

The Ohio Historical Records Advisory Board Grant
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State Archivist



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Ohio History Connection State Archives



"...function[s] as the state archives administration for the state and its political subdivisions" [ORC 149.31]



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The Ohio Historical Records Advisory Board (OHRAB)



OHRAB serves the people of Ohio by advocating, nurturing, and advising programs that identify, preserve, and provide access to their documentary heritage, which enriches the culture and protects the rights of Ohioans.



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The Ohio Historical Records Advisory Board



- OHRAB Activities:
- History Day Award
 - Archival Achievement Award
 - Electronic Records Training
 - Professional Development Scholarships



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What is the OHRAB Regrant Program?



- Annual grant opportunity
- Funded by the NHPRC
- Administered by OHRAB
- Open to public or private institutions, including non-profit organizations and government entities
- Since 2011, has awarded more than \$160,000 to 94 projects



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How much are the grants?



- Grants are between \$500 and \$5,000
- Require a 1 to 1 match
- Match can be money spent on the project or staff and/or volunteer time



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OHRAB 2020 Regrants Calendar

- Grant applications are due on March 28
- Grant recipients are announced on April 24
- Grant projects begin on May 1
- Mid-term reports are due to OHRAB on August 31
- Projects are completed by December 31
- Final reports are due to OHRAB on January 31, 2021



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What types of projects are funded?

Access, Arrangement, and Description: Identifying, organizing, and improving access to historical records



Examples: processing collections (organizing, inventorying, etc.), creating & publishing finding aids, etc.



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Access, Arrangement and Description Projects

Arrangement of Records

Due to the quantity of materials found in this collection, its arrangement proved quite challenging. The collection was broken into three parts: German Township Records, School Board Records and Overseas Documents and Bond Records. The German Township Records were further sorted by size (letter, legal), and category.

Series I: German Township Records

- Sub-series I: Letter File Documents
 - Box 4.1 Alphabetical Listing by Topic
 - Box 4.5 Taxider Service Account Books
 - Box 4.7 Bonds
 - Box 4.21 Financial Records
 - Box 50 Audits
 - Box 51 Daily-Quarter Inventory Records
 - Box 54.01 Federal Revenue Sharing Program
 - Box 55 FIRM
 - Box 56 Surveys
 - Box 57.08 Fire Protection
 - Box 58.02 Gaming
 - Box 41.04 Advertising Materials, Booklets, Catalogs, Pamphlets, & Journals
 - Box 41.08 Road Supervision
 - Box 41.09 Insurance
 - Box 41.12 Road Work
- Sub-series II: Legal Size documents
 - Box 52.01 Alphabetical Listing by Topic
 - Box 52.02 Bonds
 - Box 52.03 Financial Records
 - Box 52.05 Audits, Road Supervision and Road Work
- Sub-series C: The Bridge and Road volumes
 - Box 56.09 Judges Minutes
 - Box 57.01 Roll Record and Tally Sheets
 - Box 57.06 Warrants
 - Box 57.78 Licenses
 - Box 58.05 Bond Vouchers

- Series II: School Board Records
- Series III: Overseas Documents and Bond Records



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Online Access Requirement



All projects must produce some type of online content, such as:

- collection index or inventory
- digital images
- online report



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Examples of Projects: Boardman Township



- Received \$2,516 for preservation supplies for its Zoning Department permit files.
- The files will be rehoused in archival boxes and folders and the records will be reorganized by permit number.
- The Zoning Department will also be digitizing the files.



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Examples of Projects: Ravenna Township



- Received \$3,400 to preserve its Grandview Memorial Park Cemetery records.
- The records will be rehoused in archival boxes and folders.
- The township will also be digitizing the files.



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OHRAB Regrants

Eligible Expenses:

- Supplies: Acid-free boxes and folders, photo sleeves, etc.
- Contracted services: Micrographics, photo reproduction or similar professional services.
- Equipment: Costs to purchase technical equipment (microfilming equipment, computers, electronic peripherals, etc.) or shelving essential for the project. *Note: applicants must demonstrate that equipment purchased with grant funds will serve a continuing need beyond the grant period and project.*



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OHRAB Regrants

Ineligible Expenses:

- Existing staff salaries and operating costs
- Capital improvements
- Collection Development



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OHRAB Regrants

Ineligible Expenses, (cont.):

- Museum materials
- Training (not directly related to the grant)
- Services (such as maintenance agreements)
- Subscriptions or services provided by the Ohio History Connection



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Application Narrative

- **Section I: Organization and Description:** provide a brief description of your organization and its facility, including staff, hours of operation, annual budget and funding sources.
- **Section II: Project Description and Scope of Work:** describe the project and what you will be doing, including:
 - What is the historical significance of the records?
 - What actions will you take during your project and in what order?
 - Who will be responsible for the project?
 - What will be the results of the project?
 - What is your office's ability to implement the project and sustain the results?
 - What are the long-term benefits of the project and how will it make the records more useable for the public?
 - How will you publicize the grant project?
 - What will you do to build on the results of the project?



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Application Tips: Significance

- Does the proposal clearly state the project's goals, what it will accomplish and what the benefits will be? Be sure to include numbers, such as how many cubic feet of records will be inventoried or how many records will be digitized.
- Does the application clearly demonstrate the historical significance of the collection?
- Does the proposal show the demand for the collection's dissemination?
- Does the application demonstrate the urgency of the project? Why is it essential to fund the project now? What are the risks to the records if the project is not funded at this time?



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Application Tips: Budget

- Do the budget and narrative correspond? Anything that potentially raises red flags in the budget should be explained in the narrative.
- Is the cost/budget reasonable? If there are ways to save money that aren't being used, explain why.
- Justify expenses, such as why new boxes and folders are needed.
- If staff members participate as part of the cost share, be sure to explain what they will be doing.



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Application Tips: Staffing

- Does the application emphasize the experience of the staff? Does it demonstrate that they have the ability to complete the project on time?
- Does the project involve the necessary staff to insure that it succeeds? For example, for digitization projects, is IT staff involved?
- Does the application include position descriptions for any staff that will be hired for the project and do the requested qualifications in the position descriptions match the job requirements?



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Application Tips: General Considerations

- Is the project plan/timeline reasonable or too ambitious? A timeline for the project is helpful with the application.
- Does the project adhere to technical standards (archival, digitization, etc.)?
- Is the project sustainable? What are the long-term preservation plans (especially for digitization projects)?
- What type of publicity plan is in place? Is it primarily internal or external?



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Digital Preservation Projects

Be sure to include:

- Digitization standards: file format, resolution, etc.
- Digital preservation plan: long-term storage and back-up procedures.
- Digital access plan: how will the digitized records be made available to the public?



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OHRAB Re grants

Review Process and Grant Responsibilities

- OHRAB’s Grant Committee reviews the applications and makes funding decisions.
- Applicants are notified of the results.
- Funded projects are assigned an OHRAB member as a mentor.
- Grant recipients submit mid-term and final reports.



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Visit www.ohrab.org for:

- Application forms and instructions.
- An example of a prior successful application.
- Reports from prior grant recipients.
- A brief video discussing the grants and application process.



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Why Should You Apply?

- “The OHRAB Re grants make an enormous difference to local historical organizations such as ours”.
- “We believe that this collection is of vital importance to our community and are so happy to have been able to work to make it far more accessible”.
- “This project has brought the library’s historic photograph collection out of storage and to the eyes of people across the world through the use of technology”.
- “The grant gave us the jump-start we needed to begin the process, and it will be exciting to see the work progress”.



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CONTACT US!

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