



## What is the Traveling Archivist Implementation Grant?

The Connecticut State Historical Records Advisory Board (CT SHRAB), in collaboration with Conservation ConneCTion, is pleased to announce that it has received a grant of \$40,000 from the National Historic Publications & Records Commission (NHPRC) to provide funding to cultural heritage organizations with archival collections to hire an archivist to implement the recommendations made in a report previously received from the Traveling Archivist Program but for which they lack the necessary financial resources.

## Applicant Eligibility

A nonprofit organization that owns, cares for and allow public access to archival collections to the public, including museums, historical societies, historic house museums, libraries, archives, religious and community organizations or other cultural institutions in Connecticut is eligible to apply; those with small budgets are strongly encouraged to apply. To be eligible for this grant, applicant institutions must:

- have received a site visit from the Traveling Archivist Program or an assessment or survey or report from a similar program within that last 5 years.
- demonstrate that they have completed or made progress on implementing recommendations provided in the report from the Traveling Archivist or other consultant
- demonstrate the ability to commit staff time and in-kind resources to the project to ensure its sustainability during and after the end of the project

Applicants who have not had a professional survey or report of the archives are not eligible to apply.

Please be aware proof of non-profit status may be requested. Organizations may only apply to fund one specific archive project.

## Application Deadline

July 17, 2020

## Range of Grant Awards

Grant awards range from \$500 (1 day) - \$3,500 (7 days). While no cash match is required, successful applicants must track their in-kind and cash resources applied to their project.

## What We Fund

This grant funds a one to seven-day visit from a Traveling Archivist for training, oversight, guidance and demonstration of new or unfamiliar practices in one of the following categories.

- Policies & Procedures
- Archival Appraisal & Accessioning
- Archival Arrangement & Description
- Collection Management
- Digital Preservation
- Preservation Storage & Housing

Funding is available for:

- Traveling Archivist salary
- Storage supplies such as archival quality boxes, folders, sleeves, paper, etc. that are required as part of the project.

## What We Do Not Fund

Funding is not available for:

- staff salaries
- out-of-state transportation
- conservation treatments, nor the cost of obtaining a treatment estimate.

## Traveling Archivist Selection

Applicants must select their Traveling Archivist from the list provided in the grant application form. You **MUST** contact the Traveling Archivist you would like to work with before submitting your grant application, review your project with them, and confirm their availability to work with your institution during the grant period. Contact information for the Traveling Archivists is available here (will be live link).

## Panel Review Process

Applications will be reviewed competitively by a panel of professional archivists and historians.

### Schedule of Completion

Award recipients will be announced late Summer 2020. Funded projects must be completed by March 1, 2021. Should there be a change in staff/volunteers, Traveling Archivist, or scope of work once the grant has been awarded, the institution **MUST** contact Project Manager Kathy Craughwell-Varda before proceeding.

### Final Report Requirements

Successful applicants are **required** to prepare a final report on the project, as well as a final budget report. Reports will be submitted electronically.

### Still have questions?

Potential applicants are encouraged to contact Project Manager Kathy Craughwell-Varda at 203-241-0618 or by email at [CSL.ConservationConnection@ct.gov](mailto:CSL.ConservationConnection@ct.gov) for further assistance.

*Funded by a grant from the*

