Maine Historical Records Advisory Board

Archival Collection and Preservation Grant Program

The Maine Historical Records Advisory Board (MHRAB) is pleased to announce the Archival Collection and Preservation Grant Program. This program aims to support records collections in Maine and provide needed resources for archival collection supplies or preservation. Funding for the grant program comes from the State of Maine and the National Historical Publications & Records Commission.

This packet contains information about the grant program and a simple application form. For more information or questions about your specific project, please contact Christian Cotz, Maine State Archivist, at 287-5790 or by sending an email to christian.cotz@maine.gov.

Program Description

MHRAB intends to award grant funding to records-collecting institutions for the purpose of purchasing needed archival supplies, digitizing historical records, conserving damaged or fragile records, or conducting professional collection and preservation assessments. The archival projects should preserve and improve access to important historical documents.

Grant awards will be issued only for the purchase of archival supplies or to pay for contracting with an external archives professional or professional organization to digitally image historical records, professionally conserve damaged or fragile records, or to conduct a collection, item, or preservation assessment.

In general, the review panel will favor projects that address 1) the significance of the records to be assessed; and 2) the applicant's demonstrated organizational ability to execute a proposed assessment and use the information to further support its collection and improve public access.
A list of available archives consultants and consulting organizations can be found on the Maine State Archives website:
https://www.maine.gov/sos/arc/organizations/consultantlst.html

Funds

- Grant amounts of up to $10,000.
- 25% match required. Cash and/or in-kind matches are allowed.
- Restrictions: All expenses 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.

Eligibility

- Organizations are considered eligible if they are:
    - Local Maine governments that comply with the Rules for Disposition of Local Government Records.
    - 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 historic collections.
    - Organizations are considered ineligible if they are individuals; for-profit organizations; political or advocacy organizations. Organizations may not apply through a fiscal sponsor to meet eligibility requirements.

Application timeline

Application postmark deadline:	TBD
Grant notification date:	TBD
Earliest project start date:	TBD
Project must be completed by:	TBD
Final report due:	TBD

To Apply

Please complete and submit the application, along with a completed state vendor form, to Christian Cotz, Maine State Archivist at christian.cotz@maine.gov or by mailing Maine State Archives, 84 State House Station, Augusta, ME 04333 by the application deadline.

Maine State Vendor Form:
https://www.maine.gov/osc/sites/maine.gov.osc/files/inline-files/vendor_ME_W9v5.pdf

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Grant Application

Archival Collection and Preservation Grant Program

Applicant Organization: _____

Contact person: _____ Date: _____

Address: _____

Phone number: _____

Website: _____

FAX: _____ E-mail Address: _____

Collection Policy

Do you have a formally adopted Collection Policy? *(check one)* ☐YES ☐NO

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

- Briefly describe the project:

- What activities are planned for the project?

- How will this project impact your organization?

Description of Collection Chosen for 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 collection? *(check all that apply)*

  _manuscripts _photographs _motion picture films
  _diaries _postcards _town/county records
  _blueprints _video tapes _stereo views
  _bound ledgers _maps _tape recordings
  _other *(specify)*:

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

- Preservation threats *(if any)* to the collection *(i.e. flood, pests, etc.)*:

Project Work Plan

- When will the project start? _____

- When will the project end? _____

- What activities will take place and in what month? *(List below)*

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**	**Grant funds requested**	**Cost share match**

Travel (destination; distance x $0.50)	**Total project cost**	**Grant funds requested**	**Cost share match**

Other	Total project cost	Grant funds requested	Cost share match

Total (total project)	Total project cost	Grant funds requested	Cost share match

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

_____

Name Title Date