



Institutional Application Regrant Program FY2019

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 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 completed 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 and increase ease to inventory materials)
- How the institution will meet its funding match
- To increase the speed of funding release, a hardcopy, institutional W-9 form with a *wet 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.

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

Organizational funding requirement:

Matching funds or services must cover at least 25% of the total cost of the project.

Example one:

Total cost for archival supplies: \$1,330.00
Amount of grant request (75%): \$997.50
Minimum cost share of 25% of total project: \$332.50
Total cost for the project: \$1,330.00

In this example, the MA SHRAB will pay \$997.50 and your institution will need to come up with the balance of \$332.50 in cash to pay for the supplies and meet the 25% cost share requirement.

Example two:

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 2017, each hour of volunteer labor should be calculated at a rate of \$31.17 (http://independentsector.org/volunteer_time#sthash.qr6UJ9u3.V3hsYlqU.dpbs).

Total cost for archival supplies: \$999.75
Amount of grant request: \$999.75
Minimum cost share of 25% of total project: \$333.25
Total cost for the project: \$1,333.00

In this example, you can request funding for the total cost of the supplies because the MA SHRAB will pay up to \$999.75, but you need to provide at least \$333.25 worth of volunteer labor as your 25% cost share. If you estimate that it will take 11 hours for volunteers to rehouse materials in the newly purchased supplies that would make your in-kind match \$342.87 ($\$31.17 \times 11 = \342.87), thereby meeting (and exceeding) the match requirement. Your institution would need to submit a time sheet documenting the 11 hours of labor to the MA SHRAB for submission to the NHPRC.

Example three:

Your institution might also propose a project that uses a combination of cash and volunteer hours to come up with the 25% cost share, if your total supply cost is over \$1,000, which is the limit of what the SHRAB will fund.

Total cost for archival supplies: \$1,150.00
Amount of grant request: \$1,000.00 (the maximum allowed)
Minimum cost share of 25% of total project: \$333.25 (\$150 in cash to vendor and \$183.00 in-kind or volunteer time)
Total cost for the project: \$1333.00

In this example, your institution needs to come up with an additional \$150 in cash to pay for the supplies. You also estimate that your volunteers will spend 6 hours rehousing materials in the new supplies ($\$31.17 \times 6 = \187.02), thereby exceeding the minimum of \$183.00 of in-kind work you need to provide to meet the 25% cost share requirement.

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 www.grants.gov/applicants/request_duns_number.jsp and the masshumanties.org