



Historical Records Grant Program
New Mexico Historical Records Advisory Board
 Fiscal Year 2016 - Application



For Period July 1, 2015 through June 15, 2016
 Draft Application Deadline (optional): December 1, 2014
 Final Application Deadline: Friday, February 13, 2015 at 4:00 pm
LATE APPLICATIONS WILL NOT BE ACCEPTED

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:

*Nonprofit organizations must submit a copy of their 501(c)(3) letter with the application. Failure to submit shall disqualify your application from consideration.

Applicant's Signature (Individual authorized to obligate the legal entity - <i>must be original signature in blue ink</i>)			
Signature	Date	Print name	Title

Project Type: (check all that apply)

Preservation	Access	Training	Research	Promotional Programs	Archival/Records Management Program Development
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Project Title:		
Project Director:		
Telephone:	FAX:	e-mail:

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

For information regarding grant guidelines visit: <http://www.nmcpr.state.nm.us/nmhrab/regrant-program/>.
 Contact the Grants Administrator at Meghan.Bayer@state.nm.us or 505-476-7936 with questions.

APPLICATION NARRATIVE

Answer the questions below clearly and concisely. Word and page limits are given for each section. Use minimum 1” margins and Times New Roman 11-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:** Summarize the nature and purpose of the project you propose for funding. This must include 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 to **no more than 200 words**.
- 2. Project Description:** Answer the following questions completely and concisely based on the type of project type checked above. Limit the response for Project Description to no more than four (4) pages.
 - SECTION I: to be completed for Preservation, Access, Archival /Records Management Program Development Projects.
 - SECTION II: to be completed for Training, Research or Promotional Projects.
 - SECTION III: to be completed by ALL projects.

SECTION I – Preservation, Access or Archival/Records Management Program Development

- **Activities and Measurable Objectives**
 - (1) Explain the project focus, the need for this type of activity and your long-term goals.
 - (2) Describe in detail the types of activities you intended to engage in. If multiple activities are proposed, describe the relationship between the activities.
 - (3) Describe the desired outcomes.
 - (4) 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.
- **Significance**
 - (1) Explain the historical significance of the materials. Indicate how the records are of historical significance to New Mexico or the nation.
 - (2) Describe the nature of the historical materials. For example:
 - i. Are the records original records?
 - ii. What years do they cover?
 - iii. Where are the records currently stored?
 - iv. In what condition are they currently stored?
 - v. What type or format are they in?
 - vi. How large is the collection or record group, in terms of cubic feet or number of units (unless assessment is the objective of your project), is the collection or records group to be affected?
 - (3) 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?

- (4) For digitization and microfilm projects, what will happen to the original records after the project is complete?
 - (5) Describe how the activity will improve the preservation and use of the historical records.
 - (6) Describe how and why there is a pressing need for this project.
- **Impact and Benefit**
 - (1) Discuss the population that will benefit as a result of the project.
 - (2) 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?
 - (3) Are there fees associated with accessing these records? If yes, please provide fee schedule.
 - (4) How will the institution benefit from the grant project? How will this project increase the knowledge base and skills of staff?
 - (5) Describe your organization's plans to promote the grant project (i.e. press releases, websites, etc.).
 - **Feasibility**
 - (1) Discuss the organization's ability to implement the proposed project.
 - **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 grant assist with leveraging additional resources or funding?

SECTION II - Regional Statewide Training, Research or Promotional Proposals

- **Activities and Measurable Objectives**
 - (1) Explain the project focus, the need for this type of activity and your long-term goals.
 - (2) Describe in detail the types of activities you intend to engage in. If multiple activities will take place, please describe the relationship between them.
 - (3) Describe the desired outcomes.
- **Significance**
 - (1) Explain how the activities proposed will have a significant impact on professional practices or increase public understanding of New Mexico history and culture.
 - (2) For training projects, describe how the proposed project will contribute to developing best practices.
 - (3) For research or promotional projects, describe the historical importance of individuals, events, developments, organizations, and places whose history would be documented by the project.
 - (4) For research projects, identify where the research will take place and what collections will be used.
 - (5) For research projects, discuss how the project will provide original scholarly exposition or interpretation of documentary evidence of New Mexico history based on original records.

(6) Describe how and why there is a pressing need for this project.

- **Impact and Benefit**

(1) Describe the size and nature of the project's audiences and how you intend to reach them.

(2) For training projects, how will the benefits of the training be maximized?

(3) If you plan to charge a fee, justify what you will charge.

(4) Describe your organization's plans to promote the project.

(5) What long-term benefits will be derived as a result of this project?

(6) How will the institution benefit from the grant project? How will this project increase the knowledge base and skills of staff?

(7) Describe your organization's plans to promote the grant project (i.e. press releases, websites, etc.).

- **Feasibility**

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

(2) Describe the organization's capacity to meet the programmatic and reporting requirements of the project and grant agreement.

- **Sustainability**

(1) Identify the resources necessary to sustain the project once completed.

(2) Describe how your organization will sustain the efforts and results of the project.

(3) In what ways will the grant assist with leveraging additional resources or funding?

SECTION III - ALL Applicants Complete Section III

- **Scope of Work**

(1) Identify the results (deliverables) to be produced by this project. Be specific, i.e. arrange and rehouse 100 cubic feet of archival materials.

- **Work Plan**

(1) Describe in narrative form the plan of work for the grant period. Provide a clear and concise timeline for the completion of each activity and objective, including estimated start and end dates and person responsible for each activity. 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.

(2) Describe the techniques that will be used to complete the project.

(3) What standards or accepted professional guidelines, if any, will be used? (i.e. Technical Guidelines for Digitizing Cultural Heritage Materials provided by the Federal Agencies Digitization Guidelines Initiative, the New Mexico state standards for microphotography or other accepted archival procedures)

(4) For digitization projects, describe the equipment to be used and the guidelines that will be followed.

(5) Where will the work, training or research take place?

- (6) Note the primary project personnel and their job descriptions. Provide resumes for all project personnel as an attachment to this application (resumes are not included in 4 page limit). Each resume shall not exceed two pages in length. For staff that has yet to be hired, provide job descriptions with duties and minimum qualifications as an attachment (job descriptions are not included in 4 page limit).
 - (7) Identify any contractual services to be used and the vendor qualifications. If a contractor or vendor has not yet been selected, provide the scope of work and minimum qualifications that will be used to hire contractors as an attachment (not included in the 4 page limit).
 - (8) Complete the Project Work Plan template and include as an attachment (not included in 4 page limit).
- Project Budget
 - (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) Describe how the organization will meet the matching requirement through cash or in-kind commitments. Costs must be reasonable and justifiable.
 - (3) Complete the Project Summary Budget and the Budget Worksheet and include as attachments (not included in 4 page limit).

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.

<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. 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

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 and which will be used for the project may be used as a 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, 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**. 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.

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

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

All ten copies must be complete and exactly 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
- 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)
- Ten identical copies of the entire original application

Incomplete applications will not be accepted.

Direct Inquiries to:

Meghan Bayer, Grants Administrator
New Mexico Historical Records Advisory Board
E-mail: Meghan.Bayer@state.nm.us
Telephone: 505-476-7936
Fax: 505-476-7909

Please note:

Draft applications (optional) may be submitted to the Grants Administrator by email by December 1, 2014.

Final applications must be received in the NMHRAB office by 4:00 p.m. on February 13, 2015. 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.

New Mexico Historical Records Advisory Board
Historical Records Grant Program
FY-16 Application and Grant Cycle Timeline

Activity	Date
FY15 Grant Application Available	October 16, 2014
<p>Grant Workshops Learn everything you need to know about the NMHRAB Regrant program, including eligible organizations and projects, changes to the FY-16 application and tips to make your application stronger.</p> <p>Contact Meghan Bayer at Meghan.Bayer@state.nm.us or 505-476-7936 to <u>RSVP</u>.</p>	
Las Cruces Grant Workshop Branigan Cultural Center 501 N. Main Street, Las Cruces, NM 88001	October 22, 2014 1:30 pm
Las Vegas Grant Workshop New Mexico Highlands University Room 204 Sininger Hall, Las Vegas, NM 87701	October 23, 2014 9:30 am
Taos Grant Workshop Taos Civic Center, Coronado Hall 120 Civic Plaza Drive, Taos, NM 87571	October 23, 2014 3:00 pm
Artesia Grant Workshop + Records Management Training Artesia City Hall 511 West Texas Avenue, Artesia, NM 88210	November 6, 2014 Records Management Training 9:00 – 11:00 am Grant Workshop 11:00 am – 12:00 pm
<p>One-on-one technical assistance at the CPR offices in Santa Fe If the grant workshops don't 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 Meghan Bayer at 505-476-7936 to schedule.
<p>Draft application deadline (optional) All applicants are <u>strongly encouraged</u> to submit a draft application for review and comment. Email draft applications to Meghan.Bayer@state.nm.us.</p>	December 1, 2014 by 5:00 pm
Draft applications with comments returned to applicants	December 19, 2014
<p>Final application deadline Please note that no late applications will be accepted</p>	February 13, 2015 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>	February 16 -27, 2015
<p>Deadline for grantees to submit responses to technical review</p>	7 working days after request from Grants Administrator
<p>NMHRAB Meeting to evaluate applications and award FY16 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 2015 - date TBD
<p>Grant award notification letters sent to applicants</p>	May 2015
<p>Grant Administrator will contact all successful applicants to finalize scope of work and performance measures, budget and work plan</p>	June 2015
<p>Grant agreements/contracts sent to FY16 grantees for signature</p>	July 2015
<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>	On or around August 15, 2015
<p>Interim Grant Reports due</p>	January 31, 2016
<p>All work must be completed</p>	June 15, 2016
<p>Final Grant Report and Reimbursement Requests due</p>	June 15, 2016

New Mexico Historical Records Advisory Board
Historical Records Grant Program
FY 16 Evaluation Criteria

Criterion Number	Criterion	Maximum Points
1	Funding Priorities (evaluators select only one of the three priorities below)	
	Preservation	20
	Access, Training	15
	Research, Promotional Programs, Program Development	5
2	Project Activities and Measurable Objectives	15
3	Significance	10
4	Impact and Benefit	5
5	Feasibility	5
6	Sustainability	5
7	Scope of Work	15
8	Work Plan	15
9	Project Budget	20
10	Bonus Scoring	
	Underserved Community Underserved community means populations in which individuals lack access to programs due to geography, economics, ethnicity, disability or age. [NMAC 1.13.5.7.U]	10
	First time applicant or applicant that has been unfunded for at least 3 fiscal years	10
		Maximum Score 130 Points

Any application receiving a total score of less than 70 points will not be funded.