Examples from Well-Written HARC Grant Applications
(annotated and anonymized)

Budget
Budget Narrative
Example 1 (collaborative)
Applicant's Staff Salaries/Wages/Related Expenses:
White Rose University will devote time equal to a one 3-credit course at the amount of $2340 ($780 per credit). Three Red Rose University employees will contribute time equal to 1-2% of their salary for a total of $7260. Combined total: $9,600

Archival Materials and Supplies:
White Rose University's costs associated with moving and storing archival materials and transporting them the short distance to the Red Rose campus as well as materials used to sort them (folders, boxes, labels, etc). Estimated cost: $2525

Equipment:
Epson Expression 12000XL Photo Scanner ($3400); Dell Optiplex 7060 Desktop Computer ($1600); 24" Dell Monitor ($250); Adobe Creative Cloud $200/year x 2 ($400); Subtotal: $5650. The scanner complies with Pitt's ULS highest standards for digitization, as does the Dell computer and screen and Photoshop (Adobe Creative Cloud).

Lab Equipment:
MediaTechnologies WCT Steel Computer Table 29" x 72" x 30" ($680 + $220 shipping = $900); 60"H Steel 18-Carton Record Storage Rack ($265); Activation of internet port in lab ($500); Subtotal: $1665. The table will be a workstation for the computer and scanner, and the storage rack will hold and store archival materials. Combined equipment total: $7315

Conservation and Preservation Services:
The White Rose University Archives will host all digitized materials on their servers at an estimated cost of $3000, which they will contribute as part of an in-kind match. Three White Rose archives specialists will travel from the White Rose campus to Red Rose campus to train faculty and students in best practices for digitization of rare materials. They will make this trip 2 times per year for 2 years at the following costs (per state per diem and travel funding guidelines):

Year 1:
136 miles roundtrip x 54.5 cents/mile = $148. Per diem = $51 x 3 x 2 times = $306. Year 2: same. Total travel costs: $760

Paid Internship:
One White Rose Archives intern per semester will receive a $500 stipend to complete work vital to the project. Total cost (4 semesters): $2000

> **Commented [A1]:** Grant reviewers are more likely to support a project that pays intern/temporary/student employees a reasonable wage for archival preservation work.

Example 2
The Pocono Archives will use grant funding for conservation, digitization, and archival rehousing services provided by Preservation-R-Us. In April 2018, Preservation-R-Us prepared condition reports and treatment estimates for each of the two volumes to receive treatment in this grant project. These reports serve as the basis for our grant request; the original quote was $31,045 but this was negotiated

down to $30,000 in discussions with Preservation-R-Us. The specific cost breakdown is as follows:

Volume one (members and accounts, 1747): conservation treatment $13,075, digitization $2,220, and archival housing $150

Volume two (communicants, 1755-1764): conservation treatment $11,910, digitization $2,250, and archival housing $150

This totals $29,755, leaving $245 available to cover any unexpected additional costs.

Project Description

This project is focused on increasing the accountability, access, and preservation for approximately 5,000 surviving Appearance Docket Papers 1761-1776. Accountability, access, and preservation issues will be addressed with the help of the grant funded archival assistant and guidance of the Grouse County Archives. A functional inventory of papers will be created where none exists. To improve access, the papers will be physically justified in their original order as verification has not been done. The documents will be protected from further deterioration. They are still tri-folded, dirty and brittle, with crumbling edges, creases, fold lines, and splitting. Once crammed into acidic metal containers in the Prothonotary's basement, the papers have been transferred to the Grouse County Archives and re-housed into acid-free boxes in preparation for this project. Without immediate attention, the condition will remain the same and the documents will continue to be in serious jeopardy of further physical deterioration with loss of evidential and informational value.

Access to the inventory of the docket papers will be available on the Archives' public web site. These docket papers provide historically significant information pertaining to national figures such as George Ross, James Smith, and James Wilson (Declaration of Independence signers) and their early law careers, Indian Trader George Croghan, French and Indian War Gen. John Armstrong, Rev. War Col. Robert Magaw, Rev. War financer Col. Ephraim Blaine, and others. Papers also include demographic identification of ethnic groups and individuals as to their locations during this period for which censuses do not exist. These documents contain information for townships that later became counties. These counties do not have or are unaware of this information source.

These records are unique, one-of-a-kind unpublished primary documents. Few comprehensive local government records of this quantity survive from Pennsylvania's colonial period. Not all of Grouse County's Appearance Dockets have survived or have been found making the case papers in many instances the only source. The large number of documents provides identification of broad patterns in the colonial period leading up to the Revolutionary War, as well as individual situations. These patterns include the practices of colonial local government, the legal system, debt society and rare information such as currency conversion, family genealogy and land descriptions.

Filings other than case papers that may not be recorded elsewhere will probably be found such as prisoner petitions, petitions for bar admission, etc.

Project Summary

The Keystone Culinary Institute seeks funding to process and digitize the records of the Shoefly Pie Society. The Shoefly Pie Society has been headquartered at the Institute since 1876 and has contributed to the development of baking studies here and by extension to the history of food in PA and the world. The processing and digitization of the Shoefly Pie Society records would open up research into this important area of the history the culinary arts in PA.

Commented [A2]: Detailed list of archival supplies needed shows reviewers that applicants understand exactly what is needed to preserve their records. Applications that are vague here (e.g. $1000 for "archival supplies") will be rated lower.

Commented [A3]: Says exactly what records will be impacted by the grant funds instead of a more general description of "records" or "photographs."

Commented [A4]: Detailed physical description of records helps show the need for grant assistance and justifies funds.

Commented [A5]: Statements such as this show application reviewers that the applicant is serious about preserving these records and that their preservation needs to happen with or without grant funds.

Commented [A6]: Stating that immediate action is needed to protect these records makes it score higher with reviewers (as opposed to a collection that does not need immediate care)

Commented [A7]: Going into detail like this shows that the applicant understands information in their records and what value they will have for researchers and the public.

Commented [A8]: Helpful to reiterate that records in need of preservation care are unique, this helps underscore the urgency for grant preservation funds.

Commented [A9]: Good brief statement of exactly what grant project intends to do, and why this project is important.

Use of Funds

Grant funds will directly be used to purchase archival preservation supplies and to hire a part-time temporary archival assistant. To accomplish this labor intensive additional project, another "pair of hands" is needed in light of other responsibilities and projects of the Grouse County Archives. This project supports the Archives' Five Year Preservation Plan (2017-2021) and the grant will enable Grouse County to continue its commitment to the permanent records in its care. Since 2005 the County has established an Archives; hired staff; retrofitted a facility with temperature and humidity controls, fire suppression, and security; transferred permanent records to the archive's facility; and established a public web site for easy public access to historic documents without accessing the originals.

> **Commented [A10]:** Further evidence that this organization is committed to preserving its records and making them accessible to the public.

Project Schedule

Example 1 (collaborative)

In May 2019, we will purchase materials described in "Use of Funds" and install them in the White Rose University Archives to form a digitization lab. A White Rose University Archives intern will work with Red Rose University to begin preparing the archival collections for digitization, paying close attention photographic and archival materials that depict the town, life, and culture immediately before, during, and after the Flood. The digitization process, involving an Epson scanner capable of scanning at 2400 x 4800 dpi, will begin in July. The resulting Master Image files will be saved as high-resolution TIFF files per documentation provided by the White Rose University Digital Research Library team.

> **Commented [A11]:** Detailed description of the preservation process the organization will be using with grant funds.

In the Fall 2019 semester, White Rose University Archives, will send members of his digital archival team to the Red Rose University Archives to train faculty and students in best practices for digitization and adding metadata. We anticipate running four hands-on workshops for this purpose.

> **Commented [A12]:** Training and related activities that can help organizations afterwards and beyond the scope of the HARC grant project will score higher with reviewers, since this helps support the archival profession and the preservation of more historical materials in Pennsylvania.

For the rest of the semester, a White Rose Archives intern will continue digitizing materials per the above specifications and create associated metadata. The Waterway Collection, which includes photographic materials other items significant to local, regional, and national history and culture, will be digitized by December 2019.

In the Spring 2020 semester, White Rose University will work with faculty in both programs to check the work of the previous semester for quality and accuracy. Afterwards, we will send this first collection to Red Rose University, who will host the digitized images and related metadata, by April 2020.

In May 2020, we will begin the process outlined above with the Waterway Collection, which includes 90 photographs of the Flood and its aftermath as well as dozens of photographs of the river and associates, people who remain significant to river history.

By May 2021, we will have digitized and added metadata to both collections, and we will have laid the groundwork to continue the digitization of other relevant materials such as hand-drawn maps and personal diaries that give accounts of the Flood and its aftermath.

In addition to providing service to various communities and organizations, a digitization lab on the Red Rose University campus will allow for the creation of new courses and the support of existing ones. New and existing courses at Red Rose University will enable students to have meaningful, service-oriented, experiential learning opportunities by teaching them to how to digitize archival materials in adherence to best practices. Moreover, students will create public displays such as posters and digital maps that will appear on the Red Rose campus and elsewhere.

> **Commented [A13]:** Many applicants leave out a promotion plan entirely. All applications must mention how the organization will promote their project and who their intended audience is.

We estimate that there are several years' worth of work to be done, even after the aforementioned materials have been digitized. White Rose University Archives will ensure that the materials will remain publicly available.

Example 2

The library director, who has attended Archives without Tears and Scan PA training sessions, will guide the project and follow our timeline which is included in this proposal. With the assistance of additional trained staff and volunteers, the director will identify collections that will be rehoused and preserved, as well as digitized to be included as part of the library's digital repository. Those materials deemed appropriate for inclusion on PA Photos and Documents will be uploaded and described using appropriate metadata. The library intends to gather interested individuals and organizations who will assist with the proper identification of unknown information. We will continue to work with the Laurel County Library System and the Laurel County Historical Research and Landmarks Foundation to continue our progress toward sharing our local historical collections. The library will promote the project through social media posts, website links, newsletter articles, as well as through local news media; Laurel County Times, the Laurel Herald, and other regional news outlets. We will also make our teachers in school district aware so they can bring or send their students. We will gauge success of the project on the amounts of trained volunteers we employ, number of records we digitize, as well as the amount of renewed interest we find in our posting the information publicly. We also expect that we will be able to measure the amount of views on social media and the amount of people who will be asking to view the collection in-house once it has been promoted. With the added interest we will continue to pursue other avenues of funding, including possible crowd funding or request for matching funds for additional archival grants through PHMC or other local organizations such as our Rotary Club. We have some restricted funds available for projects such as these and if this initial grant is given, we can further assess in which additional areas we may need to devote more funding. We will continue to ask for college students to assist with projects for them to get valuable hands-on experience and also use their knowledge of emerging trends to further promote these valuable resources. Also, as a result of this project, we will be better positioned to apply for program grants that will allow us to partner with neighboring historical societies and showcase our collection more readily and with more vigor.

Organizational Description
Mission Statement
Example 1

The mission of the Penn County Register and Recorders Office is to provide "above and beyond" service. Our purpose is to protect and preserve all records and make them accessible to everyone. The office was founded as the repository and record manager for all papers relating to wills and estates as well as all real estate transactions for Penn County. These documents are part of Penn County's permanent records and must be protected from loss, theft or damage. It is also the responsibility of the office to provide efficient and timely service to the public while preserving the integrity of public records. Penn County provides seven public access workstations for use in locating documents in the office and also has some online access available for at home users.

Example 2

Lenape County Archives is dedicated to preserving, protecting and making accessible to the public all archival documents created in the Lenape County Government offices.

Commented [A14]: Projects that will share digitized material on the PA Power Library (PA Photos and Documents) will be viewed favorably by reviewers.

Commented [A15]: "Project Promotion Plan" is a graded criteria category reviewers are looking for and must be included in a successful application. This project promotion plan is thorough and makes it clear that the organization is committed to making this project benefit the community.

Commented [A16]: Statements like this show reviewers that the organization is committed to these records even after the grant ends in the future. This also mentions future collaboration with other historical organizations which is highly encouraged.

Commented [A17]: A mission statement doesn't have to be extremely long, but it is helpful if it mentions the organization's work with history, education, preservation, community, and other related fields.

Example 3
The Academy of Agriculture is dedicated to advancing research, education, and public engagement in farming and agricultural science.

Letter of Support
Example 1
Pennsylvania History and Museum Grant Program

To whom it may concern:

I am a doctoral candidate in United States history at Mason Dixon University whose dissertation examines abolition and slavery in South Central Pennsylvania. I am writing on behalf of the Grouse County Archives to express my support for their preservation grant application. There are few organizations so deserving.

My scholarship has benefited immeasurably from the tireless work of the Grouse County team. The county archivist has introduced me to materials that have forced me to rethink my entire project. More importantly, I have witnessed personally the Grouse County team helping members of the public, from pulling records to suggesting research methods. Their work never stops.

Writs of habeas corpus from the late colonial period are impressive sources. They contain invaluable information about genealogy, class and race relations in the form of freedom suits, and generally shed light on the behaviors of ordinary Pennsylvanians during a time of great change. They are also very fragile and fragmented and in need of preservation. These are truly the people's records.

As one scholar hoping to aid others down the line, I encourage you to favor the Grouse County Archives application.

Sincerely,
Reginald Anderson

Example 2

To the Pennsylvania Historical and Museum Commission:

The Keystone Culinary Institute is pleased to support the application of the Keystone Culinary Institute Archives to the Pennsylvania Historical and Museum Commission for preserving, digitizing, and disseminating the Culinary Institute archives.

Our archives are an invaluable record of the development of food in Philadelphia and the United States. The Culinary Institute Archives has been an essential partner to the baking community in maintaining this collection, along with our world class library of cook books and periodicals. We agree on the need to bring the archive up to twenty-first century standards and to make it available to a wider audience of scholars and the public via the Internet.

The Culinary Institute Archives is prepared to commit the funds to make the required match over the two year duration of the grant. Members of the Executive Council will work with the archivists and

> **Commented [A18]:** This letter is from a researcher who has used the records in the past and understands their historical significance and need for further preservation. Letters that come from people personally familiar with collections your organization will score higher than ones from people who are not.

students throughout the project. The products will feature prominently on the Culinary Institute website' Facebook and Twitter accounts. The digitized materials will also be available for sharing on related educational outlets. The Culinary Institute Archives does not charge royalties for non-commercial use of its publications, and the same would apply to our digitized archives.

There are many treasures within the archives, some known to a few interested researchers, others waiting to be discovered when the archive becomes more accessible. The proposed project will be of lasting value to scholars and the wider public.

Sincerely,
Ralph Cook
President, Keystone Culinary Institute

Project Timeline
June, 2019
Relocate drawings from Stumptown Historical Society 1st floor board room to Exhibit area; begin inventory spreadsheet process
July, 2019
Relocate drawings from Stumptown Historical Society 2nd floor storage area to Exhibit area; begin inventory spreadsheet process
August, 2019
Relocate drawings from offsite storage #1 & 2 to Exhibit area; begin inventory spreadsheet process
September, 2019
Relocate drawings from Stumptown Historical Society attic area to Exhibit area; begin inventory spreadsheet process
October, 2019
Begin evaluation process RE: evaluate duplicate mill & equipment designs; prepare recommendations for board consideration RE: perseveration process
November, 2019-June, 2020 Project shutdown
June – October, 2020
Drawings categorized; readied & placed in archival storage materials
November, 2020
Tentative completion date

Commented [A19]: When the letter of support writer shows that they are familiar with the grant project and its goals it will be rated higher by reviewers.

Commented [A20]: Specific goals by certain dates show reviewers that a project is achievable and realistic, and that the applying organization will be able to submit progress reports without a high-risk of unexpected events occurring.