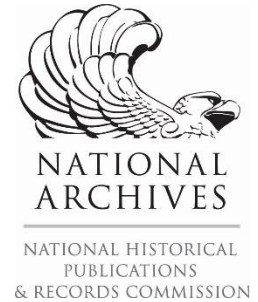




Maine Historical Records Advisory Board



Archival Collection and Preservation Assessment Grant Program

The Maine Historical Records Advisory Board (MHRAB) is pleased to announce the Archival Collection and Preservation Assessment Grant Program. This program aims to support records collecting institutions in Maine and provide needed resources for either archival collection or preservation assessments to support future work. 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 Kate McBrien, Maine State Archivist, at 287-5790 or by sending an email to katherine.mcbrien@maine.gov.

Program Description

MHRAB intends to award grant funding to records-collecting institutions for the purpose of conducting professional collection and preservation assessments. The assessments will provide Maine's records-collecting institutions with the necessary information to plan for impactful projects for their unique collections and facilities in order to preserve and improve access to their important historical documents.

Grant awards will be issued only for use in contracting with an external archives professional or professional organization to conduct a collection, item, or preservation assessment. The assessment may be:

- **Preservation Assessment:** Preservation Assessments are an institution's first step in long-term preservation planning and work. Generally, a preservation assessment will:
 - Identify priorities for improvement by taking a holistic perspective to collections care;

- Share templates of policies and procedures to manage collections;
 - Give practical recommendations to improve the storage of records;
 - Recommend ways to improve preservation conditions; and
 - Provide a roadmap to guide preservation activities for the next five years
-
- **Collection or Item Assessment:** Collection or item level assessments focus on a specific collection or item held by an organization. An archives professional will assess the collection or item, make recommendations for its care, including overall preventive maintenance actions as well as treatment options. A collection or item level assessment will:
 - Focus on the objects within the collection and their current storage;
 - Provide a broad overview of the condition of the collection as a whole;
 - Recommend next steps for the long-term care of the collection or item;
 - Evaluate the general condition of a sample of materials and provide recommendations for long-term preservation; and
 - Help with creating policies for access to the collection.

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.

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:	March 15, 2024
Grant notification date:	May 13, 2024
Earliest project start date:	May 15, 2024
Project must be completed by:	January 1, 2025

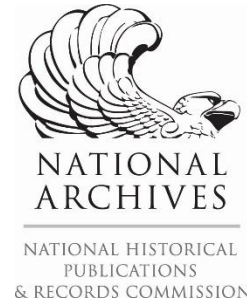
To Apply

Please complete and submit the application below to Kate McBrien, Maine State Archivist at Katherine.mcbrien@maine.gov or by mailing Maine State Archives, 84 State House Station, Augusta, ME 04333 by the application deadline.



Maine Historical Records Advisory Board

Grant Application



Archival Collection and Preservation Assessment 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.*)

- Type of assessment (*check one*):
 Preservation Assessment Collections or Item Assessment
- 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.*):

- Collection Content (*check which subjects are covered*):

- | | | |
|--|---|--|
| <input type="checkbox"/> African Americans | <input type="checkbox"/> Genealogy | <input type="checkbox"/> Politics, government, law |
| <input type="checkbox"/> Agriculture | <input type="checkbox"/> Labor | <input type="checkbox"/> Revolutionary War |
| <input type="checkbox"/> Arts and architecture | <input type="checkbox"/> Local history | <input type="checkbox"/> Civil War |
| <input type="checkbox"/> Maritime | <input type="checkbox"/> Science/Technology | <input type="checkbox"/> Business/Industry/Manufacturing |
| <input type="checkbox"/> Medicine/Healthcare | <input type="checkbox"/> Military | <input type="checkbox"/> Social service/Charitable Org. |
| <input type="checkbox"/> Native Americans | <input type="checkbox"/> Education | <input type="checkbox"/> Environment/Natural Resources |
| <input type="checkbox"/> Religion | <input type="checkbox"/> Women | <input type="checkbox"/> Transportation/Communication |
| <input type="checkbox"/> Other (<i>specify</i>): | | |

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