



Institutional Application Regrant Program FY2025

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. Institutions must have had a prior Strategic Assessment through the MA SHRAB Roving Archivist program to be eligible.

Applicants will be required to provide matching funds or services covering 25% (a minimum of \$125.00) of the total project cost they are requesting from the MA SHRAB (see calculation guide below).

Regrant application amount: \$500 (Please note: the SHRAB will be awarding regrants in amounts of \$500, instead of variable amounts. Applications should reflect the total project costs, including cost share. See calculation table below.)

***Application should be for a specific project, designated at time of application.
Regrant is not meant to provide general supplies.***

Application Information:

- Institution Name
- Institution Address
- Name and title of project/organization contact
- Brief history and description of your organization (1-2 paragraphs)
- Date of Strategic Assessment (year is fine)
- 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) (Under 2 paragraphs)
- How the institution will meet its funding match
- Has your institution received funding from MA SHRAB before?
- To increase the speed of funding release: 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 grant program.

Submission Information:

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

Deadline for Applications is Sunday May 31st, 2025 at 11:59 PM

Questions regarding the grant or how to apply may be directed to:
SHRAB@sec.state.ma.us.

Organizational funding requirement:

Matching funds or services must cover at least 25% (\$125.00) of the total cost of the project.

Example one:

Total cost for archival supplies: \$667.00
Amount of grant request (75%): \$500.00
Minimum cost share of 25% of total project: \$167.00
Total cost for the project: \$667.00

In this example, the MA SHRAB will pay \$500.00 and your institution will need to come up with the balance of \$167.00 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 2024, each hour of volunteer labor should be calculated at a rate of \$42.00.

(<https://independentsector.org/wp-content/uploads/2025/04/vovt-state-by-state-data-2025.pdf>).

Total cost for archival supplies: \$500.00
Amount of grant request: \$500.00
Minimum cost share of 25% of total project: \$210.00
Total cost for the project: \$710.00

In this example, you can request funding for the total cost of the supplies because the MA SHRAB will pay \$500.00, but you need to provide at least \$125.00 worth of volunteer labor as your 25% cost share. If you estimate that it will take 5 hours for volunteers to rehouse materials in the newly purchased supplies that would make your in-kind match \$210.00 ($\$42.00 \times 5 = \210.00), thereby meeting (and exceeding) the match requirement. Your institution would need to submit a time sheet documenting the 5 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 \$500, which is the limit of what the SHRAB will fund.

Total cost for archival supplies: \$600.00

Amount of grant request: \$500.00 (the maximum allowed)

Minimum cost share of 25% of total project: \$184.00 (\$100 in cash to vendor and \$84.00 in-kind or volunteer time)

Total cost for the project: \$684.00

In this example, your institution needs to come up with an additional \$100 in cash to pay for the supplies. You also estimate that your volunteers will spend a little over 2 hours rehousing materials in the new supplies ($\$42.00 \times 2 = \84.00), thereby exceeding the minimum of \$25.00 of in-kind work you need to provide to meet the 25% cost share requirement.

Institutions who receive funds agree to the use of their name in promotional materials for the program.