



PROJECT GRANT APPLICATION

APPLICANT INFORMATION

This section is not scored but should be filled out completely and accurately. Include all required fields. If you do not have a UEI number, information on how to obtain a one is available at <http://fedgov.dnb.com/webform>.

Within your organization there shall be a project director and a contact person. This may be the same person, but does not have to be.

- The project director is responsible for oversight. This person will be in charge of keeping the project on schedule, tracking and approving the budget, and generally managing the project.
- The contact person will be the person at your organization with whom the USHRAB will be in touch regarding approval/denial of funds, contracts, and any other necessary communication.

1. ORGANIZATION

2. FEDERAL UEI NUMBER

3. ORGANIZATION ADDRESS, PHONE, AND EMAIL

4. PROJECT DIRECTOR NAME, TITLE, AND CONTACT INFO

5. CONTACT PERSON NAME, TITLE, AND CONTACT INFO

BUDGET SUMMARY

Please copy this number from the total on the Budget form, found at <https://ushrab.org/Forms/>. Be sure to update this section if you make revisions to your budget.

6. FUND AMOUNT REQUESTED:

RECORDS INFORMATION

In this section, describe the records that you will work on as a part of the proposed project. Use specific details. Do not describe records that are not part of the proposed project.

7. Describe the records included in this project. Consider including descriptive information such as titles, formats, mediums, provenance, use, collection/record group info, etc. that will help reviewers/the Board understand the records at the center of the project. Information about records not part of this proposal should only be included as they relate to the proposed project.

8. What is the volume? Please be specific; “numerous,” “several,” etc., are not acceptable. The Board is looking for an exact or estimated number here. With cubic/linear feet, number of boxes/folders, or other quantitative measure, tell us the volume of the materials for this project.

9. What is the creation date range of the records? For example, if a family history was written in 1950, but the history contains family stories dating to 1880, the date of the record is 1950, not 1880.

10. What kind of information is contained in the records? Be specific! For example, if the records are scrapbooks from the local Bee Lover's Club, tell us what the scrapbooks contain -- newspaper clippings related to beekeeping, photos of bees taken by club members, and programs from the local Honey Festival, all detailing activities related to the club's mission of furthering education about bees.

11. Describe the historical significance of these records to your institution, locality, region, or state. The Board already understands that it is important to preserve historical records. They need to know why your project in particular should get funding at this time. Answer the question, "Why are my records important to my institution and our area's history?"

12. In order to be eligible for funding, the records that are the focus of this proposal MUST be owned by your institution OR you have prior written permission from the owner to include the records in this grant proposal. Please attach the *Permission to Include Non-Owned Materials* form found on USHRAB.org/Forms

UTAH EXPERIENCE

13. This grant is intended to preserve records that help tell the stories of Utah and its people. Approximately what percentage of the records selected for your project are about Utah and/or Utahns? How do the records reflect Utah and to what extent?

14. Do the records include a variety of perspectives that enable a deeper understanding of historical relationships? What groups of people are represented in these records or could benefit from preservation and access to the records?

15. What communities does your organization represent and serve? In what way, if any, do the records help tell the story of a community whose history could be lost or not fully understood without this project?

PROJECT SCOPE

In this section, describe your plan for preserving and providing access to the records, and how you are going to accomplish your goals.

Provide descriptive, but succinct answers to each of the questions in this section. The project should have identifiable and measurable outcomes. Refer to *Describing Archives: A Content Standard*, digitization and metadata standards provided by the Mountain West Digital Library, and professional organizations such as the Society of American Archivists for guidance in answering questions in this section. You can also find this information at <https://ushrab.org/resources/>

All projects must include a free public access component, ideally online. If online access is not feasible, consider alternatives. Researchers must be able to access records for free upon request.

16. What are you planning to do with the records in this proposed project?

17. How would this project promote the preservation of the records?

18. Will you have an online public access component? What is it? If not, how do you plan to ensure and promote public access?

19. Projects are required to have a promotion plan. Please explain your plans to promote this project to the public. For ideas, see <https://ushrab.org/publicity-guide/>

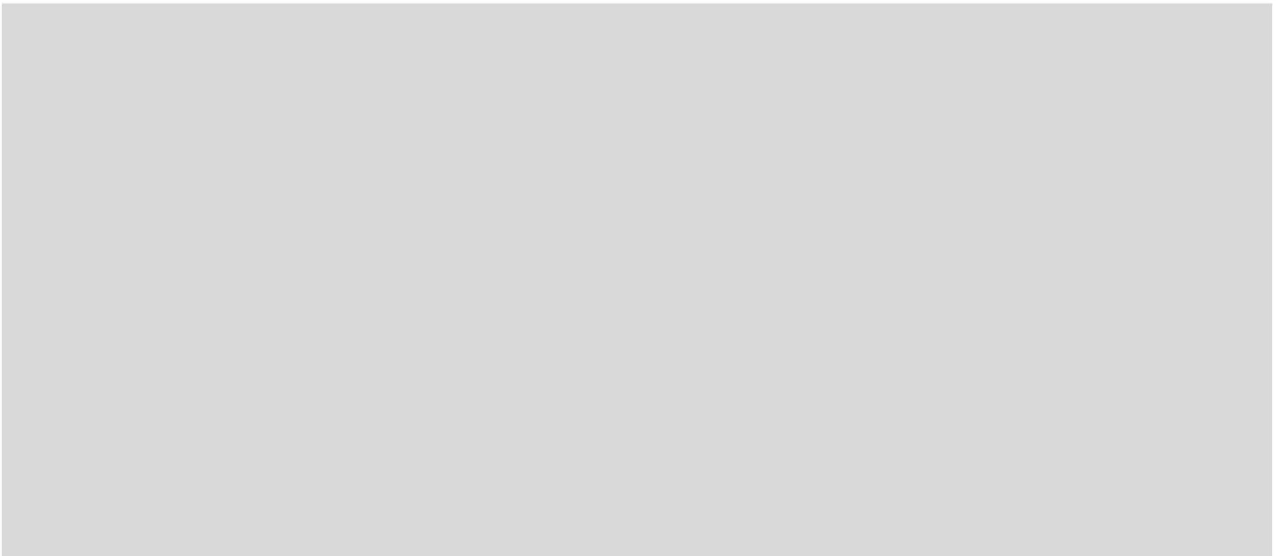
20. What archival standards, techniques, or guidelines will be followed to accomplish your project? Be specific and refer to the resources listed in the Project Scope section header for guidance. Please include quality control in your planning.

21. What are the end goals and expected outcomes for this proposed project at completion? Please keep goals SMART: **S**pecific, **M**easurable, **A**chievable, **R**elevant, and **T**ime-bound within the grant period.

22. What quantitative measures will be used to determine that you have met your goals and outcomes at completion? (Refer to goals stated in question 21.)



23. Please include any contributions that your organization will make to the execution and completion of this project that will not be covered by USHRAB grant funds. This can include, but is not limited to, staff wages and/or hours, funding received from other sources, supplies purchased by your organization or donated, etc.



ADDITIONAL REQUIRED FORMS

Please complete and submit the following forms, found at ushrab.org/Forms, with your application. Incomplete applications are ineligible for funding consideration.

- *Project Plan*
- *Staff and Volunteers*
- *Budget*
- *Letter of Digitization Agreement* (if using a service to digitize materials)
- *Permission to Include Non-Owned Materials* (if the materials are not in your custody)