



Maine State Archives New Century Community Grant Guidelines

The Maine State Archives is pleased to announce the New Century Community Grant Program for the preservation of archival collections. During the COVID-19 pandemic, many organizations are finding their resources strained. With limited in-person interaction, this can be a great time for archival projects. The New Century Community Grant program aims to support and provide needed resources to care for and improve access to the archival collections held in Maine. Funding for the grant program comes from the Maine State Cultural Affairs Council and the Maine State Archives.

This packet contains information about the grant program and a simple application form. For more information or questions about your specific project, please contact Kate McBrien, Deputy Secretary of State for Archives, at 287-5790 or by sending an email to katherine.mcbrien@maine.gov

Program description

The primary purpose of this grant program is to preserve Maine's significant historical records (archives) and make them available to the public. In general, the review panel will favor projects that address:

- Basic preservation steps, rather than item-level conservation work.
- Describe archival collections in a logical process: A basic inventory of the entire collection, followed by a basic level of organization (description at the collection or series level; housed appropriately) before doing folder or item-level description.
- Preservation of original information over preservation of the object.
- Cost effective approaches to the preservation of information.
- Digitization projects that also ensure the preservation of original material and allow greater public access.

Funds

- Grant amounts of up to \$1,500
- No funding match or cost-share is required
- **Restrictions:** All purchases made with grant funds are to be made during the grant period and be directly associated with the project. Grant funds may not be used to pay for existing supplies or previous work. Grant funds may not be used to pay existing staff salaries but may be used to pay someone who usually volunteers, or who is working beyond regular hours.

Eligibility

Eligible organizations are:

- Local Maine governments that comply with the Local Government Record Retention Schedules issued by the Maine State Archives;
 - Non-profit organizations in Maine that are:
 - collecting organizations (historical societies, libraries, museums) that have a mission statement and a collections policy, or
 - organizations preserving institutional records (e.g., a grange) that have a mission statement; and,
 - Maine State agencies whose responsibilities include caring for a historic collection.
- Not eligible: individuals; for-profit organizations; organizations solely focused on the arts; political or advocacy organizations; universities, colleges, academic departments; public, private, or parochial schools; entities with significant public funding. Organizations may not apply through a fiscal sponsor to meet eligibility requirements.

Examples of Projects

- purchase storage materials (acid-free folders and boxes, photo sleeves, etc.) and archival quality shelving to rehouse a collection
- hire an archivist to create a finding aid for a large collection
- hire an archivist to make recommendations for organizing and storing your collections
- digital imaging of a photograph or paper collection
- microfilm unique important records, including town records

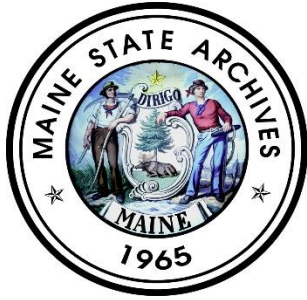
Application timeline

Application postmark deadline:	June 26, 2020
Grant notification date:	by July 15, 2020
Earliest project start date:	August 1, 2020
Project must be completed by:	May 1, 2021

Organizations may submit only one application at a time. Applicants do not have to finish a project before submitting another application; projects may run concurrently. If the applicant does have an active project funded through this program, include a status report on that project with the application.

To Apply

Please complete and submit the application below to Kate McBrien, Deputy Secretary of State for Archives at Katherine.mcbrien@maine.gov or by mailing to Maine State Archives, 84 State House Station, Augusta, ME 04333 by the application deadline.



**Maine State Archives
New Century Community Grant
Application**

Applicant Organization: _____

Contact person: _____ Date: _____

Address: _____

Phone number: _____

Website: _____

FAX: _____ E-mail Address: _____

Do you have a formally adopted Collections Policy? YES NO (*circle one*)

Project Title _____

Project Narrative: (Use a separate page if necessary but limit your response to the specific questions listed below and to no more than 2 pages in length in total.)

- Briefly describe the project:

- What activities are planned for the project?:

- How will this project impact your organization?

Describe the collection involved in the project:

- Collection size (specific numbers). Select a convenient measurement; avoid counting the same materials twice.

_____ linear feet _____ letter-size file drawers _____ boxes
_____ cubic feet _____ legal-size file drawers _____ other (specify)

- Which of the following materials are in the project collection? (*circle all that apply*)

manuscripts photographs motion picture films postcards
diaries blueprints video tapes stereo views
bound ledgers maps tape recordings town/county records
other (specify):

- Which materials predominate? _____

- Dates covered in the collection: Earliest year _____ Latest year _____

- Most (bulk) of the collection: Earliest year _____ Latest year _____

- Collection Content - What subjects are covered? (*circle*)

African Americans	Genealogy	Politics, government, law
Agriculture	Labor	Revolutionary War
Arts and architecture	Local history	Civil War
Bicentennial	Maritime	Science/technology
Business/industry/ manufacturing		
Medicine and health care	Military	Social service/charitable org.
Environment/natural resources	Native Americans	Education
Transportation and communication	Religion	Women
Other (specify):		

- What subjects predominate?

- Threats (if any) to the collection:

Project Work Plan

When will the project start? _____ When will it end? _____

What activities will take place and in what time period?

MONTH	ACTIVITY

Budget

Please outline the funds required for your project. If the overall project will cost more than grant funds allow, please include those costs and the funding source planned to cover that cost.

Project staff (name; time x rate)	Total project cost	Less other funding source	Grant funds requested

Travel (destination; distance x \$0.45)	Total project cost	Less other funding source	Grant funds requested

Supplies and materials (items, cost, shipping)	Total project cost	Less other funding source	Grant funds requested

Other	Total project cost	Less other funding source	Grant funds requested

Total (total project)	Total project cost	Less other funding source	Grant funds requested

Signature of Authorized Official (Executive Director or President of Board):

Name Title Date