

Arizona Historical Records Advisory Board (AHRAB) Grant Proposal with Instructions

See detailed instructions below that accompany application questions.
Please address every question as they are criteria the board uses to evaluate your grant.

Project Description:

- What will you do and how will you do it?
- Give specific information about the types of activities, numbers of programs, or resources you will make available.
- State how many boxes/photos are in the collections you are preserving or digitizing.
- For contractors/consultants, include their resume, salary and job duties relating to the project being funded.
- What are the qualifications of the personnel to carry out this project?

If your organization/collection is a **small or underserved archives or repository**, please emphasize this status and the challenges this situation presents within the narrative project description.

Plan of work:

- What are the steps you will take to reach the desired outcome?
- Include a timeline that includes planning, implementation and evaluation. Be sure to outline activities and personnel.

Audience:

- Identify and estimate the number of individuals/organizations who will participate in or benefit from the project.
- If the audience for your project is an **underserved community** or if the content of your project includes historically **underrepresented subjects**, please make this case in this section.
- If you are doing a finding aid project, how will you make the finding aids available?
- If digitizing records, how will they be available?
note: if digitizing records, we recommend using the Arizona Memory Project (<http://azmemory.azlibrary.gov>). There are LSTA grant opportunities to assist those who are contributing to the Arizona Memory Project as well.

Goals of AHRAB'S Action Plan:

- Please refer to the action plan included in the grant announcement package or online at <https://azlibrary.gov/about/boards-commissions/arizona-historical-records-advisory-board>
- Relate your project to a minimum of one goal within the action plan.

Project evaluation:

- What criteria or method will you use to evaluate the success of the project?

Budget (see Budget Form)

- Must be completed

- Minimum of 25% cost sharing (cash and/or in-kind) required. Indirect costs are not permitted.
- Volunteers are \$20/hr according to the Federal Government. If using staff/volunteer cost sharing, please be sure to outline their hours worked and the amount per hour
- Applicant may use additional sheet for detail.