

State Board Programming Grants

FY 2018 Grant Announcement: (Initial)

The National Historical Publications and Records Commission (NHPRC) of the National Archives supports projects that promote access to America's historical records to encourage understanding of our democracy, history, and culture.

The following grant application information is for **State Board Programming Grants**.

Funding Opportunity Number: STATE-201706

Catalog of Federal Domestic Assistance (CFDA) Number: 89.003

- Draft Deadline (optional): April 7, 2017

Final Deadline: **June 14, 2017**

NHPRC support begins no earlier than **January 1, 2018**.

Grant Program Description

The National Historical Publications and Records Commission seeks proposals that strengthen the nation's archival network through activities undertaken by state historical records advisory boards. The purpose of this grant program is to assist state boards to broaden preservation of, and increased online access to, historical records; develop and promote best practices; support activities that put the American people in touch with primary sources in their communities and online; promote the institutional advancement of organizations in underserved communities; and assist locally based repositories with training and tools to improve their stewardship abilities. The Commission will award grants to state historical records advisory boards to:

- Operate state-based regrant programs that preserve historical records and make them available online
- Provide educational and outreach programs, workshops, and other activities that enhance citizen and student engagement with historical records
- Offer scholarships, training opportunities, and other programs that support institutional advancement among records repositories, especially those in underserved communities
- Collaborate on projects with other organizations to address common problems or shared opportunities within a state or among a consortium of state archives

- Hold or participate in meetings and public forums on statewide or national archival issues.

The NHPRC encourages organizations to actively engage the public in the work of the project.

For a comprehensive list of Commission limitations on funding, please see: "What we do and do not fund" (<http://www.archives.gov/nhprc/apply/eligibility.html>). Applications that consist entirely of ineligible activities will not be considered.

Award Information

A grant is for one and for up to \$40,000 or for two years and for up to \$80,000. The Commission expects to make up to 20 grants in this category for a total of up to \$625,000. Grants begin no earlier than **January 1, 2018**.

The Commission requires that grant recipients acknowledge NHPRC grant assistance in all publicity, publications, and other products that result from its support.

Eligibility

These grants are awarded *only* to state historical records advisory boards in each state, or to the state agency responsible for the state board, ordinarily the state archives. Another state agency, or a non-profit organization, such as a foundation or university, acting on behalf of the designated state agency may apply. States also include the District of Columbia, the Commonwealth of Puerto Rico, and United States territories.

Cost Sharing

The total costs of a project are shared between the NHPRC and the applicant organization.

The Commission provides **no more than 75 per cent** of total project costs in the **State Board Programming Grants** category. NHPRC grant recipients are not permitted to use grant funds for indirect costs (as indicated in 2 CFR 2600.101).

Cost sharing is required. The applicant's financial contribution may include both direct and indirect expenses, in-kind contributions, non-Federal third-party contributions, and any income earned directly by the project. Indirect costs must be listed under the applicant's cost sharing contribution.

Other Requirements

Applicant organizations must be registered in the System for Award Management (SAM) prior to submitting an application, maintain SAM registration throughout the application and award process, and include a valid DUNS number in their application. Details on SAM registration and requesting a DUNS number can be found at the

System for Award Management website at <https://sam.gov>. Please refer to the *User Guides* section and the Grants Registrations PDF.

Ineligible applications will not be reviewed.

Application Information

You must use Grants.gov to submit your Proposal. All information necessary to apply is included in this announcement, the [Application Instructions](#), and the forms on Grants.gov. If you need the information supplied in an alternative format, please call the NHPRC at 202-357-5010.

In order to ensure eligibility, applicants should first review the rules and regulations governing NHPRC grants under the [Administering an NHPRC Grant](#) section.

Preparing Your Application

A complete application includes the Application for Federal Assistance (Standard Form 424), Assurances -- Non-Construction Programs (Standard Form 424B), a Project Narrative, Summary, Supplementary Materials, and Budget. Applications lacking these items will not be considered.

Using the [Application Instructions](#), fill out the Standard Form 424, the SF 424B, and the NHPRC Budget Form. You will also prepare a Project Narrative, a Project Summary, and Supplementary Materials to attach to your Application Package.

Project Narrative

The Project Narrative is a description of the proposal. It should be no more than 20 double-spaced pages in 12-pt type formatted for 8.5 x 11 inch paper with standard margins.

The Commission will focus its support on state board activities that will result in enhanced online access to records, increased public understanding and use of archives, or collaborative approaches to statewide services or problem solving among multiple repositories or parties. The Commission may fund a variety of board activities that result in these outcomes. Active state boards that submit less-competitive applications may be awarded grants that provide funding for a minimal level of programming so that they may continue to function at a basic level.

The Commission also encourages state boards to work collaboratively to address a particular records issue. Proposals including collaborative activities must include detailed plans for sharing the results with other state boards. Those proposing collaborative projects are strongly encouraged to contact the NHPRC staff as soon as possible.

Please organize your narrative in these sections:

Overview: Describe the scope of the board's proposed project, providing sufficient details about each activity to give a clear picture of the project's purposes and goals. Provide a detailed justification for each activity. The Commission will only fund those activities that clearly demonstrate that the activities will preserve and enhance online access to historical records; increase the public's engagement with records; promote best practices and institutional advancement; and/or provide learning and development opportunities for professional archivists, volunteers, students, and the public.

Grant funds may be requested to fund a portion of the administrative expenses necessary for planning and carrying out these activities. These expenses may include board meeting travel or teleconference costs, personnel to administer programming, CoSA dues or travel to a meeting of a national archival organization, and similar expenses. These expenses must not exceed 25% of the total amount requested and must be strongly justified and explained in detail.

Summarize the activities that have taken place during any current and/or recently completed NHPRC grants and state whether these activities were successfully completed.

Products: Describe and quantify the products you plan to produce for the completed project. These could include regrant program guidelines, best practices methodologies, a strategic plan, or workshops materials.

Publicity: Describe how you will publicize the project and how you will share any new tools and methods with other institutions to encourage replication and adoption.

Plan of Work: Provide evidence of planning and a realistic scope of work for the project. Describe each stage of the work plan and provide a time chart identifying the personnel required for each activity (in the supplemental materials).

Include in your supplementary materials a summary of the board's plan and the progress made on its objectives. Boards should update their plans on a regular basis, based on the records needs of the state and the Commission's priorities. Explain the objectives that will be addressed and who will do the work.

If your project includes regrants, address how you will meet grants management requirements including the mechanics of awarding funding, monitoring progress of and providing assistance to subgrantees, and receiving and evaluating final reports. If you provide scholarships, describe the purpose and number of awards you intend to make, as well as how the scholarship applications will be evaluated.

If your project includes collaborative efforts with other organizations, show what problems and opportunities you are trying to address within a state and how your collaboration enhances public access and citizen engagement with records in your state.

Staff Qualifications: Provide a narrative explanation of the qualifications of the staff who will contribute to the success of this project. Demonstrate that the project staff has the skills, educational background, and experience appropriate to the project. Explain

the roles of all staff members who will contribute to the project, both for those already on staff and for those to be hired. In the supplementary materials, provide a résumé of not more than two pages per person for all staff who will contribute to the project. For those staff or consultants to be hired for the project, provide position descriptions or call for consultants

Performance Objectives: List six to eight quantifiable performance objectives that will allow you and the Commission to evaluate the project as you submit interim and final reports. Performance objectives might include the number of regrants to be awarded, the number of training events to be offered, or the types of new audiences to be reached by the board's programming.

Project Summary

The Project Summary should be no more than 3 double-spaced pages in 12-pt type with standard margins, and it must include these sections:

- Purposes and Goals of the Project
- Plan of Work for the Grant Period
- Products and Publications to be completed during the Grant Period
- Names, Titles, Institutions, Phone Numbers, and E-Mail Addresses of the Project Director and Key Personnel

Please ensure that the project director listed on this summary is the same person listed in Section 8 (f), of the SF 424. If your institution requires a different contact person on the SF 424, please explain in one sentence.

- Performance Objectives

Supplementary Materials

Prepare up to 20 pages of Supplementary Materials to your Narrative, including:

- Brief résumés of named staff members (please use only institutional addresses and phone numbers and limit to two pages per staff member)
- Position descriptions for staff to be hired with grant funds
- Detailed work plan charts that supplement the Narrative
- A summary of the board's plan
- A roster of current board members
- Letters of support
- Statements of commitment to the project by partners (if applicable)

If these materials are available on a web site, please provide the URL(s). Reviewers appreciate application with fewer supplemental pages.

Project Budget

You must submit a budget on the **NHPRC Budget Form** available on the [Application Instructions](#) page. Note that the form itself contains additional instructions. You may include with your application a narrative budget supplement for budget categories that require further detail. Provide specific budget figures, rounding to the nearest dollar.

Applicants will be asked to compute the project costs to be charged to NHPRC Federal grant funds as well as those that will be supported by the applicant. The applicant's cost sharing includes both direct and indirect expenses, in-kind contributions, non-Federal third-party contributions, and any income earned directly by the project. All of the items listed, whether supported by grant funds or your cost-sharing contributions, must be reasonable and necessary to accomplish project objectives, allowable in terms of the applicable federal cost principles, auditable, and incurred during the grant period. Applicants should review the appropriate [Office of Management and Budget](#) circulars on cost principles.

If the project expects program income, it should be allocated among specific budget categories on the cost-sharing column of the project budget. The total amount of expected program income should be reported on the NHPRC budget form under "Project Funding for Entire Grant Period." The same amount should appear on the Application for Federal Assistance, SF424, item 18f. Please use the narrative budget supplement to explain the calculation of the expected income and its allocation.

Charges to the project for items such as salaries, fringe benefits, travel, and contractual services must conform to the written policies and established practices of the applicant organization. In addition, successful applicants will be required to certify that they have adequate accounting and timekeeping procedures to meet Federal requirements.

Submission Dates and Times

Applicants are encouraged to submit drafts by April 7, 2017, but drafts are not required. The drafts should be sent by email to the Director for State Programs, Daniel Stokes (daniel.stokes@nara.gov) and should include a draft narrative and budget.

- Draft (optional) Deadline: April 7, 2017
- Final Deadline: Applications must be submitted electronically by 11:59 p.m. Eastern Time **June 14, 2017**.

NHPRC support begins no earlier than **January 1, 2018**.

Deadline Policy: Given that technical or administrative difficulties with Grants.gov may periodically delay the timely submission or receipt of applications, the Commission staff will make provisions for the receipt of such applications past the established deadline. Under these circumstances, applicants with technical or administrative issues related to Grants.gov must contact Jeff de la Concepcion (jeff.delaconcepcion@nara.gov) or 202-357-5022 as soon as possible, but no later than by 3:00 p.m. Eastern Time on the published application deadline. Applications that fail to meet deadlines for reasons other than those noted will not be considered for funding.

Proposal Review Information

The NHPRC staff will acknowledge receipt of the application soon after we receive it. The following evaluation criteria and weights will be used by NHPRC staff and other reviewers to form recommendations:

Criteria for **State Board Programming Grants**

1. The ability of the project to assist in meeting the need for archival preservation, training, education, and access in a state or among states. *(40 percent)*
2. The likelihood that the project's activities will increase public access to and use of the nation's historical documents held in a state or among states. *(30 percent)*
3. The ability to complete the project's objectives based on the qualifications of the staff, the inclusion of appropriate work plans including professional development and citizen engagement, and the reasonableness of the budget (including cost share). *(15 percent)*
4. Effectiveness of the dissemination plans for the project's results. *(15 percent)*

Application Review Process

After submitting a proposal, do not discuss the pending application to the NHPRC with any Commission member. Commission members must ensure fair and equitable treatment of all applications and do not discuss proposals with individual applicants.

Your proposal will be reviewed by:

- *Peer Reviewers*
We will ask a panel of six subject-area experts to evaluate all of the proposals that we receive.
- *Commission Staff*
Approximately 3 months after the submission deadline, we will send to the Project Director anonymous copies of reviewers' comments along with specific questions from the Commission staff. Applicants have an opportunity to answer these questions and comments.
- *The Commission*
After reviewing proposals, reviewers' comments, the applicant's response, and evaluations by the Commission staff, the Commission members deliberate and make funding recommendations to the Archivist of the United States, who has final statutory authority and selects award recipients. Throughout this process, all members of the Commission and its staff follow conflict-of-interest rules to assure fair and equal treatment of every application.

Award Administration Information

Notification

Grants are contingent upon available appropriated funds. In some cases, the Commission will adjust grant amounts depending upon the number of recommended proposals and total budget. The Commission may recommend that the Archivist approve the proposal and extend an offer of a grant with applicable terms and conditions, or it may recommend rejection of the proposal.

Grant applicants will be notified within two weeks after the Archivist's decision.

Successful applicants will receive an informal offer of award and be required to verify their acceptance of general terms and condition, and complete a statement on their Financial Capability and Accounting Systems.

For awards that meet or exceed the Federal government's simplified acquisition threshold (currently \$150,000), NHPRC staff will first review and consider any information about the applicant that appears in the designated integrity and performance system. This information is accessible through SAM (currently FAPIIS) (see 41 U.S.C. 2313). After this review, NHPRC staff will follow the procedures in 2 CFR 200, subpart F, Appendix I, part e.3.

Once these are received, reviewed and accepted, the NHPRC will issue an official award notice.

Administrative Requirements

In order to ensure that you can manage a grant, applicants should review the Federal grant administration rules and regulations governing grants from the NHPRC listed in the [Administering an NHPRC Grant](#) section.

Reporting

In most cases, award recipients will report on their performance in narrative reports every six months and submit financial reports once a year.

Agency Contact

At any time, applicants are encouraged to contact the Director for State Programs, Daniel Stokes (daniel.stokes@nara.gov) or 202-357-5487).

* Please see our [Privacy Statement](#)