

2018 GHRAC Historical Records Grants Application Guidelines

Purpose

The Georgia Historical Records Advisory Council (GHRAC) seeks to enrich the culture and protect the rights of Georgians by fostering activities that identify, preserve, and provide access to the State's documentary heritage. Using funds awarded to the University of Georgia Libraries and the Georgia Archives by the National Historical Publications and Records Commission (NHPRC), GHRAC is offering grants up to \$5,000 to local historical repositories in Georgia to develop and/or implement projects to identify, preserve, and provide access to historical records.

Eligible Organizations

Any size local historical repository with permanently valuable archival materials may apply. A historical repository is defined as a non-profit or government organization/institution that houses, preserves, and provides access to historical documents on a regularly scheduled basis. This may be a local government, historical society, library, museum, or similar organization. The archival collections of the applying institution must be available, without charge, to the public on a regularly scheduled basis. Recipients of grant awards must provide a minimum one-to-ten (\$1 for \$10) match of grant funds requested. The match may be met through cash and or in-kind contributions. Greater than one-to-ten matches are encouraged, but not required.

- ◆ If the applicant is a local government, it must provide proof of compliance with OCGA § 50-18-99 by supplying a records management resolution/ordinance and the name of the records management officer. If the organization does not have a records management resolution, development and passage of this resolution must be included in the project's description and completed by the end of the grant period;
- ◆ If a non-profit organization, it must be registered and in active status with the GA Office of Secretary of State.

Grant Amounts

Grants of up to \$5,000 each are available to local governments in Georgia to develop and/or implement projects to identify, preserve, and provide access to historical records. There is a total of \$21,840 available for these grants.

Application Assistance

Direct questions about the grant application process or project administration to Christopher M. Davidson, J.D., State Archivist/Assistant Vice Chancellor, Georgia Archives at christopher.davidson@usg.edu.

Eligible Projects

Eligible projects must identify, organize, and/or improve access to historical records. Eligible expenditures include shelving; archival file folders and/or boxes; dehumidifiers; humidifiers; hygrothermographs; photo sleeves; HEPA vacuum cleaners; hiring consultants to identify needs and priorities for improving the organization, description, preservation and access to collections; contracting services such as reproduction services; etc. Eligible activities include rehousing collections, adding collections to an online catalog, scanning collections, or creating an online database or websites designed to support access to researchers (e.g., online catalogs, finding aids, and digitized collections, rather than curated web exhibits), etc.

Deadlines

Grant applications must be received by Georgia Archives by November 9, 2018.

Applicants will be notified of GHRAC's decision by November 30, 2018.

Projects should start by January 1, 2019 and be completed by December 31, 2019.

Grant Selection Criteria

GHRAC will review and evaluate all eligible applications received by November 9, 2018. Completed applications will be reviewed by a GHRAC committee, which will submit its recommendations to GHRAC for approval.

Grants will be selected on a competitive basis by GHRAC, which will give preference to underserved communities. Grant proposals may be fully funded, partially funded, or rejected by GHRAC. In determining whether an applicant shall receive a grant, some of the criteria that GHRAC will consider are the following:

Does the project identify, preserve and/or make accessible records significant to Georgia's history?

Does the project utilize sound archival practices?

Are the proposed activities and expenditures appropriate and cost effective?

Does the proposal adhere to grant project application requirements and does it contain sufficient information for GHRAC decision-making?

Is the financial information submitted realistic and accurate?

In general, is the application meeting the mission, goals, and objectives of GHRAC?

Required Agreements

All grant recipients must complete and sign an agreement with the University System of Georgia before beginning a grant project.

2018 Historical Records Grant Application

Georgia Historical Records Advisory Council

The Georgia Archives, 5800 Jonesboro Road Morrow, GA 30260, 770-732-5633, doug.rollo@usg.edu

Organization (Name and Address):	County:
	FEIN:
	Fiscal Year
	Web Site:
Contact Person (Name and Address):	Title:
	Telephone:
	Fax:
	Email:
Authorizing Official (Name and Address):	Title:
	Telephone:
	Fax:
	Email:

Organization Description Provide an organization description by answering questions found in the *Historical Records Digitization Services Grant Application Guidelines* on page 5.

As 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 approved, the applicant will carry out the project in the manner described herein. I further certify that the applicant will maintain records in accordance with generally accepted government accounting principles, and that the digitization services awarded will be included in those audits or financial statements covering all or part of the project duration period.

Signature of Authorizing Official Date



