benefits rate of your organization
- 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 $\$2,250 \times .0765$	\$172			\$172
Project Assistant Employer portion Social Security $\$750 \times .0765$		\$57		\$57
Susie Staffperson, Project Director Organization's fringe benefits rate $\$1,500 \times 25\%$			\$375	\$375
TOTAL FRINGE BENEFITS	\$172	\$57	\$375	\$604



2022 Regrant Program Application

Travel Expenses

- Claimed ONLY for activities specifically related to grant, such as participation in training required for the project – may be grant funds or cash match.
 - If requesting grant funds, costs must not exceed the prevailing state government rates for travel
 - Cash match - if your organization provides travel support in excess of state rates, additional support will be cash match.

Support as Cash Match

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



2022 Regrant Program Application

Equipment, Supplies, and Materials

- Include consumable supplies and materials to be used in the project – can be both grant funds and cash match (see eligible expenses)
 - Materials such as acid-free boxes and folders or other justified archival supplies.
 - Costs to purchase technical equipment (e.g., microfilming equipment, computers, electronic peripherals, etc.)
 - Shelving essential for the project

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



2022 Regrant Program Application

Services

- Include costs for services such as microfilming, data entry, photo reproduction or other specialized services – can be grant funds or cash match.
- Indicate fees paid to any consultant, if appropriate.
 - Grant funds will pay a maximum of \$200 per day 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



2022 Regrant Program Application

Other

- If needed, explain any costs that are necessary for the project but are not appropriate for the categories above in a separate document.

Summary Budget

- Recap your totals and confirm **combined cash and in-kind match meets or exceeds the required in-kind and cash matching requirements (25% of requested grant funds).**

Summary Budget: Add subtotal lines to obtain summary budget figures.

	Grants Funds	Cash Match	In-Kind Match	Total
Salaries and Wages				
Fringe Benefits				
Equipment, Supplies, and Materials				
Services				
Travel				
Subtotals:				



2022 Regrant Program Application

Part VI: Application Attachments - not to exceed 10 total pages

- Statement of Need:
 - Archival records projects – significance of historical records and importance of preservation and/or processing.
 - Education/training projects -why it is needed and who it will benefit.
- Work Plan: Critical, focused, clearly defined, and achievable within the grant period.
- Participants: Qualifications and/or plans for training project personnel, including 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 for applications requesting \$3,000 or more



2022 Regrant Program Guidelines and Application



Questions?

Erin Lowry, Deputy Coordinator at scshrab@scdah.sc.gov or 803-896-6128.

Application Guidelines, Instructions, and Forms available at
<https://scdah.sc.gov/shrab-regrant-program>