



NATIONAL ARCHIVES

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PUBLICATIONS
& RECORDS COMMISSION

The attached document contains the Grant Narrative of a previously funded grant application. It is not intended to serve as a model, but to give you a sense of how a successful application may be crafted. Be aware that minor changes may have been made to the plan of work and other portions of the proposed project in response to comments made during the review process. Every successful application is different, and each applicant is urged to prepare a proposal that reflects its unique project and aspirations.

Prospective applicants should consult the NHPRC's application guidelines at <https://www.archives.gov/nhprc/apply> for instructions. Applicants are also strongly encouraged to consult with the NHPRC staff member listed in the grant announcement well before a grant deadline. Prospective applicants are also strongly encouraged to submit a draft application by the deadline listed in the grant announcement.

The Commission welcomes collaborations that target institutional advancement for small and underserved local archives and repositories, **especially those with collections that focus on the voices and perspectives of Black, Indigenous, and People of Color.**

Project Title: Texas Board Programming Grant

Institution: Texas State Library and Archives Commission

Project Director: Jelain Chubb

Grant Program: State Board Programming Grants

**Texas Historical Records Advisory Board
State Board Programming Grant
June 9, 2021**

Project Scope

The Texas Historical Records Advisory Board (THRAB) requests a State Board Programming Grant in the amount of \$39,824 to continue its efforts to provide support for archival education and collaborative activities that will enhance online access to collections, increase public engagement with archives and records, and promote better care for and appreciation of archives. The grant funds requested will also provide travel funds necessary for board members to participate in meetings and board-sponsored activities for a twelve-month period from July 1, 2022 through June 30, 2023. This award is crucial to continuing THRAB's work and ensuring that it remains a recognized force in Texas's historical and public records communities. The proposed programming grant will augment the board's previous efforts by ensuring effective operation of the board and facilitating the implementation of key aspects of its strategic plan. Specifically, the grant will fund the priorities and actions that will help the board achieve the following fundamental goals:

- Effectively communicate the value and significance of historical records
- Promote the use of best practices through education and training
- Promote collaboration among repositories
- Advocate for preservation of and access to historical records in Texas

Through the funding provided by the NHPRC, THRAB will:

- Continue to provide training in standards and best practices to archivists and archival repositories throughout the state

- Continue its efforts to promote Archives Month and awareness of the value of preserving and using historical records
- Encourage the use of historical records in Texas classrooms by supporting National History Day in Texas
- Recognize significant achievements in the management, preservation, access, advocacy, and use of historical records in Texas
- Encourage submission of competitive proposals to NHPRC and other grant-making organizations

With this grant proposal, the board is seeking funding for the following activities (in priority order) in support of its Strategic Plan:

- 1. Board Meetings.** The board requests \$3,932 to support at least three THRAB meetings during the grant period. One meeting will be held via teleconference as permitted by the Texas Open Meetings Act. Two meetings will be held in person. One at the Texas State Library and Archives Commission's headquarters or another repository site in Austin (three of the nine members are domiciled in the city) and one at another location in Texas. In-person meetings of the board at a repository site allow for members to see firsthand the challenges faced and progress made by Texas archives and archivists. During the meetings, the board will: receive reports on the status of NHPRC and federal or state legislation related to archives and records management issues; review grant proposals; discuss how to implement strategies and associated action items specified in the board's strategic plan; plan and receive updates on the implementation of the state programming grant; receive information on repositories and issues that impact historical record collections in Texas; consider collaboration and advocacy opportunities; and update its strategic plan as needed.

These meetings are essential to the board's continuing operation. The maximum cost per in-person board meeting is estimated at \$1,966 assuming all members attend.

2. Sponsorship of American Association of State and Local History's Basics of Archives

online course. The board requests \$4,800 to offer free registration for the Basics of Archives online course which is designed to give organizations and individuals who are responsible for the care of historical records an introduction to the core aspects of managing and protecting historical records collections, using appropriate principles and best practices. This is a self-paced, five-week, online course consisting of five lessons: Archives and Archivists; Acquiring Your Collections; Processing Collections; Housing Your Collections; and Access and Outreach. The total time commitment is 15-20 hours to be completed anytime during the five-week course period (dates to be determined). While there will be scheduled online chats, there are no required times to be online. Participants will receive a Pass/Fail grade and must complete all exams within the allotted five weeks in order to pass the course. Registration will be limited to 30 attendees residing in and working for a Texas repository or organization who are charged with preservation responsibilities but lack formal archival training. Registration preference will be given to employees and/or volunteers of Historically Black Colleges and Universities, Hispanic Serving Institutions, or smaller institutions that serve rural areas and receive little or no funding for professional development. THRAB may limit registration to one person per institution to allocate space equitably. AASLH has a standard charge of \$160 for non-member registrations. It is assumed that all registrants will be non-members. AASLH will provide all course materials and instructor. THRAB will promote the course to potential participants and registrations for the course will be handled through AASLH's website. AASLH will record exam results and provide THRAB with a summary of

the course evaluations. THRAB will receive a list of the participants that have passed the course. THRAB will contact participants within one week of the receiving the course evaluations to ask a series of follow-up questions and again in three months to gauge participant follow through and initial program impact. Link to course description:

<https://aaslh.org/professional-development/online-courses/>.

3. Sponsorship of Society of American Archivists' Digital Archival Specialist (DAS)

trainings. The board requests \$8,610 to offer free registration for select DAS trainings that focus on creating, managing, and providing access to digital collections. Developed and conducted by the Society of American Archivists, the workshops will provide attendees with information essential to understanding the complex nature of records in electronic form and introduce them to best practices for appraising, describing, managing, and preserving digital archives; and establishing relationships with institutional stakeholders to achieve an effective digital archives program.

- *Thinking Digital*, a 90-minute on-demand webcast that offers practical information for those undertaking new digital projects or job responsibilities. The workshop will help participants adapt their current archival knowledge and skills to today's digital landscape by exploring basic concepts, models, and workflows for creating and curating digital objects and collections. They will be able to use to the knowledge gained to inform local choices and practices. The webcast will be limited to 30 participants at a cost of \$109 per person. SAA has also included exam fees of \$35 per exam for DAS enrolled candidates. Link to course description:

<https://www2.archivists.org/prof-education/course-catalog/thinking-digital>.

- *Basics of Managing Digital Records*, a 60-minute on-demand webcast which will introduce participants to common preservation formats of digital records; appraising, accessioning, and preserving digital records; working with records creators; and promoting a digital records program. The webcast will be limited to 30 participants at a cost of \$89 per person and includes exam fees of \$35 per exam for DAS enrolled candidates. Link to course description: <https://www2.archivists.org/prof-education/course-catalog/basics-of-managing-digital-records>.
- *Digital Records: The Next Step*, a 60-minute on-demand webcast which is focused on systems that any archives must put in place to ensure it can manage digital records. It will also cover how to prepare for and address a still uncertain future concerning the management of digital records. The webcast will be limited to 30 participants at a cost of \$89 per person and includes exam fees of \$35 per exam for DAS enrolled candidates. Link to course description: <https://www2.archivists.org/prof-education/course-catalog/digital-records-the-next-step>.

Registration preference will be given to employees and/or volunteers of Historically Black Colleges and Universities, Hispanic Serving Institutions, or smaller institutions that serve rural areas and receive little or no funding for professional development. THRAB may limit registration to one person per institution to allocate space equitably. SAA will provide all course materials and examinations. THRAB will promote the course to potential participants and coordinate registrations for the course with SAA. SAA will provide THRAB with a summary of the course evaluations and a list of the participants that have passed the course. THRAB will contact participants within one week of the receiving the course evaluations to

ask a series of follow-up questions and again in three months to gauge participant follow through and initial program impact.

- 4. Texas Archival Resources Online (TARO) Training Support.** The board requests \$5,580 to fund three Texas Archival Resources Online (TARO) training workshops. TARO is a freely accessible platform for searching finding aids from repositories across Texas (see <http://www.lib.utexas.edu/taro>). As of May 2021, TARO users can access approximately 15,150 finding aids from 71 member repositories located throughout the state. TARO finding aids had 768,600 unique visitors in 2020 and 1,357,500 visits in 2020. The importance of TARO to archives researchers has been increased over the past year as in-person access to the state's archives has been limited; TARO finding aids have proved a critical research lifeline to remote researchers. The board will support three training workshops to enhance the access efforts of historical and genealogical societies, archives, museums, libraries, colleges, local governments, and other institutions who hold Texas' archival collections. Through these workshops archivists will learn the hands-on basic skills needed to participate in TARO, including basic XML familiarity and editing, Encoded Archival Description (EAD) familiarity, how to upload files to TARO, and troubleshooting. With their new skills, they will prepare archival finding aids and post them on TARO, for use by researchers in Texas and beyond. Workshop organizers will make a concerted effort to recruit workshop participants from new TARO repositories as well as members of Historically Black Colleges and Universities and Hispanic Serving Institutions in the state.

Other training at the national level provides an overview of EAD, but there is no other training that is specific to TARO's editing practices and file upload conventions. This

training also builds a community of Texas archivists who are knowledgeable in the methods of sharing finding aids in this way, who can help others learn, as well. The three workshops, in West Texas (late 2022), Rio Grande Valley (early 2023) and Texas Panhandle (May 2023). Each will be limited to 15 attendees. Two instructors per workshop are needed, given the hands-on, technical nature of the training and individual assistance needed by attendees. The instructors will be Amy Bowman, Briscoe Center for American History, Austin; Amanda Focke, Rice University, Houston; and Robert Weaver, Texas Tech University, Lubbock. The University of Texas Libraries is the fiscal agent for TARO and will coordinate the payment request. Grant funds will cover transportation, lodging, meals, and honorarium for two instructors for each workshop. The host institution will be required to provide the meeting room, audio-video equipment, and morning and afternoon beverages at no charge. Attendees would pay no workshop registration fee. All participants will be asked to submit a training evaluation form at the conclusion of the workshops. TARO will provide THRAB with quarterly data on the number of finding aids produced by participants in the first year following training. The board will review the evaluations and discuss progress by TARO on this and previous year trainings at the June 2023 THRAB meeting.

5. **Preservation assessments.** The board requests \$4,770 to engage Rebecca Elder Cultural Heritage Preservation to conduct three preservation assessments for archival repositories in the Rio Grande Valley with significant historical collections in 2023. These assessments will involve a day on site for each institution and provide each institution with a brief preservation assessment report that includes recommendations to improve the condition of the building; the preservation environment (temperature, relative humidity, light, housekeeping); condition of the collection; storage and shelving; exhibits (if any); and

emergency planning and security. The report will also prioritize the top short-, medium- and long-term recommendations for the institution. This preservation assessment positions the institutions to apply for funding to accomplish the projects recommended in the report.

THRAB will develop and solicit online applications for the assessments and a committee of three THRAB members will select the three institutions for the assessments. THRAB will review the final assessment reports and work with the institutions to identify appropriate grants or other means to address the recommendations. THRAB will monitor progress of the institutions and provide advocacy support. THRAB intends this initiative to be a pilot project to engage and support underfunded repositories. The board will review and evaluate the impact and implementation process during its meetings.

- 6. Intern position for THRAB.** The board requests \$3,132 to hire a part-time, temporary intern to support its administrative and outreach efforts. Working under the direction of the principal assistant, the intern will enhance THRAB's promotional materials with updated content online and in publications, help develop and provide access to meaningful resources, such as a repository database, and conduct a statewide survey to identify archival needs in Texas. The intern will perform other duties as assigned to assist with promoting THRAB initiatives. THRAB will offer this opportunity to a graduate student studying archives who should benefit from knowledge gained on the job and learn more about NHPRC and the state board. The intern will provide the board with a brief presentation on their work and products produced at the conclusion of their internship.
- 7. Archives Bazaar sponsorships.** The board requests \$3,000 for exhibit booths and support at the 2022-2023 Texas archives bazaars. The success of the Austin Archives Bazaar which began in 2014 has spawned similar events around Texas. The bazaars are designed to raise

awareness of archives, archivists, and other resources available to the public in a fun, interactive environment. Archival repositories provide preservation demonstrations and showcase their collections and services to new audiences. THRAB has participated as an exhibit booth sponsor at each of the Austin events since 2014 and in recent years at the Houston and Dallas-Fort Worth bazaars, providing information on the board, its activities, and engaging the public on records-related topics. THRAB will count and report the number of engagement contacts at each event. THRAB will also have a QR code to allow interested persons to sign up for email notifications about THRAB initiatives.

8. Archives Month. THRAB also proposes to continue its support of Archives Month in Texas by continuing the production and distribution of Archives Month posters in 2022. The board will also continue the program it began in 2016 to recognize significant achievements in the management, preservation, access, advocacy, and use of historical records in Texas with the award presented during Archives Month.

- The **Archives Month poster** is one of the board's most powerful and recognizable advocacy tools. The first Texas Archives Month poster was produced in 2008 with NHPRC funds and since that time has featured messages and imagery that promote the unique records found in archival repositories in Texas and the fundamentals of preservation and access. In 2018, the board transitioned to a digital poster that can be downloaded from the THRAB website and printed on demand. The board will continue this practice and requests no direct funding for this initiative in 2022.
- **THRAB will continue its awards program.** THRAB will celebrate Archives Month 2022 by recognizing significant achievements in preserving and improving access to historical records in any format by a Texas archival institution and individual

achievements by an archivist or someone involved in the management, preservation, access, advocacy, or use of historical records in Texas. The board will also present awards for archival advocacy/awareness efforts and significant leadership achievements. The awards will be presented during the board's October 2022 meeting or at another suitable Archives Month event in the state. The award winners will be provided with an engraved plaque/award, the cost of which will not exceed \$75 per item. The board expects to make four awards per year at a cost of \$300.

9. National History Day. To encourage the use of historical records as primary sources and in support of National History Day in Texas, the board will continue to fund cash awards for History Day projects that demonstrate exceptional use of Texas primary sources, including online collections. The THRAB History Day Awards encourage students in both the junior and senior divisions to include in their research those primary source materials either created in Texas or held in a Texas repository that represent a first-hand account contemporaneous with their chosen topic. These awards are intended to recognize projects that have utilized archival collections in a substantial way and encourage students to become familiar with archives and archival institutions. In addition, at least two board members will serve as judges at the state History Day competition in 2023 and will be on hand to present the awards to the recipients. The board will award two \$250 prizes (one each in the junior and senior division) totaling no more than \$500.

10. Outreach. The board requests \$1,500 for session support and exhibit booth rental. THRAB will sponsor a session on archival resources and staff an information booth at the Texas State Historical Association meeting in March 2023. Past support for the initiative has led to increased recognition of THRAB and NHPRC by Texas historians.

11. Membership in the Council of State Archivists. THRAB also proposes to maintain state membership and active participation in CoSA. Participation in these meetings and trainings has provided essential information on activities in other states that have served as models for many board programs. Jelain Chubb, state archivist and coordinator for THRAB, is the primary contact and will attend CoSA meetings. The board requests \$2,700 for membership in 2022-2023.

12. Other activities:

- THRAB will continue to educate state officials and Texas citizens about the value of the state's archives. THRAB members will provide testimony on records issues and engage civic leaders in discussion about the importance of access to the archival record.
- Throughout the grant period, the board will review and update its strategic plan.
- THRAB's progress and success in each of the above goals, priorities, and actions will be shared on its webpage and by posting announcements on appropriate listservs and social media sites.

Plan of Work

- 1. Board Meetings.** The board will hold at least three meetings during the grant period, July 1, 2022 to June 30, 2023. The meetings will be tentatively scheduled for October, February, and June. Two meetings will be held in person, with one in Austin and one at a site to be determined. The third will be held via teleconference.
- 2. Sponsorship of American Association of State and Local History's Basics of Archives online course.** The board will offer free registration for the recently revised Basics of Archives online course for up to 30 individuals who are responsible for the care

of historical records. In July 2022, Jelain Chubb, the board coordinator, will initiate a contract with AASLH and determine the workshop dates. Peggy Price, principal assistant to the board, will work with AASLH to advertise the course to potential Texas registrants. AASLH will provide course evaluations to THRAB. The board will review the participation and evaluations at its regular meetings.

3. Sponsorship of Society of American Archivists' Digital Archival Specialist (DAS)

trainings. In September 2022, Jelain Chubb, the board coordinator, will initiate a contract with SAA and to provide training for THRAB. Also, in September, Education/Outreach Coordinator Peggy Price will work with SAA to schedule the webcasts between October of 2022 and January 2023. Price will be responsible for advertising the workshops, managing registrations, coordinating with SAA. SAA will provide course evaluations to THRAB, and the board will review participation and feedback at its February 2023 meeting.

4. Texas Archival Resources Online (TARO) Training Support.

In August 2022, Jelain Chubb will initiate a contract with the University of Texas Libraries, fiscal agent for TARO, to conduct three workshops in West Texas, the Rio Grande Valley, and the Panhandle. THRAB and TARO will advertise the workshop jointly and TARO will be responsible for securing host institutions and managing registration. The host institutions will be required to provide the meeting room, audio-video equipment, morning and afternoon beverages at no charge. All workshops will be completed by late spring 2023. All participants will be asked to submit a training evaluation form at the conclusion of the workshops to THRAB. TARO will provide THRAB with quarterly data on the number of finding aids produced by participants in the first year following training.

- 5. Preservation assessments.** In August 2022, Jelain Chubb will contract with Rebecca Elder Cultural Heritage Preservation to conduct three preservation assessments for archival repositories in the Rio Grande Valley. The board will also establish a committee to work with Peggy Price to develop and solicit online applications for the assessments. THRAB will advertise the opportunity and begin accepting applications on October 1. The application period will close November 1. The committee will review application in November, select the three institutions for the assessments. Successful institutions will be contacted by December 1. Price will work with the institutions and Rebecca Elder to schedule the assessments no later than April 2023. Final assessment reports will be due to THRAB by May 15, 2023. The board will review the assessment reports at its June meeting.
- 6. Intern position.** In July 2022, Jelain Chubb will prepare the position posting and advertise the internship. Applications will be due in early August. Chubb, Price and a THRAB member will review the applications, conduct interviews, and select the successful candidate. The intern will begin work after September 6. Price will supervise and assign the intern's work. Chubb will monitor and approve the intern's time sheets, receive regular project updates, and provide the board with a progress report at the October board meeting. A final report on the assigned projects will be provided at the February board meeting.
- 7. Archives Bazaar sponsorships.** THRAB will participate as an exhibit booth sponsor at the various bazaars in Austin, Houston, and Dallas-Fort Worth in 2022-2023. Jelain Chubb will be responsible for procuring the exhibit space. Peggy Price will coordinate the booth and participation activities for THRAB members.

8. Archives Month.

- Posters. THRAB will continue its sponsorship of Archives Month by producing a digital poster in 2022. Production of the poster will begin in July with input from THRAB members and regional repositories. TSLAC staff support will be provided by Peggy Price.
- THRAB awards program. The board will disseminate information about the award to Texas repositories via various listservs and through publication in the Society of Southwest Archivists' spring/summer newsletter in 2022. Nominations will be due by July 31. A committee of the board will review nominations and a final selection will be made by September 1. Recipients will be notified by letter in mid-September. The board coordinator or closest THRAB member will make an in-person presentation at a THRAB meeting or at the recipient's repository during Archives Month 2022. THRAB will issue a press release and post announcements of the awards on social media.

9. **National History Day**. The board will continue to provide awards for projects that demonstrate exceptional use of Texas primary sources, including online collections in 2023. The information on the award will be disseminated to Texas History Day participants via TSHA's listserv. THRAB members participating as judges at the Texas History Day competition (in late April or early May) will make the final selections and will present the awards at the closing ceremony. THRAB will post announcements of the awards on social media.

10. Outreach and Advocacy. THRAB will also sponsor a session on archival resources at the Texas State Historical Association meeting in March 2023. Jelain Chubb will be responsible for submitting the session/meeting proposals and procuring exhibit space.

Dissemination

1. THRAB meeting minutes and reports to NHPRC will continue to be posted on www.thrab.org.
2. THRAB will disseminate information on the funded activities by the means described under the project scope. In all instances, THRAB will utilize its webpage, print and social media as appropriate to communicate the results of its endeavors.
3. THRAB will ensure that NHPRC is properly credited on all funded materials and events.

The NHPRC logo and web address will be prominently featured.

Evaluation

THRAB will evaluate the grant initiatives undertaken as detailed above. In addition, the board will conduct a full review of board activities undertaken since 2019. This review will occur at the October 2022 meeting, and include a summary report. The board will utilize this information to develop a new strategic plan; a draft will be reviewed by the board in February 2023 with final approval no later than June.

Key Personnel

1. *Jelain Chubb*, THRAB Coordinator and State Archivist, Texas State Library and Archives Commission, is the project director of the grant. A Certified Archivist, Ms. Chubb has over twenty years' experience in archives and archival management. She has served as the project coordinator for multiple NHPRC grants since 1994, deputy coordinator of the Ohio state board from 2006 through 2009, and Texas state coordinator

since 2010. Ms. Chubb oversees all aspects of the state archives program including its digitization and electronic records preservation initiatives. She will oversee and approve all project components, arrangements, and expenditures; and prepare and submit all reports. Telephone: 512-463-5467. Email: jchubb@tsl.texas.gov.

2. *Peggy Price*, Education Outreach Coordinator for Archives, Texas State Library and Archives Commission, serves as THRAB principal assistant. She will take the lead on coordinating the workshops with AASLH, board communications, Archives Month poster development, and overseeing the updating of the website. Ms. Price has served archives and special collections professional organizations in various capacities over the years, including roles with the Society of Mississippi Archivists, the Southern Archives Conference, the Mississippi Library Association, and the Rare Books and Manuscripts Section of the American Library Association. Price coordinated and promoted educational and outreach activities, such as SAA workshops, speaker series, exhibit openings, and other events for special collections at the University of Southern Mississippi. She holds graduate degrees in library science, applied history, and English. Telephone: 512-463-9807. Email: pprice@tsl.texas.gov.

3. *Alexis Hostetter*, Administrative Assistant, Texas State Library and Archives Commission, will provide staff support for the board by handling meeting preparations, travel arrangements and reimbursements, and preparing purchase orders for printing and mailing services. Telephone: 512-463-5508. Email: ahostetter@tsl.texas.gov.

Performance Objectives

The board will achieve the following quantifiable objectives during the grant period:

1. Meet three times during the grant period.
2. Provide registration for up to 30 persons to participate in the American Association of State and Local History's Basics of Archives online course.
3. Provide registration for up to 30 persons for each of three Digital Archives Specialist webinars.
4. Conduct three TARO training workshops in West Texas, the Panhandle, and Rio Grande Valley in 2022-2023.
5. Conduct three preservation assessments for archival repositories in the Rio Grande Valley.
6. Sponsor and participate in the Austin, Houston, and Dallas-Ft. Worth Archives Bazaars.
7. Continue awards program activities for National History Day and Archival Excellence.
8. Sponsor and participate in a session on archival records at the Texas State Historical Association meeting in 2023.

Sample Project Narrative