



New Mexico Historical Records Advisory Board
Historical Records Grant Program
FY 19 Application Form
For Period July 1, 2018 through June 15, 2019
Final Application Deadline: February 13, 2018 at 4:00 pm
Late applications will not be accepted

Submit one original application with an original signature and ten copies of the entire completed application to:

Thomas Shumaker, Grants Administrator
New Mexico Historical Records Advisory Board
1205 Camino Carlos Rey
Santa Fe, New Mexico 87507

All ten copies must be complete and identical to the original copy including all attachments. Original application must be one-sided. Copies may be double sided. Staple or use a paper clip for each copy – do not submit applications in folders or binders.

A complete application includes:

- Cover Sheet with original signature
- Summary Statement
- Project Description
- Work Plan
- Project Budget
- Attachments:
 - Attachment A: Project Work Plan
 - Attachment B: Project Summary Budget
 - Attachment C: Budget Worksheet
 - Resumes of key project staff
 - Job descriptions for staff yet to be hired (if applicable)
 - Contractor and vendor scopes of work and minimum qualifications (if applicable)
 - Cost proposal or quote from each consultant or vendor (if applicable)
 - Letters of recommendation (optional)
 - IRS and Secretary of State Documentation (required).
- Ten identical copies of the entire original application including attachments
- To calculate linear feet, please use the calculator found at this link: <http://beinecke.library.yale.edu/linear-footage-calculator>.

Incomplete applications will not be found eligible.

Direct Inquiries to:

Thomas Shumaker, Grants Administrator
New Mexico Historical Records Advisory Board
E-mail: Thomas.Shumaker@state.nm.us
Telephone: 505-476-9782

Please note:

Final applications must be received in the NMHRAB office by 4:00 p.m. on February 13, 2018. Contact the Grants Administrator by phone to confirm receipt of application. If mailing applications, it is strongly recommended to use a courier service with delivery confirmation.

Late applications will not be accepted. Fax and e-mail applications will not be accepted.

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

For information regarding grant guidelines visit: <http://www.nmcpr.state.nm.us/nmhrab/regrant.htm>. Contact the Grants Administrator at Thomas.Shumaker@state.nm.us 505-476-9782 with questions.

Prior to filling out this application, please review the conditions for eligibility, checklist, and NMAC Rule to ensure full compliance. Incomplete packets shall disqualify your application from consideration.

COVER SHEET

Legal Name of Applicant		
Type of organization (i.e. non-profit, municipal government, public university, etc.)*		
Complete Mailing Address		
County	State Senate District	State House District
DUNS No. (May be obtained online at http://fedgov.dnb.com/webform)		
Contact Person for questions regarding this application		
Telephone	Fax	E-mail

Applicant's Signature (Individual authorized to obligate the legal entity) (Must be original signature in blue ink)			

Signature	Date	Print name	Title

*Nonprofit organizations must submit a letter from the IRS and the New Mexico Secretary of State establishing their non-profit status. Failure to submit your IRS letter shall disqualify your application from consideration.

Project Type: (check all that apply)

Preservation
 Access
 Training
 Research
 Promotional Programs
 Program Development

Do you have legal custody of the collection with which you propose to work? Yes ___ No ___
(If 'no' the application is ineligible for further consideration.)

Project Title		
Project Director		
Telephone	FAX	e-mail

When preparing all budget-related portions of this application please round to the nearest whole dollar. Do not use cents.

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

APPLICATION NARRATIVE

The application narrative includes four sections: 1. summary statement, 2. project description, 3. work plan and 4. project budget. Answer the questions below clearly and concisely. Word and page limits are given for each section. Use minimum 1" margins and Times New Roman 12-point font for your responses. Include headings and questions in your narrative.

For your reference, the evaluation criteria that will be used by the NMHRAB members to evaluate each proposal are attached at the end of this application.

1. Summary Statement: Briefly summarize the nature and purpose of the project you propose for funding. Briefly explain what you intend to accomplish, the overall goals of the project and how the project furthers the preservation and use of historical records. Limit the response for Summary Statement to **no more than 200 words**.

2. Project Description: Please answer questions completely and succinctly. Limit the total response for Project Description to **no more than four pages**.

A. Activities and Measurable Objectives

- (1) Explain what you intend to accomplish, your long-term goals and desired outcomes.
- (2) If your organization has received an NMHRAB grant in the past five years, specify year(s), grant amount(s) and project title(s). Describe how this project is a continuation of previously NMHRAB-funded project(s) or different from previously NMHRAB-funded projects.

B. Significance (*only answer questions applicable to your proposed project*)

For preservation, access, and program development projects:

- (1) What is the historical significance of the materials? Indicate how the records are of historical significance to New Mexico or the nation.
- (2) Describe your original records, what years do they cover, what type or format are they in, how large the collection or record group is (in terms of cubic feet or number of units), etc.
- (3) What are the current conditions of the historical records? For example, are they deteriorating, where and how are they currently stored, is there a risk to the records, etc.
- (4) What, if any, finding aids (inventory, index, catalog, etc.) exist for this record group or collection? If none, do you plan to create a finding aid as part of your project?
- (5) For digitization and microfilm projects, what will happen to the original records after the project is complete?

For training projects:

- (6) Explain how the activities proposed will have a significant impact on professional practices or increase public understanding of New Mexico history and culture.
- (7) Describe how the proposed project will contribute to developing best practices.

C. Impact and Benefit (*only answer questions applicable to your proposed project*)

- (1) Discuss the population that will benefit as a result of the project. For training and promotional projects, describe the size of the project's audiences and how you intend to reach them.
- (2) Will the project be available to the public? For example, are the historical records or collections available to the public (indicate hours or by appointment), is the training or promotional project open to the public, etc.
- (3) Are there fees associated with accessing the records, training or promotional project? If yes, please provide fee schedule and justification of fees.
- (4) For training projects, how will the benefits of the training be maximized?
- (5) How will the institution benefit from the NMHRAB grant project? How will this project increase the knowledge base and skills of staff?
- (6) Describe your organization's plans to promote the use of the records, collections, research, training or promotional project (i.e. press releases, websites, etc.).

D. Feasibility

- (1) Discuss the organization's ability to implement the proposed project.

E. Sustainability

- (1) Identify the resources necessary to sustain the project once completed and describe how your organization will sustain the efforts and results of the project.
- (2) In what ways will the NMHRAB grant assist with leveraging additional resources or funding?

3. Work Plan: Please answer questions completely and succinctly. Limit the total response for Work Plan to **no more than one page**. Attachments are not included in the page limit.

- (1) Describe the scope of work and identify the results (deliverables) to be produced by this project. Be specific, i.e. arrange and rehouse 100 cubic feet of archival materials.
- (2) What standards or accepted professional guidelines, if any, will be used? (i.e. Technical Guidelines for Digitizing Cultural Heritage Materials [<http://www.digitizationguidelines.gov/guidelines/digitize-technical.html>] provided by the Federal Agencies Digitization Guidelines Initiative, the New Mexico state standards for microphotography [<http://164.64.110.239/nmac/parts/title01/01.014.0002.htm>; <http://164.64.110.239/nmac/parts/title01/01.014.0003.htm>] or other accepted archival procedures.)
- (3) For digitization projects, describe the equipment to be used. Please consult the *vendor list* provided by the New Mexico Historical Records Advisory Board at <http://www.nmcpr.state.nm.us/nmhrab/resources/vendor-list/>
- (4) Note the primary project personnel and their job descriptions. Attach resumes for all key project personnel as an attachment to this application. Each resume shall not exceed two pages in length. For staff that has yet to be hired, attach job descriptions with duties and minimum qualifications.
- (5) Identify any contractual services to be used and the vendor qualifications. If a contractor or vendor has not yet been selected, attach the scope of work and minimum qualifications that will be used to hire contractors.
- (6) Complete the Project Work Plan template (Attachment A). If further explanation is needed for activities on the work plan template, describe in narrative form here.

4. Project Budget: Please answer questions completely and succinctly. Limit the total response for Project Budget to **no more than one page**. Attachments are not included in the page limit. Please round to the nearest dollar. Do not use cents.

- (1) Describe the costs for each major stage of work as identified on your Project Work Plan. Explain how costs have been determined. Costs must be reasonable and justifiable. Attach a cost proposal or quote from each consultant and vendor.
- (2) Complete the Project Summary Budget and the Budget Worksheet (Attachments B & C).

Attachment A: Project Work Plan

Using the following format, outline the project work plan. Be thorough and include all stages of work. Work cannot begin on funded projects until a Notice to Proceed is issued, but for planning purposes, begin your work plan on August 15. All work must be complete by June 15.

Time period	Activity/Phase or Major Step	Tasks involved	Location of work	Staff assigned
<i>(Example) August 15 – September 15</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>

Attachment B: Project Summary Budget

Summarize the budget here. Itemize the details on the Budget Worksheet. Please round to the nearest dollar. Do not use cents.

<i>Category</i> Itemize all categories on the Budget Worksheet.	<i>NMHRAB Request</i>	<i>Match</i>	<i>Total</i>
1. Project Staff (paid personnel): Enter the total value of project staff's time working on the project.			
2. Project Volunteers: Enter the total value of volunteers' time working on the project. Rate of \$18.50 per hour maximum. MATCH ONLY	Not accepted as part of NMHRAB Grant		
3. Benefits (paid personnel): % Rate _____ Multiply the amount on <i>line 1</i> by the benefit % rate.			
4. Travel for Staff: Enter the total cost of travel expenses attributable to the grant.			
5. Contractual Services: Enter the total cost of consultant and/or vendor services.			
6. Supplies, Materials, Services Enter the total cost of supplies, materials and services to be acquired or used on the project.			
7. Furniture/Fixtures/Equipment: Enter the total cost of 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 Enter the total value of any other costs.			
Totals	\$	\$	\$

Attachment C: Budget Worksheet (Use round numbers only. Round off to the nearest dollar. Do not use cents.)

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.

Name & Title	Hourly rate	x	# of Hours	=	Costs	NMHRAB FUNDS	MATCH	TOTAL
_____	_____		_____		_____	_____	_____	_____
_____	_____		_____		_____	_____	_____	_____
SUBTOTAL						=====	=====	=====

2. Volunteers

Provide the names and working titles of volunteers working on the project. Use an hourly rate of \$18.50 per hour for volunteers' time.

Name & Title	Hourly rate	x	# of Hours	=	Costs	NMHRAB FUNDS	MATCH	TOTAL
_____	_____		_____		_____	_____	_____	_____
_____	_____		_____		_____	_____	_____	_____
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". Calculate mileage using <http://www.randmcnally.com/>. Do not include consultant travel.

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. The hourly rate for contractual services may not exceed \$50.00 per hour including GRT. Attach a cost proposal or quote from each consultant and vendor.

Consultant/Vendor	Hrly/Flat Fee/Unit Type	x	Hrs/Units	=	Costs	NMHRAB FUNDS	MATCH	TOTAL
_____	_____		_____		_____	_____	_____	_____
_____	_____		_____		_____	_____	_____	_____
_____	_____		_____		_____	_____	_____	_____
_____	_____		_____		_____	_____	_____	_____
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. Expendable equipment costing more than \$1,000 per unit that will be used for the project may be counted as project match and should be reported below on Number 7. Attach a price quote for each item.

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 that cost \$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**. Attach a price quote for each item.

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		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	\$ _____	_____	_____

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

New Mexico Historical Records Advisory Board
 Historical Records Grant Program
 FY 19 Application and Grant Cycle Timeline

Activity	Date
FY19 Grant Application Available	October, 2017
<p>Grant Workshops Learn everything you need to know about the NMHRAB Regrant program, including eligible organizations and projects, changes to the FY19 application and tips to make your application stronger.</p> <p>Contact Thomas Shumaker at Thomas.Shumaker@state.nm.us or 505-476-9782 to RSVP.</p>	<p>October 14, 2017, 11:00 AM <i>Border Archives Bazaar and Informational Table</i>, Branigan Cultural Center, Las Cruces</p> <p>October 27, 2017, 11:00 AM SRCA 1205 Camino Carlos Rey Santa Fe</p> <p>November 3, 2017, 10:00 AM Branigan Cultural Center, Las Cruces</p>
<p>One-on-one technical assistance at the CPR offices in Santa Fe If the grant workshops do not fit with your schedule, you are welcome to schedule a one-on-one meeting with the Grants Administrator to discuss the grant program and your project.</p>	Call Thomas Shumaker at 505-476-9782 to schedule.
<p>Final application deadline Please note that no late applications will be accepted</p>	February 13, 2018 by 4:00 pm
<p>Request for additional information from applicants After CPR staff has conducted technical reviews of each application, applicants will be contacted regarding any additional information needed. Applicants will have one week to respond.</p>	March, 2018
<p>NMHRAB Meeting to evaluate applications and award FY19 grants Meeting is open to the public and all applicants are encouraged to attend to give a brief presentation on their project and answer questions from Board members. State Records and Archives Center 1209 Camino Carlos Rey, Santa Fe, NM 87507</p>	May, 2018
Grant award notification letters sent to applicants	June, 2018
Grant Administrator will contact all successful applicants to finalize scope of work and performance measures, budget and work plan	July-August, 2018
Grant agreements/contracts sent to FY19 grantees for signature	July-August, 2018
<p>Grant agreements/contracts executed Purchase Orders completed Notices to Proceed issued to grantees No work can begin until a Notice to Proceed is issued</p>	September, 2018
Interim Grant Reports due	January 31, 2019
All work must be completed	June 15, 2019
Final Grant Report and Reimbursement Requests due	June 15, 2019

New Mexico Historical Records Advisory Board
Historical Records Grant Program
FY 19 Evaluation Criteria

Criterion Number	Criterion	Maximum Points	
1	Project Activities and Measurable Objectives	15	
2	Significance	20	
3	Impact and Benefit	20	
4	Feasibility	20	
5	Sustainability	20	
6	Scope of Work	10	
7	Work Plan	10	
8	Project Budget	10	
9	Bonus Scoring		
	First time applicant or applicant that has been unfunded for at least 3 fiscal years	20	
		Maximum Score 145 Points	

Any application receiving an average total score of less than 75 points will not be funded.