



Pennsylvania State Archives

PENNSYLVANIA HISTORICAL AND MUSEUM COMMISSION

Historical & Archival Records Care Grant (HARC) Fact Sheet

Grant webpage: <https://www.phmc.pa.gov/Preservation/Grants-Funding/Pages/Records-Care-Grants.aspx>

The application for the cycle runs from May 1 to August 1.

Overview

The Historical & Archival Records Care grant program was established by the Pennsylvania Historical & Museum Commission (PHMC) and the State Historical Records Advisory Board (SHRAB) to assist non-profits and local governments with the preservation of historically valuable original [archival records](#). The grants are administered on a competitive basis. Funding for the award is for two years. Grants will be awarded based on review of the application by a sub-committee of SHRAB. Please note that works-of-art, textiles, artifacts, and museum objects are not eligible.

Requirements

To apply for a Historical & Archival Records Care Grant, an organization must be a nonprofit (must have tax-exempt status with the Internal Revenue Service) or local government entity located in Pennsylvania. It should be incorporated and in existence for two years prior to the submission of a grant application. And the organization is encouraged to be registered with the Pennsylvania Department of State's Bureau of Corporations and Charitable Organizations, as required. The grant application can only be submitted through the DCED's Electronic Single Application for Assistance website: <https://www.esa.dced.state.pa.us/login.aspx?>

Eligible Organizations

Eligible organizations must be engaged in the preservation of historical records for public access. This may include historical societies; libraries (public and private); museums with archives and records management responsibilities; historical records repositories whose primary mission is the preservation of historical records to make them available to the public; non-profit community organizations responsible for the care of historical records; museums and historic sites that are owned and operated by independent nonprofit organizations (museums and historic sites that are owned by the Pennsylvania Historical and Museum Commission are eligible if they are operated by an independent, nonprofit organization); county governments; municipalities; colleges and universities; school districts; other historical organizations with collections consistently available for research; organizations with the mission to help care for collections not necessarily their own; statewide elected official and government associations (e.g. Pennsylvania State Association of Township Supervisors (PSATS), Pennsylvania Prothonotaries' and Clerks of Courts' Association, Pennsylvania School Boards Association, etc.); individual subunits (e.g. Recorder of Deeds Office) within a county government or a special collections division within a university library or tax-exempt organizations (e.g. a college or university) may apply for grants if they function as a discrete unit within the parent organization. A subunit that is part of a larger organization will be deemed eligible if: the unit has administrative autonomy for its operations, the unit has a fully segregated and itemized operating budget within that of the parent organization, and the unit is able to separately and distinctly fulfill all eligibility and application requirements as defined in the guidelines.

Eligible organizations (or subunits) may apply for only one Historical & Archival Records Care Grant in any given grant cycle year. More than one qualified subunit within a multipurpose organization, however, may apply for funding during the same grant cycle.

Ineligible Organizations

Examples of ineligible organizations may include museums and historic sites operated by the Pennsylvania Historical and Museum Commission (associate groups of PHMC sites may apply as a partner in a collaborative grant as long as the lead applicant is not affiliated with PHMC); museums and historic sites operated by state or federal government agencies, except through an associate or management group; state and federal government entities; and individuals.

Eligible Historical Record Projects

Eligible historical record preservation projects may include: projects addressing statewide needs that build partnerships and networks to support collection care and accessibility; projects that scan historical records to reduce handling and thereby preserve the original materials and to make them available publicly online; projects to ensure the preservation and

use of valuable archival/historical manuscripts including cartographic, pictorial, audio-visual, and machine-readable records that are not published; purchase of preservation supplies such as acid-free cartons, folders, and boxes; reformatting of deteriorating historical records; inventory and survey projects; arrangement and description of archival records or historical manuscripts; programs for the education and training of archivists, record managers and manuscript curators, to care for collections; historical records preservation assessments that may address storage and exhibition of materials, environmental control, building security, collections conditions and conservation treatment reports; institutional needs assessments that focus on professional standards and requirements relating to the administration of historical records with specific recommendations to correct deficiencies in the care of collections; and emergency/disaster mitigation and action projects.

Eligible Local Government Projects

Examples of local government grant projects may include: projects that address statewide challenges and build partnerships; county projects to demonstrate the successful implementation of PDF/A storage for permanent records in offices that adhere to County Records Committee policies and guidelines; projects to ensure the preservation and use of historically valuable local government records including cartographic, pictorial, audio-visual, and electronic records; inventory and survey projects designed to provide planning reports in support of the establishment of local government archives, records programs and facilities; arrangement and description of historically valuable local government records; programs for the education and training of local government archivists and records managers to care for collection; reformatting of deteriorating permanent local government records; purchase of archives and records center supplies such as acid-free cartons and folders, or boxes needed for microfilm security copies of permanent records; historical Records Preservation Assessments that may address storage and exhibition of materials, environmental control, building security, records conditions and conservation treatment reports, Institutional Needs Assessments that focus on professional standards and requirements relating to the administration of historical records with specific recommendations to correct deficiencies in the care of records; and Emergency Preparedness that identifies and protects permanent essential records.

Ineligible Projects

Please note that works-of-art, textiles, artifacts, and museum objects are not eligible. Ineligible projects may include endowments, prizes, or awards; general operating support; capital improvement projects; lobbying-related expenses or expenses for entertainment; existing part-time or full-time staff positions (this includes hiring part-time staff during their nonworking hours); projects that have been initiated prior to the date of the award; projects that serve a religious purpose or promote religious dogma; any product that is not publicly available, except where prohibited by law; projects involving widely published or non-original materials, such as newspapers, published maps and ephemera, except in cases where those materials: 1. are unlikely to exist elsewhere e.g.: a small community newspaper of historical significance with no other known existing copies; 2. Uniquely document a community, organization, or business, e.g.: newsletters or concert programs; or 3. Provide distinct context based on the creator's organization, e.g.: news clippings and ephemera assembled in such a way as to offer additional insight in to a business, community, or event; projects dealing with works-of-art, published books, textiles, artifacts, or museum objects; and records or office management projects that do not relate to normal archival functions or goals, such as projects for the creation of a new filing, storage, or retrieval system for active non-permanent office files.

Levels of Funding

There is one level of funding: Single organization grants in amounts up to and including \$5,000. No is match required.

General Conditions for Projects

All projects must relate directly to some aspect of Pennsylvania history. An organization must be engaged in the preservation of original historical records for public access. Proposals must adhere to professional archival standards for the care, preparation, and storage of materials. For further information see the Pennsylvania State Archives' "Archives Without Tears" (AWOT) online modules (<https://www.youtube.com/watch?v=Rg6Cu3cWozM>) and the Historical Society of Pennsylvania's Archival Basics resource page (<https://hsp.org/historical-heritage-organizations-0/hidden-collections-initiative-for-pennsylvania-small-archival-repositories/resources-for-small-archives>). Digitization projects must follow the Pennsylvania State Archives' Digitization Guidelines. It is the grantee's responsibility to determine if aspects of their project may be subject to the Enhanced Minimum Wage Provision. Work cannot begin until the successful applicant has received a fully executed Grant Agreement. Work commencing prior to disbursement of funds cannot be

reimbursed. Funding may be requested for surveying, inventorying, preserving, arranging, and describing historical records relevant to Pennsylvania. Funding may also be requested for reformatting or the purchase of supplies and equipment.

The Criteria Used to Award Grants

The panel of grant reviewers will be using this criteria to score all applications. Please note that providing only the required information in the grant system (indicated by a red diamond ♦) and skipping other sections of the application may result in lower scores. Make sure that you include this information in the narrative as well as in the required documentation you upload in support of your application: a detailed description of the records that will be preserved, including the importance of these records in terms of historical and research value, the condition the records are in, the volume of records involved, and where/how the records are currently housed; the ability of the applicant organization to preserve and make the records available for researchers; 2-3 strong letters of recommendation from stakeholders outside the organization; the relationship of the project to the purpose and goals/mission of the organization; the clarity, detail, and feasibility of the project work plan/timeline; how the project is to be promoted to the public; where applicable, the inclusion of a cost quote and scope of work from service providers, or in the case of a consulting or contract archivist, a letter of commitment; the CVs/resumes of key personnel and consultants or job descriptions for hiring personnel; the value of the project to its intended audience; the likelihood the project will reach its intended audience; how the project will be sustainable after grant funding has ended; the soundness and detail of the proposed budget and its adequacy to accomplish the project; the quality of the application in terms of adherence to format, completeness, and accuracy; the ability to create and sustain a collaborative partnership, where applicable; the clarity with which the proposed project is defined including its goals, projected work products, and measurable outcomes; and the panel will also consider geographic representation within the state as well as projects that promote underrepresented communities.

Application Process

Grants may only be submitted through the online system from May 1 to August 1. Your organization may need to register as a First Time User. The link to the online grant system is <https://www.esa.dced.state.pa.us/login.aspx?>. Once you register and login to the system, this is the easiest way to begin a new PHMC Cultural and Historical Support grant application: Create a Project Name such as "My PHMC Archival Grant"; Select "YES" for "help selecting your program"; Click "Create a new application"; Select "PHMC" under the Agencies heading and click SEARCH; Click "Apply" next to the Historical and Archival Records Care Grants. **It is critical that grantees retain login and password information throughout the lifecycle of their grant term.** Please be sure to update contact information as necessary. For assistance with the Electronic Single Application for Assistance system, please contact DCED's Customer Service at: (866) 466-3972, ra-dcedcs@pa.gov.

Grant Application Timeline

May 1 of Application Year	Application opens
May/June/July of Application Year	HARC Grant webinars
August 1 of Application Year	Application deadline
December of Application Year	Recipients announced
January of Grant Cycle 1st Year	Award/rejection letters mailed to applicants

Grant Timeline (2yr Cycle)

February-April of Grant Cycle 1st Year	Grant agreements mailed to applicants
May 1 of Grant Cycle 1st Year	Grant recipients will begin their projects
November 1 of Grant Cycle 1st Year	First six-month Interim Report due
May 1 of Grant Cycle 2nd Year	Second six-month Interim Report due
November 1 of Grant Cycle 2nd Year	Third six-month Interim Report due
May 30 of Grant Cycle 2nd Year	Grant project end date
June 31 of Grant Cycle 2nd Year	Final Reports due

State Archives staff is available to assist in answering your questions. Contact the HARC Grant Manager ra-pharchivesgrants@pa.gov with program related queries.

Please see PHMC's Historical and Archival Records Care Grant webpage for additional information (<https://www.phmc.pa.gov/Preservation/Grants-Funding/Pages/Records-Care-Grants.aspx>).