



Institutional Application Regrant Program 2017

Through grant funding from the National Historical Publications and Records Commission (NHPRC), the Massachusetts State Historical Records Advisory Board (MA SHRAB) is pleased to provide funding for the purchase of supplies and materials needed to arrange, describe, preserve, and make accessible archival collections.

Preference will be given to institutions with smaller collections, within the range of 500 linear feet or less.

Applicants will be required to provide matching funds or services covering 25% of the total project cost they are requesting from the MA SHRAB (see calculation guide below). Applicants who receive services through the MA SHRAB Roving Archivist program are encouraged to apply for these funds to implement recommendations from their reports.

Institutions who receive funds agree to the use of their name in promotional materials for the program and will work with the SHRAB and Roving Archivist to include the collections in the Commonwealth Historical Collaborative directory and catablog (chc.library.umass.edu).

Maximum application amount: \$1,000

Application Information:

- Date
- Institution Name
- Institution Address
- Name and title of person completing the application
- Total amount of request
- Brief history and description of your organization
- DUNS Number (see information below)
- Description and price quotes of goods or services for which funds are requested (please be as specific as possible – ex: 50 12x15 Blue-Grey Board Letter Document Cases)
- Description of the use and benefit that the funds will provide (ex: to rehouse materials from X collection from rusting file cabinet to provide a stable environment)
- How the institution will meet its funding match
- To increase the speed of funding release, a hardcopy, institutional W-9 form with a *wet (original) signature* is requested at the time of application
- Please also include a letter from your institution's CEO/Director or Chair of the Board providing a Statement of Commitment to participate in this program.

Submission Information:

Please send this information to
Massachusetts SHRAB
c/o Massachusetts Archives - Secretary of the Commonwealth
220 Morrissey Blvd
Boston, MA 02125
Attn: Dr. John Warner
or via email to SHRAB@sec.state.ma.us

Matching Funds Calculation Guide.

Organizational funding requirement: Matching funds or services must cover at least 25% of the total cost of the project. For example:

Total Project Costs:	\$1,330.00
Cost share of 25%	\$ 332.50
Amount of grant request (75%)	\$ 997.50

In addition to providing a direct cash match for funds received, institutions can provide in-kind matches through volunteer labor. Based on the Massachusetts Value of a Volunteer Hour for 20176, each hour of volunteer labor should be calculated at a rate of \$29.88 (http://independentsector.org/volunteer_time#sthash.gr6UJ9u3.V3hsYlqU.dpbs).

Example:

Using the example above, an institution has a project total cost of \$1,330.00 for the purchase of archival boxes and acid-free folders to rehouse a collection. The cost share for this project is \$332.50.

Volunteers will spend 12 hours, at a rate \$29.88 per hour, using the supplies to rehouse the collection for a total of \$358.56 in matching in-kind funds, thereby meeting (and exceeding) their match requirement.

The institution will submit a time sheet documenting the 12 hours of labor to the MA SHRAB for submission to the NHPRC.

IDENTIFYING/REGISTERING FOR YOUR DUNS NUMBER

HAS MY ORGANIZATION IDENTIFIED ITS DATA UNIVERSAL NUMBER SYSTEM (DUNS)?

Ask the grant administrator, chief financial officer, or authorizing official of your organization to identify your DUNS number.

If your organization does not know its DUNS number or needs to register for one, visit Dun & Bradstreet website or call 866-705-5711:

Register or Search for a DUNS Number:

<http://fedgov.dnb.com/webform/displayHomePage.do>

PURPOSE OF THIS STEP:

The federal government has adopted the use of DUNS numbers to track how federal grant money is allocated. DUNS numbers identify your organization.

HOW LONG SHOULD IT TAKE?

If requested over the phone, DUNS is provided immediately. Webform requests take 1 to 2 business days.

WHAT IS A DUNS NUMBER & WHY DO I NEED OBTAIN ONE?

The Data Universal Number System (DUNS) number is a unique nine-character number that identifies your organization. It is a tool of the federal government to track how federal money is distributed. Most large organizations, libraries, colleges and research universities already have DUNS numbers. Ask your grant administrator or chief financial officer to provide your organization's DUNS number.

List of Information you will need to obtain a DUNS number (if your organization does not already have one):

- Name of organization
- Organization address
- Name of the CEO/organization owner
- Legal structure of the organization (corporation, partnership, proprietorship)
- Year the organization started
- Primary type of business
- Total number of employees (full and part time)

If your organization does not have a DUNS number, use the Dun & Bradstreet (D&B) online registration to receive one free of charge.

NOTE: Obtaining a DUNS number places your organization on D&B's marketing list that is sold to other companies. You can request not to be added to this list during your application.

Information from <https://www.grants.gov/web/grants/applicants/organization-registration/step-1-obtain-duns-number.html> and masshumanties.org