

Grant Announcement:

Archives Leadership Institute

The following grant application information is for a project to establish an **Archives Leadership Institute**.

NHPRC support begins no earlier than January 1, 2007.

- Final Deadline (postmark): October 2, 2006

See the [Application Cycle](#) for additional information.

Grant Program Description

The National Historical Publications and Records Commission (NHPRC) promotes the preservation and use of America's documentary heritage essential to understanding our democracy, history, and culture.

The Commission seeks proposals from organizations to design and implement an Archives Leadership Institute. The NHPRC envisions a one- to two-week program that will tailor contemporary best practices in leadership skills to issues specific to archives. The grantee will be responsible for all phases, from curriculum design and development through administering the program for archives professionals.

The Archival Leadership Institute seeks to bring to tomorrow's leaders the insights and understanding necessary for increasing public use and appreciation of archives.

Topics for the curricula might include issues in technology, economics, public policy, and constituent relations, along with practical questions of administration, strategic planning, and fund raising. In addition, there should be opportunities for participants to develop solutions to the specific needs of their institutions. To cover these topics and needs, Institute faculty should include experts and educators in public administration, business, and organizational development as well as experienced archival leaders.

There are models of such institutes in other fields that will be useful for applicants as they develop their proposals. Applicants should look for comparable examples in the materials, such as the:

- [Getty Museum Leadership Institute](#)
- [Seminar in Historical Administration](#)
- [Frye Leadership Institute for Higher Education Information Professionals](#)

Award Information

The Commission expects to make one award for up to three years with the expectation that at least two institutes will take place during that period. The total award will be up to \$250,000. The Commission anticipates that the developer of an effective institute will have an ongoing

relationship with the Commission in future years.

Cost Sharing

The Commission may support up to the entire direct costs of the project, not including program revenue. Cost sharing may include the grantee's indirect costs as well as any additional direct costs borne by the applicant.

Eligibility

The following types of institutions, organizations, agencies, or individuals are eligible:

- Nonprofit organizations or institutions, including colleges and universities and other academic institutions
- State or local government agencies
- Federally-acknowledged or state-recognized Native American tribes or groups

Eligible organizations must be legally established and located within a state within the United States, the District of Columbia, the Commonwealth of Puerto Rico, or a United States territory.

How to Prepare an Application

You will need to produce three groups of documents:

1. [Project Description](#) (and [Summary](#))
2. [Project Budget](#)
3. [Supporting Documents](#)

Before beginning the process, you should decide how you will submit your application. We encourage you to submit via Grants.gov, but you may also download and submit your application via email, or download the forms and mail in your final application.

- For more information on your choices, see [How to Submit Applications](#).

Applicants are encouraged to contact the [Director of Technology Initiatives](#) at the NHPRC who may:

- answer questions about what activities are eligible for support;
- read and comment on a preliminary draft;
- advise the applicant about the review process.

Preparing a Project Description

A Project Description should provide the purposes and goals of the proposed project; how they relate to the goals listed in this Announcement; a plan of work; projected results to be completed during the grant period; the names and contact information for the project director and key personnel.

- The narrative should be no more than 20 double-spaced pages in 12 point type with standard margins.
- Supplement the narrative with resumes, examples, and illustrations.

In your Project Description, answer the following questions about your plans for the Archival Leadership Institute and include the specified information in your supplementary materials.

Answer the following questions about your plans for the Archival Leadership Institute and include the specified information in your supplementary materials:

1. What qualifications do the project director and other project staff bring to the development and management of the Leadership Institute? Please be specific about experiences in executive education and leadership development, as well as archival education. In your supplementary materials, include resumes or curriculum vitae for all named staff on the application and positions announcements for any new positions to be paid for by grant funds.
2. Explain your view on the value for this type of Institute. Refer to existing research on the needs of archival institutions and archivists, including but not limited to the NFACE and A*Census projects. In your supplementary materials, include a brief bibliography of the relevant scholarship.
3. What topics do you plan to include in the institute? How many days will the annual institute last and how many hours will participants meet each day? In your supplementary materials, include a draft schedule for the Institute detailing the order of the topics and the amount of time devoted to each issue.
4. What teaching and training methods will you use to make this Institute effective, applicable, and accessible to the participants? Refer to scholarship and experiences that shape your choices. Explain how many participants should attend the Institute to make for the most effective learning environment.
5. What faculty do you plan to recruit to teach these topics? Indicate the number and qualifications of the faculty you seek and name those individuals from whom you have received tentative commitments. In your supplementary materials, include brief resumes or curriculum vitae from all such individuals.
6. What is your schedule for developing and then implementing the Institute? Provide a detailed plan of work and timeline that outlines the steps necessary to develop and run the Institute.
7. Whom will you use to evaluate your plans after you have developed the initial planning for the first Institute? Please name those individuals who have agreed to evaluate your efforts and include brief resumes in your supplementary materials.
8. How will you advertise the Institute to potential participants; how will they apply; and how will they be selected? Include a draft application form and an evaluation matrix in your supplementary materials.
9. Where do you expect to hold the Institute? Where will participants stay and eat during the course of the Institute? What fees do you expect to charge? Explain how the selected locations will increase the effectiveness of the experience for participants. Refer to results from relevant studies and comparable institutes in determining a viable cost-model for the Institute. If available, include descriptions of the facilities and their costs in your supplementary materials.

10. What, if any, projects will you expect participants to complete before, during, and after the Institute and how will they be evaluated?
11. What evaluation methods will you use to assess the effectiveness of the Institute, including the participants' experience, faculty, facilities, and curriculum and teaching methodologies? The commission plans to fund the recipient for at least two Institutes, but expects the successful applicants to be ready to respond to feedback during the course of the development of the project and after the first Institute.

Supplementary Materials

Please attach the following Supplementary Materials to your Narrative:

- Resumes or curriculum vitae for all named staff on the application
- Position announcement for any new positions to be paid for by grant funds
- Brief bibliography of the relevant scholarship
- Draft schedule for the Institute
- Institute faculty's brief resumes or curriculum vitae
- Program Evaluators' brief resumes or curriculum vitae
- Draft application form and an evaluation matrix for application evaluation Descriptions of the proposed facilities and their costs

If these materials are available on a web site, please provide a URL.

Complete a Project Summary

Prepare a three-page Project Summary that includes: purposes and goals of the project; significance and relationship to NHPRC goals and objectives; plan of work for grant period (including references to techniques); and names, addresses, phone numbers, and e-mail addresses of the project director and other key personnel.

Preparing the Budget

The Project Budget should include all costs that will be charged to grant funds as well as those that will be supported by the applicant or non-Federal, third-party cash and in-kind contributions. All of the items listed, whether supported by grant funds or 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.

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.

- You must submit a budget on NA Form 17001. (You may use an exact replica.) Note that the form itself contains additional instructions. You may include with your application a narrative budget supplement for budget categories not otherwise explained in the project narrative.
- You may request funding for up to 3 years, but if the project will take 18 months or longer, you must fill out a separate budget form for each project year or fraction thereof.
- Provide specific budget figures, rounding off figures to the nearest dollar.

We strongly suggest that applicants consult the Federal grant administration rules and regulations governing grants from the NHPRC listed in the [Administering an NHPRC Grant](#) section. You should also review the appropriate [Office of Management and Budget](#) circulars on

cost principles.

Definitions

In preparing the budget section of the application, please be aware of the following definitions:

Direct costs – expenses attributable directly to the cost of a project, such as salaries, project supplies, travel expenses, and equipment rented or purchased.

Indirect costs – costs incurred for common or joint objectives and therefore not attributable to a specific project or activity. Typically, indirect costs include items such as overhead for facilities maintenance and accounting services. NHPRC prefers not to provide grant funds for indirect costs.

Cost Sharing– the financial contribution the applicant pledges to the costs of a project.

Budget Categories

In preparing the budget, please follow the suggestions below in each of the categories:

Salaries: List each staff position and the full salary for that position.

- Show the percentage of time each staff member will devote to the project.
- Indicate which positions are to be filled for the proposed project and which personnel are already on the staff of the applicant institution.
- Grant funds may be used only to pay the salaries of individuals actually working on the project.
- You may count the time provided by advisory board members as cost sharing.
- You may use a daily rate comparable to the allowable maximum for Commission-funded consultants (\$400) when board member contributions will be fifteen days or less per year.
- Board member contributions to the grant must be allocable to the specific project for which they are requested.

Grant funds may not substitute for or supplement salaries of regular, full-time staff members. (For example, a faculty member with a 12-month, full-time appointment, whose salary for that appointment is paid in full by an applicant university, should not request supplemental salary support for summer work.) Grant funds may be used to pay existing full-time personnel working on a project only if the institution uses its own funds to hire substitute staff for their regular duties during the grant period.

Fringe Benefits: If you use a daily rate or honoraria no separate benefits should be included.

- For other staff indicate the percentage basis for each amount. The Commission encourages the provision of benefits comparable to those accorded for a similar non-grant-funded position within the given institution.

Consultant Fees: Include payments for consultant services and honoraria.

- Include consultant travel expenses in the "Travel" category.
- The Commission needs justification for a daily consulting fee above \$400.

Travel: List the destination for each trip and the basis for individual trip costs and transportation rates (airfare, mileage, and taxis).

- In the case of projected meetings use the cost based on the actual mileage of those involved or on an established average cost for the board. Per diem (food and lodging) rates should be the applicant institution's standard rate. If the institution has no standard

rate of its own, please use standard Federal rates, which you may obtain by calling the Commission office. Please note that the NHPRC does not fund staff travel to professional meetings unless the travel is essential to accomplish the goals of the project.

Supplies and Materials: Itemize the estimated cost of specialized materials and supplies. Justify them in the proposal narrative or a narrative budget supplement.

- Note that the "Supplies and Materials" category of the budget also includes expenditures for equipment costing less than \$5,000 per unit. You may request grant funds for purchasing permanent equipment when you can demonstrate that purchasing will be less expensive than renting.
- The Commission does not provide grant funds for the acquisition of routine equipment such as office furnishings, shelving, and file cabinets, but will provide grant support for the purchase of technical equipment, such as computers and peripherals essential for a project, if those costs are divided evenly between grant funds and cost sharing. This applies both to expendable equipment included in the "Supplies and Materials" category and to permanent equipment included in the "Other Costs" category of the budget.

Services: Include the cost of duplication and printing, long-distance telephone, equipment leasing, postage, and other services that you are not including under other budget categories or as indirect-cost expenses.

- Note that, except for conferences and SHRAB meetings, the NHPRC does not provide grant funds for rental space.

Other costs: Cash awards or other subgrants should be listed here.

Application Review

The NHPRC staff will acknowledge receipt of the application soon after we receive it. We then begin the evaluation process:

1. *State Boards*
Your State Historical Records Advisory Board may evaluate the application on technical merits as well as its relation to state plan priorities.
2. *NHPRC staff*
Upon receipt of the proposal, Commission staff may send a "questions" letter asking applicants to expand on the material provided in the application, clear up any misconceptions, and generally strengthen the proposal before the Commission meeting.

Then, staff makes overall recommendations to the Commission based on the appropriateness of the project in meeting the Commission's goals, the proposal's completeness, conformity to application requirements and overall eligibility, and answers to the questions letter.

3. *The Commission*
After reviewing proposals and evaluations by the Commission staff, Commission members deliberate on proposals and make funding recommendations to the Archivist of the United States who has final statutory authority. 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.

Possible Commission Actions on the Proposal

In making its decision on proposals, the Commission may decide to do the following:

1. Approve the proposal as submitted.
2. Approve the proposal with an offer of fewer funds than requested.
3. Approve the proposal, subject to the applicant satisfying particular conditions.
4. Approve the proposal contingent on availability of Commission funds.
5. Reject the proposal.

Application Cycle

This is a general guide to the Application Cycle:

1. October 2 – Deadline - Final proposal postmarked or by this date to the NHPRC.
2. May – Commission meets.
3. June 1 – Earliest possible starting date for project.

Notification

- Successful grant applicants are notified informally by telephone or e-mail within 2 days after the Commission meeting.
- Unsuccessful applicants are notified within 2 weeks.

A [press release](#) listing the grants awarded is issued and posted on our web site as soon as possible after the Commission meeting.

Grant Administration

For more information on how to comply with Federal regulations, see our [Administering a Grant](#) section.

* Please see our [Privacy Statement](#)

Page URL: <http://www.archives.gov/nhprc/announcement/leadership.html>

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