



New Mexico Historical Records Advisory Board
Historical Records Grant Program
FY 13 Application Form
For Period July 1, 2012 through June 15, 2013
Application Deadline: Friday, February 10, 2012

Applicant*		
Address		
DUNS No. (May be obtained by calling 866-705-5711 or online at http://fedgov.dnb.com/webform)		
Contact Person		
Telephone	FAX	e-mail

Applicant's Signature (Individual authorized to obligate the legal entity) _____ _____ Print name	Date
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****Nonprofit organization must submit a copy of their 501(c)(3) letter with the application. Failure to submit your 501(c)(3) shall disqualify your application from consideration.**
****Review the checklist. Incomplete packets shall disqualify your application from consideration.**

Project Type: CHECK ONE BOX ONLY

Preservation **Access** **Training** **Research** **Promotional Programs** **Program Development**

Project Title

Amount of Request :	\$
Amount of Match Value (min. 25% of Total Budget):	\$
Total Budget for Project:	\$

Summary Statement: Summarize the nature and purpose of the project you propose for funding and how it relates to your organization's mission. Explain the overall goals of the project and how the project furthers the preservation and use of historical records. State the programmatic and financial need.

(For NMHRAB use only)	
Received date:	Received By:

Project Description: Please answer questions completely and succinctly based on the Type of Project proposal identified.

- Preservation, Access, Archival or Records Management Program Development projects shall complete Section I and Section III
- Training, Research or Promotional project shall complete Section II and Section III

SECTION I

Preservation, Access, or Program Development Proposals

Content and significance of the historical records to be affected by this project:

- (1) Describe in detail the type of activity (preservation, access, or program development) you intend to engage in and how the activity will improve the preservation and use of the historical records.
- (2) What is the historical significance of the materials? Indicate how the records are of historical significance to New Mexico or the nation.
- (3) Are your organization's records original records?
- (4) What type or format are they in?
- (5) What years do they cover?
- (6) How large (in terms of cubic feet or number of units, unless assessment is the objective of your project) is the collection or record group to be affected?
- (7) What, if any, finding aids (inventory, index, catalog, etc.) exist for this record group or collection?
- (8) What is the risk to these historical records?
- (9) Discuss the population that will benefit as a result of the project.
- (10) Are the historical records or collections available to the public? If yes, indicate the hours available to the public; or if by appointment. If no, do you intend to make them available?
- (11) Are there fees associated with accessing these records? If yes, please provide fee schedule.
- (12) Indicate what plans your organization has to promote the use of the records and/or collections.
- (13) Identify the resources necessary to sustain the project once completed.
- (14) Describe the products you plan to produce for the completed project.

SECTION II

Regional Statewide Training, Research or Promotional Proposals

- (1) Briefly describe your project's overall purpose and long-term goals.
- (2) Explain the need for this type of training, research or promotional program.
- (3) Describe the size and nature of the project's audiences and how you intend to reach them.
- (4) Describe in detail the types of activities you intend to engage in. If multiple activities will take place, please describe the relationship between them.
- (5) Explain how the activities proposed will have a significant impact on professional practices or increase public understanding of New Mexico history and culture.
- (6) If a research or promotional project describe the historical importance of individuals, events, developments, organizations, and places whose history would be documented by the project.
- (7) If you plan to charge a fee, justify what you will charge.
- (8) Describe the products you plan to produce for the completed project.

SECTION III

All Applicants Complete Sections A-D

A. Scope of Work

- (1) Describe the plan of work for the grant period.
- (2) Where will the work, training, or research take place?
- (3) Identify the results (deliverables) to be produced by this project.
- (4) Outline each stage of the planned work and include the costs for each major stage.
- (5) Discuss the ability of the organization to implement the project.
- (6) Name the primary project personnel and their job descriptions. Provide resumes of two pages or less for all project personnel
- (7) Identify contractual services to be used and the vendor qualifications.

B. Project Work Plan

Using the following format, outline the project work plan.

Time period	Activity/Phase or Major Step	Tasks involved	Location of work	Staff assigned
<i>(Example) July1- August31</i>	<i>Research, Writing</i>	<i>Research archival materials, write historical summaries, peer review, editing</i>	<i>UNM Library</i>	<i>John Jaramillo, Jane Doe</i>

C. Project Summary Budget

Summarize the budget here. Itemize the details on the Budget Worksheet/s.

<i>Category</i>	<i>NMHRAB Request</i>	<i>Match</i>	<i>Total</i>
1. Project Staff (paid personnel) Enter the total salaries in the appropriate column. Itemize on the <i>Budget Worksheet</i> .			
2. Project Volunteers: MATCH ONLY Enter the total value of volunteer's time working on the project at \$10/hour. Itemize on the <i>Budget Worksheet</i> .	Volunteer time cannot be made as part of the NMHRAB Grant.		
3. Benefits (paid personnel) %Rate _____ Multiply the amount on <i>line 1</i> by the benefit %rate. If more than one rate is used, complete the <i>Budget Worksheet</i> .			
4. Travel for Staff: Enter the total cost of travel expenses attributable to the grant. Itemize expected travel expenses on the <i>Budget Worksheet</i> . Do not include consultant travel.			
5. Contractual Services: Enter the total projected consultant and/or vendor costs item 5 in the <i>Budget Worksheet</i> .			
6. Supplies, Materials, Services Itemize supplies and services to be acquired or used on the project on the <i>Budget Worksheet</i> .			
7. Furniture/Fixtures/Equipment: Itemize furniture, fixtures or equipment to be acquired or used on the project with an acquisition cost of \$1,000 per unit or more. MATCH ONLY	Not accepted as part of NMHRAB Grant.		
8. Other Costs Identify costs included on the <i>Budget Worksheet</i> .			
Totals	\$	\$	\$

D. Budget Work Sheet

1. Salaries and Wages

Provide the names and titles of primary project personnel. For support personnel, include title for each position and indicate in brackets the number of persons who will be employed in that capacity.

<i>Name</i>	<i>Title</i>	NMHRAB FUNDS	MATCH	TOTAL
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
	SUBTOTAL	\$	_____	_____

2. Volunteers

Provide the names and working titles of volunteers working on the project.

Name	Title	NMHRAB FUNDS	MATCH	TOTAL
_____	_____	[REDACTED]	_____	_____
_____	_____		_____	_____
_____	_____		_____	_____
_____	_____		_____	_____
SUBTOTAL		\$ _____	_____	_____

3. Benefits

If more than one percentage rate is used, list each rate and salary base.

% RATE	SALARY BASE	NMHRAB FUNDS	MATCH	TOTAL
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
SUBTOTAL		_____	_____	_____

4. Travel for Staff

For each trip indicate the number of persons traveling, the number of days in travel status, and the total subsistence and transportation costs for the trip, based on State of New Mexico per diem and mileage rates (2.42.2 NMAC). When a project will involve the travel of a number of people to a conference, workshop, etc., these costs may be summarized on one line by indicating the point of origin as "various".

Item/Point of Origin/Destination	No. of Persons	Total Travel Days	Lodging/Meals Costs +	Transportation Costs =	NMHRAB FUNDS	MATCH	TOTAL
_____	_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____	_____
SUBTOTAL					_____	_____	_____

5. Contractual Services

For each consultant or vendor to be used on the project complete the following information.

Consultant/Vendor	Hrly/Flat Fee/Unit Type	x	Hrs/Units	=	Costs	NMHRAB FUNDS	MATCH	TOTAL
_____	_____	_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____	_____	_____
Other Expenses	Rate	x	Number	=	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____	_____	_____
SUBTOTAL						_____	_____	_____

6. Supplies, Materials, Services

Include consumable supplies, materials, and the cost of duplication, printing, long distance telephone, equipment rental, postage, and other services related to the project. Also include expendable equipment, i.e., equipment items costing less than \$1,000 per unit.

ITEM	BASIS METHOD OF COMPUTATION	NMHRAB FUNDS	MATCH	TOTAL
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
	SUBTOTAL	\$ _____	_____	_____

7. Furniture/Fixtures/Equipment

Include furniture, fixtures and equipment to be used in the project, costing \$1,000, or more, per unit. Include fair market or depreciated value to existing items to be used on the project. Enter full cost of any equipment purchased specifically for the project – **MATCH ONLY**.

ITEM	BASIS METHOD OF COMPUTATION	NMHRAB FUNDS	MATCH	TOTAL
_____	_____	\$ _____	_____	_____
_____	_____	\$ _____	_____	_____
_____	_____	\$ _____	_____	_____
	SUBTOTAL	\$ _____	_____	_____

8. Other Costs

Identify other costs attributable to the grant, but not identified in another budget category, such as indirect costs (**Match only**).

Base: Total of all of lines 1 through 7.

Rate: Enter your organization’s approved indirect cost rate up to a maximum of 10% (must have been approved by a federal agency.)

Indirect Cost Computation:

RATE	% of	\$	BASE	=	NMHRAB FUNDS	MATCH	TOTAL
_____	% of	\$	_____	=	_____	_____	_____
_____	% of	\$	_____	=	_____	_____	_____
_____			_____		_____	_____	_____

or enter the specific costs not covered in other budget line here:

ITEM	BASIS METHOD OF COMPUTATION	NMHRAB FUNDS	MATCH	TOTAL
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
	SUBTOTAL	\$ _____	_____	_____

Submit one original and ten copies of the completed application to:

Randy Forrester
New Mexico Historical Records Advisory Board
1205 Camino Carlos Rey
Santa Fe, New Mexico 87507

Optional: You may submit letters of support for the project from knowledgeable members of the community to be served.

Direct Inquiries to:

Randy Forrester, Grants Administrator
New Mexico Historical Records Advisory Board
e-mail: randy.forrester@state.nm.us
Telephone: 505-476-7936
Fax: 505-476-7893

Please note:

Applications must be received in the NMHRAB office by 5:00 p.m. on the day of the deadline.
Fax and e-mail applications will not be accepted.

Grants are contingent upon available federal and/or appropriated state funds.

