

SAVE MICHIGAN HISTORY 2022

Visiting Archivist Grant Program

We are accepting applications to participate in the 2022 *Save Michigan History* Program! Please see below for more information on this year's program and online application.

OVERVIEW

The [Michigan State Historical Records Advisory Board \(MSHRAB\)](#) seeks to improve awareness of and access to Michigan's historic records. It accomplishes this goal by advocating for issues that enhance the collection, preservation, and public use of Michigan's historical records, as well as encouraging and providing guidance to organizations seeking funds for archives related projects.

To further this mission, MSHRAB created the *Save Michigan History* grant program in 2016 to assist Michigan's historical records repositories receive professional consultation and obtain funds for smaller projects that may not qualify for funding under larger grant making agencies. Using funds awarded by the National Historical Publications and Records Commission (NHPRC) this year, MSHRAB and the Archives of Michigan are offering the *Save Michigan History* Visiting Archivist program to assist records keepers with professional advice, collection resources, and funding to develop and/or implement projects to identify, preserve, and provide access to historical records in Michigan.

VISITING ARCHIVIST GRANT PROGRAM

In 2022, the *Save Michigan History* program includes individualized consultation with our new Visiting Archivist as well as grant funding (up to \$2,500) for the care, management, and access to archival collections. This year's Visiting Archivist program allows for meaningful connections and collaboration with participant organizations. Through an initial assessment survey, the Visiting Archivist will work directly with local organizations to address challenges identified by the survey such as updating collections policies, addressing storage issues and vulnerability to natural disasters. The Visiting Archivist will make multiple visits to an organization and assist in implementing archival best practices, identifying practical solutions for problem areas, and selecting and implementing an achievable project eligible for regrant funding.

Together, the participating organizations and the Visiting Archivist will focus on the following areas:

- Assessment: The Visiting Archivist will conduct a baseline assessment of the participating institution's archival collections, donation process, description and organization, preservation environment, disaster planning and collections related policies and procedures. The assessment process will review professional best practices with the participating institution and familiarize the Visiting Archivist with their needs and challenges.
- Prioritization: The Visiting Archivist will prioritize recommendations from the assessment and identify initial steps to address any gaps and improve problem areas. The

organization can then use the priority list to guide annual planning, volunteer and donor opportunities, and funding allocations in the future.

- Policies: The Visiting Archivist will assist in updating or creating new collecting, accessioning, and access policies and procedures to build a framework that will serve as a foundation for future staff members or volunteers. Policies will be publicly accessible and promoted via the *Save Michigan History* website and used as a model for other local history repositories facing similar challenges.
- Disaster Planning: The Visiting Archivist will assist in developing or revising disaster preparedness plans. There will be a focus on basic preparedness including incorporation of the Council of State Archivists (CoSA) [Pocket Response Plan \(PReP\)](#) tool, a brief reference document which helps staff quickly respond to emergencies.

GRANT FUNDING OPPORTUNITY

This year the Archives of Michigan is funding small projects or purchases that directly relate to the priorities identified in the institutions' assessment reports and through consultation with the Visiting Archivist and local staff. Unlike previous years, there will not be a formal grant application or review process. Institutions interested in the Visiting Archivist program should apply online by **May 21st, 2022** to participate in this year's *Save Michigan History* program.

Amounts and Requirements

- Maximum grant request: \$2,500
- Projects will be proposed in coordination with the *Save Michigan History* Visiting Archivist and reflect institutional priorities as identified in the assessment report.
- Funding for grant projects will be approved by MSHRAB members.

Eligibility and Funding Priorities

- Eligible institutions may be public or private.
- Although any size institution may apply, preference will be given to organizations with a local history focus and archival collections totaling between 25 to 500 cubic feet. (Roughly, a cubic foot is equivalent to a [bankers box](#).)
- The archival collections must be available to the public on a routine basis.

Eligible Projects or Expenses

- Access, Arrangement and Description: identifying, organizing, and improving access to historical records, including implementation of collection management software and procedures.
- Preservation: purchasing archival file folders, archival boxes, dehumidifiers, humidifiers, hygrothermographs, or HEPA vacuum cleaners.
- Website Development: Adding collections to an online catalog, developing virtual archives, or creating an on-line database for cataloged collections.
- Supplies: Collections care supplies such as acid-free boxes, folders, and photograph sleeves.
- Contracted services: Digitization, photographic reproduction, or similar professional vendor services.

- Equipment: Costs to purchase technical equipment (scanning equipment, computers, electronic peripherals) or shelving essential for the project.

Ineligible Expenses

- Personnel: Costs for existing staff positions or overtime hours.
- Operating costs: including indirect costs, such as rent, telephone, or other normal operating expenses.
- Capital Improvements: Costs for the construction or renovation of any building, the purchase of land, or the rental of space.
- Collection development: Costs for purchasing materials to be added to collections, such as books, maps, manuscripts, or photographs, etc.
- Museum materials: Costs for preservation, curation, or display of artifacts.
- Training: Expenses for training or for staff travel to professional meetings, seminars or workshops that are not essential to achieve project goals. ***The Visiting Archivist can provide training onsite or online related to project needs.*
- Services: Costs for maintenance agreements for equipment purchased as part of the grant project.
- Prior expenditures: Existing supplies or work associated with previous projects.

TIMELINE

Interested institutions must be available to work with the Visiting Archivist during the months of May to December 2022. The Visiting Archivist will schedule a combination of on-site and remote visits via web or phone conferences with local staff during this period. All purchases and expenses made with grant funds must be made during the current program period ending in December 2022.

May 21, 2022	Deadline to apply for 2022 Save Michigan History program
June 3, 2022	Selected organizations will be notified.
June 2022	Visiting Archivist will arrange onsite visits and work with local staff on assessment surveys.
July 2022	Grant funded projects/expenses will be identified and begun.
Aug–Oct 2022	Visiting Archivist and local staff will complete grant funded projects.
Nov-Dec 2022	Visiting Archivist and local staff will report on projects and work together to publicize the program's success.

CONTACTS

Questions? Contact Cynthia Ghering at gheringc1@michigan.gov or 517-335-7951.