



## Institutional Host Application **Archival Field Fellowships** Roving Archivist Program

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. In addition to the supplies, the grant supports repositories to be paired with a paid Archival Field Fellow trained in archival management who will rehouse and process a collection. The Field Fellow will work onsite processing an archival collection and will be supervised remotely by the Roving Archivists, thus increasing hands-on assistance to Massachusetts cultural heritage repositories. Applicants must designate a primary contact who will be responsible for orienting the fellow to the repository, sharing background information about the collection, and providing support & mentorship throughout the fellowship. The fellow's archival work will be supervised by the roving archivist.

Repositories will work directly with the Roving Archivists to determine an appropriate collection for processing and the necessary archival supplies. Regrant awards for supplies will be awarded in \$500 amounts. The MA SHRAB will then pair repositories with a Field Fellow (paid directly by the SHRAB) who will arrange and describe the collection. The processing project, anticipated to begin by November 1st, will require approximately 60 hours and be completed by the Field Fellow within two months, working full-time or part-time as determined by the repository and the Fellow. After rehousing, arranging, and describing the collection, the Field Fellow will work with the institution to share online the collection information or finding aid, as well as write a blog post about the Fellowship experience for the MA SHRAB blog. To view previous examples of Field Fellowship posts, explore the MA SHRAB blog:

<https://mashrabblog.wordpress.com/?s=field+fellowship>

**Application Deadline: June 1, 2026, by 11:59 p.m. E.T.**

### **Requirements for Applicants:**

- Applicants must provide matching funds or in-kind services covering 25% of the \$500 regrant for supplies they are requesting from the MA SHRAB.
- Applicants must have received a Strategic Assessment and Program Review through the MA SHRAB Roving Archivist program. For more information about the Roving Archivist program, visit: <http://www.sec.state.ma.us/divisions/archives/shrab/shrab-grants.htm>
- Before the Archival Field Fellowship, repositories must have relevant policies in place such as an articulated collection scope, accession policy, retention schedule, and deed-of-gift.
- Repositories must have a computer available for use by the Field Fellow and be willing to explore ways of sharing collection descriptions online.

- Institutions who receive funds agree to the use of their name and any photographs taken during the Field Fellowship in promotional materials for the program.
- Matching funds or services must cover at least 25% of the \$500 regrant. This can be achieved through: a direct cash match; or in-kind services (volunteer and staff time qualify as in-kind donations— the rate for volunteer time in Massachusetts is \$42.00 per hour). Institutions will need to submit a time sheet documenting the in-kind time to the MA SHRAB for submission to the NHPRC); or a direct cash and in-kind combination.

### **How to Apply**

To apply for a regrant and Archival Field Fellow through the MA SHRAB Roving Archivist program, please submit a document, not to exceed 10 pages in length, which provides the following information:

1. Application date
2. Institution name
3. Institution address
4. Name, title, and contact information for the person who will be the primary contact for the Field Fellow
5. Brief history and description of your organization
6. Description and price quotes of supplies for which funds are requested (please be as specific as possible – ex: 50 12×15 Blue-Grey Board Letter Document Cases)
7. Form W-9
8. Description of collection selected for processing (please provide information on the collection extent, preservation condition, and the type of formats included, ex: papers, photos, oversized drawings, etc.). If necessary, a suggested processing project can be explored further in dialogue with the Roving Archivists.
9. Indicate how collection descriptions are currently shared (website, PastPerfect, Digital Commonwealth, etc.)
10. Indicate hours your repository is open OR would be able to open for the Field Fellow
11. Indicate preferred months for hosting the Fellow (Fellows typically work starting in November and are finished by February)
12. Describe the work environment that would host the Field Fellow. Provide information regarding: ADA accessibility, public transit access, access to the work space, internet connectivity, availability of bathrooms, lunch area, heating and cooling, Covid-19 protocols, and privacy of space versus public area.
13. How did you learn about the Archival Field Fellowship program?
14. When was the Roving Archivist Assessment conducted for your organization?
15. What benefits do you expect through participation in this program?

16. Indicate how your 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 program.

**Submission Information:**

Massachusetts Archives

ATTN: John Warner, MA SHRAB

220 Morrissey Blvd.

Boston, MA 02125

OR via email to [SHRAB@sec.state.ma.us](mailto:SHRAB@sec.state.ma.us) with the subject line "Regrant and Archival Field Fellowship"  
(Email preferred)

The Massachusetts State Historic Records Advisory Board is committed to providing equal opportunity for all qualified persons and prohibits discrimination on the basis of race, color, religion, creed, sex, sexual orientation, gender identity, national origin, ancestry, age, veteran status, disability unrelated to job requirements, military service, or other protected status. We welcome applications from diverse backgrounds including Black, Indigenous, People of Color, and the LGBTQ+ community. We are committed to ensuring inclusive and equitable access to SHRAB programs and resources.