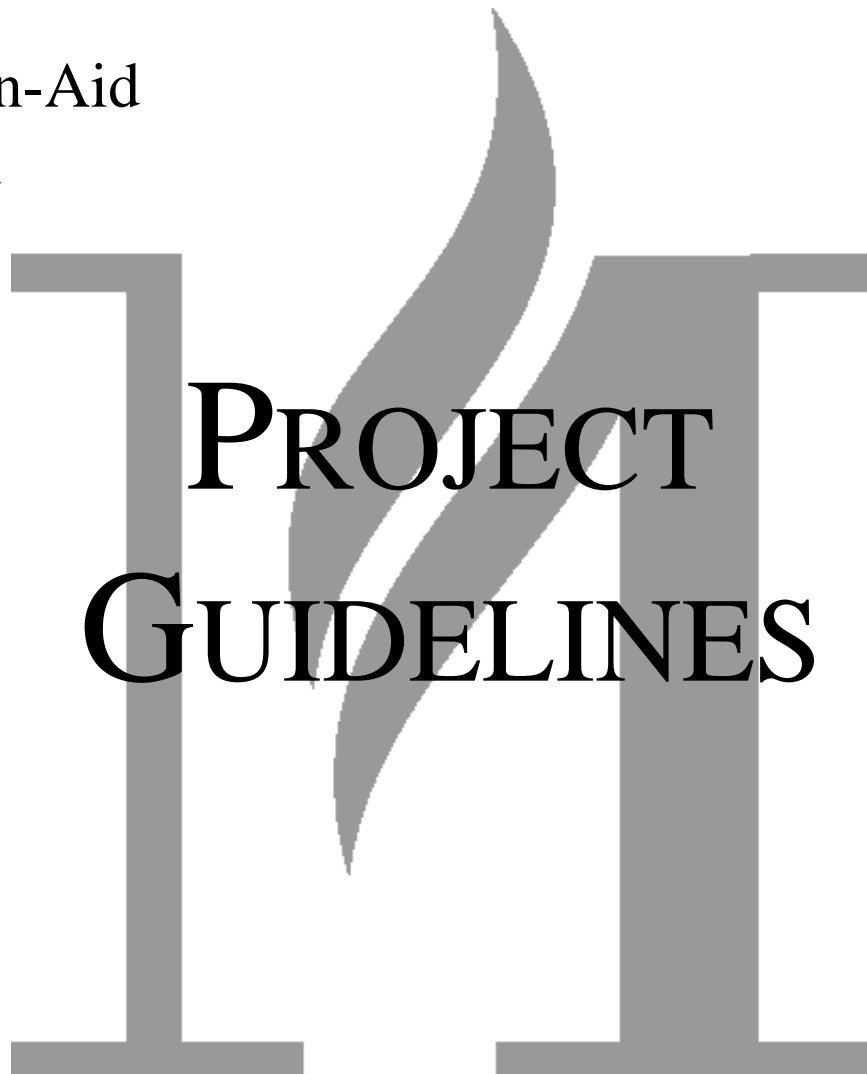




MINNESOTA HISTORICAL SOCIETY

State
Grants-in-Aid
Program



PROJECT
GUIDELINES

HISTORIC PRESERVATION,
FIELD SERVICES & GRANTS DEPARTMENT

345 KELLOGG BOULEVARD WEST
SAINT PAUL, MN 55102-1906
(651) 296-5434

An electronic version of these MHS grant program materials can be accessed through the MHS web site at www.mmhs.org.

September 1998

CATEGORY ONE: HISTORIC PROPERTIES

TYPES OF PROJECTS:

ACQUISITION; PREPARE HISTORIC STRUCTURE REPORTS; RESTORATION & PRESERVATION

GENERAL INFORMATION

PURPOSE

To acquire, restore, or preserve buildings, structures, or sites that are significant to national, state, or local history, and that are open or highly visible to the public. Projects most likely to be funded in this category are those that will stabilize and conserve significant historic properties. Projects to remodel or modernize the interior of historic properties will not be considered.

REVIEW CRITERIA

Factors considered in evaluating grant applications in this category include the significance of the property or properties involved, their proposed use, and the quality of the proposed work.

INELIGIBLE COSTS

Costs for administration, operation, or maintenance of properties are not eligible grant activities.

Religious properties:

Historic religious properties that are owned and actively used by religious organizations are not eligible for grant assistance.

Moved properties:

The cost of moving a historic building is not an eligible cost. The restoration or preservation of historic properties that have been moved is not *generally* eligible for grant assistance.

PRIORITY PROJECTS

Priority is usually given to projects involving properties that have been designated National Historic Landmarks; are listed on the National Register of Historic Places; or have been determined to be eligible for listing.

Projects involving properties of local significance in which applicant organizations interpret the area's history are also eligible for consideration, but usually will have a lower priority. In addition to the priorities listed above, priority is often given to projects that involve the stabilization or preservation of significant historical features of properties.

A. ACQUISITION PROJECTS

Include the following information in the grant application:

RESEARCH

Prepare a summary of the research completed on the building, structure, or site. Thorough research on the historical or architectural significance of the project must be provided. Explain why the structure is significant for understanding local, state, or national history.

APPRAISAL

Submit a written appraisal of the property, no more than six months old, prepared by a licensed real estate agent whose resume is attached.

CURRENT PHOTOGRAPHS

Provide a sufficient number of photographs to show the property from several perspectives and its surroundings.

OWNERSHIP

Provide the name, address, and other pertinent information about the present ownership of the property.

PLANS FOR USE

Describe the intended use for the property following acquisition, preservation, and restoration. Describe the source of financial resources for its use and continued preservation. How does the project fit into the mission and the long-range plan of the applicant's organization?

BUDGET

Budget costs may include expenses involved in the acquisition process, but grant funds or matching funds may not be used to pay costs incurred prior to the starting date of a funded project.

B. PROJECTS TO PREPARE HISTORIC STRUCTURE REPORTS

Historic Structure Reports can be valuable tools that can save both time and money in the long run and can minimize mistakes in restoration or preservation projects. It is strongly recommended that a Historic Structure Report, or its equivalent, be completed before applying for restoration and preservation funds. Historic Structure Reports are used to analyze a historic property, to establish preservation objectives for the property, and to schedule their accomplishment. Specific guidelines on the contents of a Historic Structure Report are available through the Grants Office. Include the following information in the grant application:

PROPERTY DESCRIPTION

Provide a brief physical description of the subject property including construction date, type of structure, original and present function, and type of construction. If the property is not on the National Register, explain its significance. This section should explain why the structure is significant for understanding local, state, or national history.

CURRENT PHOTOGRAPHS

Provide a sufficient number of photographs to show the entire historic property from several perspectives and its surroundings.

INTENDED USE

Include a statement of the likely long-range use of the structure and explain how that use fits into the applicant organization's mission statement. Describe the source of financial resources for its use and continued preservation.

PROJECT PERSONNEL

The type of structure and its condition are factors that may determine levels of technical expertise for personnel involved in conducting Historic Structure Reports. Describe the qualifications of project staff.

PLAN OF WORK AND TIMETABLE

Describe the activities that will be accomplished in the project and dates by which each will be completed.

BUDGET

Provide a project budget, showing how each budget item was determined.

C. RESTORATION AND PRESERVATION PROJECTS

Plans for restoration and preservation projects must follow guidelines set forth in The Secretary of the Interior's Standards for Historic Preservation Projects. Summaries of these guidelines are available from the Grants Office. Include the following information in the grant application:

RESEARCH

Prepare a summary of the research completed on the history of the building, structure, or site. Thorough research on the historical and/or architectural significance of the project must be provided. Explain why the structure is significant for understanding local, state, or national history.

PHYSICAL DESCRIPTION

If a Historic Structure Report has been completed, attach a copy. If one has not been completed, describe the structure and its current physical condition. Provide a sufficient number of photographs to show the property from several perspectives and its surroundings and detailed photographs of the areas for which funds are requested.

OWNERSHIP

Restoration and preservation projects will not be considered if the property is owned by a party other than the applicant organization.

PLAN OF WORK & TIMETABLE

Describe the activities that will be accomplished in the project and dates by which each will be completed. This section should include specific and detailed descriptions of the conditions that are to be corrected and the restoration/renovation activity being proposed. It should include details about the qualifications of personnel who will work on the project.

Use the Scope of Work Form (see Appendix F) and attach photographs to supplement the narrative description for applications in this category.

BUDGET

Provide a project budget, showing how each budget item was determined.

ADDITIONAL REQUIREMENTS FOR RESTORATION/PRESERVATION PROJECTS

Organizations that receive restoration/preservation grants must:

- a. sign a letter of agreement assuming responsibility to maintain the historic property in a satisfactory manner for five years after the grant-funded project is completed;
- b. submit photographs with final reports demonstrating that the work was done as proposed; and
- c. post a sign during the project work acknowledging Grants-in-Aid Program assistance, stating, "This project has been financed in part with funds provided by the State of Minnesota through the Minnesota Historical Society's Grants-in-Aid program."

Pre-applications are required for grants in this category.

A pre-application must include a draft Scope of Work Form (see Appendix F) and set of photographs.

CATEGORY TWO: ARTIFACT COLLECTIONS

TYPES OF PROJECTS:

COLLECTIONS DOCUMENTATION & MANAGEMENT CARE; PRESERVATION

GENERAL INFORMATION

PURPOSE

The collections of a historical organization are important responsibilities and must be maintained for future generations. The purpose of this category is to support projects to manage or preserve for public access, material objects that further an appreciation of or document local history.

REVIEW CRITERIA

Factors considered in evaluating grant applications in this category include the extent to which the project conforms to the applicant organization's long-range plans and the qualifications of the personnel who would implement the project.

REQUIREMENTS

Applications may combine one or more of the activities listed below, but projects should be kept to a manageable size and scheduled on the basis of careful planning. Organizations involved in large projects should consider applying for several grants over a period of time. Grant funds may be used to manage, house, store, preserve, inventory, catalog, computerize records, or survey collections.

A. COLLECTIONS DOCUMENTATION AND MANAGEMENT CARE PROJECTS

Projects may involve inventory, registration, cataloging, or computerization of records. Include the following information in the grant application:

STATEMENT OF INSTITUTIONAL AND PROJECT PURPOSE

Describe the purpose of your organization and show how it fits the purpose of the project being proposed. Has your organization's collection been evaluated through the Museum Assessment Program (MAP)? If yes, indicate the date(s) of the evaluation(s), name the evaluator(s), and briefly summarize the report. Comment on activities undertaken as a result. Does your organization have a mission statement and written collections management policy? If it does, submit a single copy with the application.

PLAN OF WORK AND TIMETABLE

Artifacts in the collections should be documented and numbered according to acceptable museum standards. Information regarding these standards is available in the following publications. Organizations planning collections documentation projects are encouraged to acquire these publications: *Registration Methods for the Small Museum*, by Daniel B. Reibel (American Association for State and Local History, 1979); and *The Revised Nomenclature for Museum Cataloging: A Revised and Expanded Version of Robert G. Chenhall's System for Classifying Manmade Objects*, by James R. Blackaby, Patricia Greeno, and the Nomenclature Committee (American Association for State and Local History, 1988, \$62.00);

Museum Registration Methods, by Dorothy H. Dudley, Irma B. Wilkinson, and others (3rd edition revised,

American Association of Museums, 1979, \$21.00), and *Caring for Collections: Strategies for Conservation, Maintenance and Documentation*, by Susan J. Bandes (\$6.00, American Association of Museums, 1979, \$6.00)

[American Association of Museums: 1225 Eye Street, N.W., Washington, D.C., 20005; American Association for State and Local History: 172 2nd Ave. N., Suite 202, Nashville, TN 37201.]

Documentation Projects

There are three levels of documentation: inventory, registration, and cataloging. The minimum requirement for an inventory is a list that briefly identifies each item in the collection and gives its specific location. The inventory level also requires that each item receive an identification number or that the accession number is listed. The minimum requirement for registration includes documented proof of ownership for your institution and an accessions register or record. The cataloging level involves a multi-document system in which items are individually described, measured, categorized, cross referenced with permanent catalog numbers, assigned and affixed. Documentation can also include photographing items. The plan of work and timetable for documentation should show that project personnel are familiar with the procedures described in the above references. It is not sufficient simply to state that the references have been or will be consulted.

Management Projects

Management projects may involve computerizing documented collections. Costs in such projects may include software, hardware, and data entry. Management projects must demonstrate knowledge of documentation procedures, some knowledge of current electronic museum standards, and a clear understanding of the objectives to be reached as a result of the project.

STORAGE

Describe the storage conditions, including location and dimensions of storage areas, construction materials, access and security, lighting, and the range of temperature and humidity readings present.

BUDGET

Provide a complete project budget, showing how each budget item was determined. Expenses may include supplies and personnel. Include potential product names and potential vendors for cataloging supplies.

PERSONNEL

List the names, duties, and relevant qualifications of principal personnel involved in the project. Include a resume for each.

B. PRESERVATION PROJECTS

Decisions about which items in a collection need conservation or preservation treatment—both those items on display and in storage—should be based on a careful analysis resulting in priorities for collection care. Organizations are encouraged to undertake conservation surveys and assessments of both collections and facilities before submitting a grant application for conservation treatment. Therefore, conservation treatment will generally be funded only after a conservation survey has been completed. In some cases—when an object or objects are clearly threatened—treatment grants may be awarded prior to a survey. Applicants are encouraged to submit draft applications for projects in this category. Include the following information in the grant application:

STANDARDS

Applicants must demonstrate use of registration procedures and acceptable storage conditions noted above, and storage supplies must meet archival standards (for example, acid-free boxes and tissue, unbleached muslin, Mylar, etc.). Applicants should also include a copy of the institution's Mission Statement and Collections Management Policy.

PRESERVATION

Assessment or Survey Projects

It is recommended that survey projects begin with an assessment of the facilities that house the collection. It should include: building(s) condition; construction materials, temperature, relative humidity; pollutants; fire protection; light; storage equipment materials and techniques; exhibit techniques; security; staff handling procedures and training; pest control; emergency preparedness; and an overview of registration/cataloging of the collection. The facilities assessment should result in specific recommendations and priorities for improvement.

The next step in survey projects is a conservation survey of items in the collection to determine their actual condi-

tion. This process is most effective if staff or volunteers who are responsible for the collection work closely with the conservator doing the survey, so that items that are important within the collection can be determined. The collections assessment should result in a series of recommended priorities that take into consideration the importance and significance of items, their condition and degree to which they are at risk, and the long term goals and objectives for collections preservation.

The grant application should describe the work to be done in detail, along with the name of the conservator or firm who would conduct the survey.

Treatment Projects

For treatment projects, provide a treatment plan that describes specifically the proposed treatment techniques, materials, and facilities to be used. If work is to be done in-house, include the name of the person or people who will be undertaking the treatment along with a description of their conservation background and relevant experience. If the work is to be done by an outside conservator, include the name of the person or firm, their treatment proposal, cost estimate, and projected completion date.

Treatments must employ materials that are archival or known to be safe from a conservation perspective. Treatments should be as reversible as possible.

BUDGET

Provide a complete project budget, showing how each budget item was determined. Include the names of potential companies from which equipment or supplies are to be purchased.

PERSONNEL

List the names and duties of principal personnel involved in the project. Include a resume for each.

CATEGORY THREE: INTERPRETIVE PROGRAMS

TYPES OF PROJECTS: RESEARCH & PLANNING; IMPLEMENTATION

GENERAL INFORMATION

PURPOSE

Successful interpretive projects do more than present historical chronologies or display historical objects. They inform the public by explaining the meaning and connections of particular historical events, activities, or processes. Exhibits, for example, link broad historical concepts to specific historical information. To do this, they should have a specific focus on significant themes or issues in the history of a region, county, or community.

REVIEW CRITERIA

Applications will be evaluated on the quality and creativity of planning, design, implementation, and on efforts to publicize a project widely.

ELIGIBLE PROJECTS

Projects in this area might include exhibits, audio-visual productions, brochures, curricula for use in schools, and public programs. (Major publications are included in Category 8.)

REQUIREMENTS

Successful interpretive projects involve two phases: (1) research and planning, and (2) implementation. Usually, organizations should plan to submit separate grant applications for each phase of a project. In rare cases, it may be appropriate to submit a single application for both phases, but organizations should contact the Grants Office before doing so. The award of a grant for research and planning does not imply a commitment to support the implementation phase of the project.

A. RESEARCH AND PLANNING PROJECTS

Include the following information in the grant application:

SUBJECT OR THEME

Define the historical subject or theme to be interpreted, including a statement on how it relates to state or local history. Define what objectives (cognitive, behavioral, or affective) the project will achieve.

RESEARCH

Summarize both the research that has been done and the research that will be done for the project. This section should demonstrate a knowledge of the appropriate primary and secondary sources for the project.

VALUE

Explain how the project will relate to or enhance existing interpretive programs available in your geographical area. Will it introduce new or important information or ideas? If so, how? Show that it is not a duplication of other projects.

PLAN OF WORK AND TIMETABLE

Include a detailed plan showing how each step in the project will be conducted and the dates by which each will be completed.

PERSONNEL

Provide the names and qualifications of the principal project personnel. Describe their duties and include a resume for each.

BUDGET

Provide a complete project budget, showing how each budget item was determined.

B. IMPLEMENTATION PROJECTS

First provide the information described in the subject, research, and value sections above for research and planning projects. Then provide the following information:

CONTENT AND THEMES

In this section, information should be tailored to the kind of project being proposed. For exhibits, describe the size and physical content of the proposed exhibit and include an exhibit script. Plans for exhibits should also address the conservation needs of historical objects being exhibited and the types of programs that will augment the exhibit. For audio-visual programs, provide a script treatment. For brochures, provide a detailed outline. For public programs, provide a schedule of activities. Include an extended outline of the main themes of the project. What main facts or ideas will a participant, viewer, or listener learn from the project?

This section should be more than just a list of topics. It should help tell the reader how specific historical evidence will be used to teach historical concepts. It should be clear from this description what the project's story line will be and how it would integrate different types of material (for example, artifacts, copies of historical photographs, and excerpts from oral histories).

It should also be clear that the project's format (exhibit, audio-visual program, brochure, public program, etc.) is appropriate for the subject and intended audience and that the project takes advantage of the strengths of a specific format. This part of the discussion should include what steps will be taken to comply with the Americans with Disabilities Act (ADA) and address the special accessibility needs of various audiences.

WRITING

Submit a sample of writing comparable to that which will be included in the project.

PLAN OF WORK AND TIMETABLE

Include a detailed plan showing how each step in the project will be conducted and the dates by which each will be completed.

PERSONNEL

Provide the names and qualifications of the principal project personnel. Describe their duties and include a resume for each. In particular, make clear the qualifications of the personnel who design and construct exhibits, produce audio-visual programs, and brochures.

BUDGET

Provide a complete project budget, showing how each budget item was determined. Audio-visual and brochure project budgets should include the cost of a single copy, which will be submitted to the Grants Office with the Final Report.

AVAILABILITY AND EVALUATION

Explain how the project will be promoted, publicized, distributed, or otherwise made available to the public. Explain how project staff will determine if they have met their stated objectives.

CATEGORY FOUR: MICROFORM COPIES

GENERAL INFORMATION

PURPOSE

Grants in this category are to be used to assist organizations in obtaining microform copies of historically valuable records, newspapers, and manuscripts. Grant funds may also be used to purchase microfilm or microfiche readers/printers. Because of limited grant funds, the maximum grant award in this category is currently limited to \$3,500.

REVIEW CRITERIA

Applications in this category will be evaluated in terms of the benefit the public derives from access to materials not previously available through the applicant organization.

REQUIREMENTS

Include the following information in the grant application:

BUDGET

Provide a complete project budget, showing how each budget item was determined. Specify potential vendors for all items and the type and model of all equipment. Explain the criteria used in selecting particular makes and models of equipment.

VALUE

Provide a statement on how the project will complement and support the programs of your organization. Explain how it will enhance existing materials available in your geographic area.

AVAILABILITY

Describe how the microform materials will be made available to the public, including information on how you plan to catalog them.

CATEGORY FIVE: ORAL HISTORY

GENERAL INFORMATION

PURPOSE

Grants in this category are intended to assist organizations to record, transcribe, and preserve oral history interviews. Projects must have focus, be carefully planned and conducted, and produce significant historical information that has potential for present and future use.

REVIEW CRITERIA

Factors considered in evaluating grant applications in this category include the significance and potential future use of the oral histories and the qualifications of the staff involved in the project.

REQUIREMENTS

A successful oral history project must have well-defined objectives and must focus on a single subject area. Persons to be interviewed should be carefully chosen and not randomly selected. There should be a manageable number of interviews. Include the following information in the grant application:

SCOPE OF PROJECT

Write a detailed outline of the subject area to be covered in the interviews, including a preliminary outline of the questions to be asked.

PLAN OF WORK AND TIMETABLE

Prepare a timetable for the project including time for research, training of interviewers interviewing, transcribing, and processing. Describe the duties and responsibilities of each person involved in the project. Specify the equipment to be used.

Note on use of videotape:

The use of videotape to record oral history has increased dramatically in recent years. When used thoughtfully, videotape may be a valuable addition to oral history by giving it a visual dimension. But videotape is a complex medium; many considerations surround its use, among them the way the camera is used to capture narrators and their surroundings. The preservation of videotape is an added concern, since it does not offer the same opportunity for long term

preservation as audio tape. If an oral history project will include the use of videotape, the project director should contact the Society's Oral History Office for advice on procedure. The Oral History Office offers workshops on the use of videotape that may be available for project development.

BUDGET

Prepare a detailed budget, providing for the following possible expenses: interviewers, travel, equipment, high-quality recording tape, tape duplication, and transcription (including typing a draft and possible retyping of edited transcript). For specific information on equipment and tapes, consult the Minnesota Historical Society Oral History Office, (651) 296-6176.

RESEARCH

Outline the research that has been and will be done to prepare for the project. List specific primary and secondary sources when possible.

PEOPLE TO BE INTERVIEWED

Indicate how many people will be interviewed and the criteria used in their selection. Where possible, state name, occupation, and how she/he relates to the project.

PERSONNEL

Interviewers who are not experienced in the process of oral history should receive training by qualified oral historians. The Minnesota Historical Society can provide the necessary training through an oral history workshop. If the personnel proposed to conduct the interviews are experienced, describe their roles in previous oral history projects and describe the results of the projects. For information on oral history training workshops for interviewers without experience, consult James E. Fogerty, Division of Library and Archives, (651) 296-9989. Explain in the grant application how arrangements for training will be made.

PROJECT FORMS

Each oral history project should

include the use of basic forms such as (a) donor agreement forms that give your organization the right to make the tapes available for public use at some specified time, and (b) interview forms for recording vital information of the interview. These and other forms may be obtained from the Minnesota Historical Society Oral History Office and are distributed to all participants in each oral history workshop. In the grant application, list the forms applicable to your project and append copies.

DUPLICATE TAPES

A duplicate copy of each tape recording must be made. Describe how and where the original tape recording is to be stored to ensure its preservation. The duplicate copy will be used for transcribing and for public use.

TRANSCRIPTS

All oral history interviews must be transcribed into typed manuscripts as soon as possible. Give the name and previous experience of the transcriber(s). (Note: When developing the plan of work and budget, remember that each hour of taped interview requires approximately eight hours of transcribing time.)

AVAILABILITY

Tapes and transcripts of oral history interviews for which grant funds are used must be made available to the public on an equitable basis, now or at a specific later date. Describe the present and future access plans, including information on any restrictions on use. Indicate the months, days, and hours the organization is open for research use of the interviews.

STORAGE

Describe the storage areas where the completed oral history tapes and the completed transcripts will be preserved, including information about the security of the areas, the containers in which the tapes will be stored, and the prevailing ranges of temperature and humidity.

CATEGORY SIX: PHOTOGRAPHIC COLLECTIONS

TYPES OF PROJECTS:

ARRANGEMENT & DESCRIPTION (CATALOGING); PRESERVATION (PACKAGING); REPRODUCTION

GENERAL INFORMATION

PURPOSE

Grants in this category are made to arrange, preserve, and make publicly accessible historically valuable photographic images. Grants may be used for projects that incorporate any or all of the activities described below, but organizations are encouraged to focus on one or two activities or on one collection.

REVIEW CRITERIA

It is important to explain in all grant applications in this category how the photographic images concerned are historically significant. Significance can be established by describing the photo collection's relationship to other parts of the institution's collections, by describing its role in documenting the history of the locale, or by comparing it to other similar collections located elsewhere in the state. Other criteria considered in evaluating grant applications in this category include the qualifications of the personnel who would implement the project, the practicality of the plan of work, and the feasibility of the budget. (All budgets should include information listing names of suppliers, costs per item or unit, and hours of work and hourly rates for personnel costs.)

SPECIAL REQUIREMENTS

Grant applications must include a description of the storage environment for the collections, including ranges of temperature and humidity. Applicants are encouraged to read *Archives and Manuscripts: Administration of Photographic Collections*, available from the Society of American Archivists, 600 S. Federal St., Suite 504, Chicago, IL 60605 (and can be borrowed through the Minnesota Historical Society Preservation Outreach Program).

A. ARRANGEMENT AND DESCRIPTION (CATALOGING) PROJECTS

The grant application should describe the overall scheme of the arrangement of the photo collection currently (before the grant project). It may be a subject-and-place-name file, or an alphabetical personal name file, or it may follow an intrinsic order established by the donor (as in the case of a photo studio collection or a newspaper negative collection). It may, in rare cases, have no order whatsoever. If the overall arrangement is to be changed, the proposal should describe the new order and justify rearranging the collection.

A collection is eligible for funding if a majority of it is already identified or if there is a key to its identification. For example, newspapers can be the key to a newspaper negative collection, or a photographer's register can be the source of identification of a studio collection. Identification can be as simple as a person's name in the case of a portrait collection or the name of a town or event. The grant application should describe the typical amount of identification available for the majority of images.

Grant funds may be used for either or both of the following activities. Describe in a plan of work how the following will be accomplished.

Labeling

Each print must be labeled *IN PENCIL* on the back of the photo. Complete labeling would include full names of persons, place names for town or landscape views, date, photographer's name, and donor name or accession number. Dates can be approximate, such as "1920s" or "ca. 1915." Corresponding negative jackets should be labeled with the same information. A simple running-number system can be used to match prints with negatives. If research needs to be done for complete labeling, the grant application should state what

sources of identification will be used (e.g., city directories, insurance maps, local citizens).

Cataloging

A collection "catalog" can be a simple inventory or it can be a detailed collection index. For many collections, arrangement by subject, place, and personal name eliminates the need for a detailed index. An inventory of each photo arranged in this fashion can be created for security. For a large collection (over 5,000 photos), an electronic index may be useful. Organizations that want to consider a computer software program to index a collection can obtain advice on appropriate off-the-shelf programs from the Minnesota Historical Society Processing Department, (651) 296-6989. Creating a new manual index is not recommended. The item level inventory can serve as a list of contents.

Sometimes it is best to keep a photo collection with the papers it accompanies. For example, a family photo collection donated with letters and diaries should remain with the letters and diaries and be described in the inventory of the family collection.

B. PRESERVATION (PACKAGING) PROJECTS

The best preservation is proper environment and proper packaging. All grant applications should describe the current storage environment, especially the ranges of temperature and humidity and the stability of that environment. If it is not stable, the application should describe a long-range plan to provide stability.

Packaging means putting the photos and negatives into new containers. A list of approved suppliers of archival packaging materials can be obtained from the Minnesota Historical Society Conservation Department, (651) 297-1867. Basically, all negatives need protective coverings. Glass negatives need four-flap paper enclosures, and safety film negatives need polyester or polypropylene sleeves. (Nitrate negatives should not be put in transparent sleeves because it accelerates their deterioration. They need buffered paper jackets.) Negatives need outer jackets for labeling purposes. Prints that are especially delicate or handled very frequently need polyester sleeves. Prints should be filed in archival folders. Negatives and prints need to be filed vertically in archival boxes or metal drawers. Prints should be stored separately from negatives.

When repackaging a collection, ALL information from the original package should be copied onto the new package. Numbers can be especially important, even if their significance is not immediately apparent. They can be clues to a chronological system or a key to a key to be found later.

Product and supplier names must be included in the grant application (a catalog page copy can be appended).

C. REPRODUCTION PROJECTS

Reproduction projects are undertaken to make significant imagery available to the public in a permanent, archival format. In the grant application, describe how the following activities will be accomplished or furnish the information requested:

PRINTS FROM ORIGINAL NEGATIVES

Collections of original negatives may be printed to provide photographic prints for public use or viewing. Priority should be given to negatives that can be identified. Nitrate and acetate negatives deteriorate much faster than glass and polyester. Therefore, within an important collection, the nitrate and acetate negatives should be given priority for printing. (Nitrate was most common between 1900 and 1940, and acetate was used heavily in the 1940s and 1950s.) Once printed, nitrate and acetate negatives should be removed from proximity with other negatives and stored in as cold an environment as is available.

NEGATIVES AND PRINTS OF RARE AND ENDANGERED PHOTOGRAPHS

Copy negatives and file prints may need to be made in order to preserve rare or endangered prints. An endangered print is one that has suffered wear and tear, and its physical state should be described in the grant application. A rare print may be a vintage print (printed at the time the photo was taken), usually older than fifty years, that has some artifactual value. The grant application should briefly describe the importance of the "rare" prints to be copied and support the idea that they may be one-of-a-kind. In such cases, the negatives should be large format (120 film or 4" x 5" sheet film). Because of limited grant resources, copying of entire collections is not encouraged.

COPYING FROM PRIVATE COLLECTIONS

Occasionally, a significant set of photos is discovered in a private or personal collection. The owner may be willing to allow the applicant organization to copy portions or all of the set for public access. In that case, the grant application must establish the significance of the photos and include a letter of intent from the owner to allow copying and public access. The copy negatives should be large-format and the prints should be archivally processed. Only photos with good identification should be copied.

PERSONNEL

All photographic reproduction work must be done by qualified personnel whose resumes are included in the grant application.

PLAN OF WORK AND TIMETABLE

Photographic processing must meet archival standards, especially for washing times and drying techniques. (See *Conservation of Photographs*, Kodak Publication No. F-40.) The plan of work should describe darkroom procedures that will be followed.

WORK SAMPLE

Enclose with the application a single copy of a sample of the photographer's work on a piece from the collection.

CATEGORY SEVEN: MANUSCRIPTS

TYPES OF PROJECTS: SURVEY; MANUSCRIPTS CONSERVATION; MANUSCRIPTS PROCESSING

GENERAL INFORMATION

PURPOSE

This category supports projects to survey, preserve, and/or process for public use, private manuscripts and organizational records and personal papers that further an appreciation of American history. Projects may combine one or more of these activities. This category does not include projects involving state and local government records, because—as specified by law—regional, county, and local historical societies and non-profit organizations are not recognized repositories for such records.

Grants may be used: (1) to locate, identify, and evaluate historical manuscripts; (2) for the conservation treatment of such records; (3) to arrange, describe, and catalog collections of manuscripts; and (4) to publish survey results or guides to collections or produce other aids to location and use.

Another potential funding source for manuscripts projects is the National Historical Publications and Records Commission (NHPRC), an agency of the National Archives in Washington D.C. The NHPRC does not, however, usually support projects with only local significance, and its grant programs are very competitive. For further information about the NHPRC, contact James E. Fogerty, Minnesota Historical Society, Division of Library and Archives, (651) 296-9989.

REVIEW CRITERIA

Factors considered in evaluating grant applications in this category include the significance of the materials involved in the project, the extent to which the project conforms to the applicant organization's long-range plans, and the qualifications of the staff who would implement the project.

A. SURVEY PROJECTS

This area involves work with manuscripts not in the custody of the applicant organization. For further reading about survey projects, see *Archives and Manuscripts: Surveys*, by John A. Fleckner (Society of American Archivists, Basic Manual Series, Chicago, 1977). Provide the following information with the grant application:

PROJECT SCOPE AND VALUE

Describe the category or categories of manuscripts to be surveyed, such as records of churches, labor unions, political leaders, civic organizations, etc. Assess the records' historical importance (time span covered, uniqueness, substance of the information they contain, relation to other collections). Describe their present and potential use, and their physical condition.

PLAN OF WORK AND TIMETABLE

Describe research that has been or will be done to prepare surveyors to locate and evaluate pertinent manuscripts. List known and expected geographic locations or sites and the number of institutions or people to be surveyed. Explain how data obtained in the survey will be compiled. Relate all projected activities to a timetable.

PERSONNEL

Provide the names of all project personnel and describe the duties of each. Include resumes for principal project personnel.

BUDGET

Provide a complete project budget, showing how each budget item was determined.

SURVEY FORM

Submit a draft of the information form to be used in recording survey findings.

PUBLICIZING THE SURVEY

Describe plans for notifying potential participants, publicizing the projected survey, and obtaining cooperation.

LONG-RANGE PLANS

Explain how the survey activity fits into the organization's mission and long-range plans. Describe how the information collected in the survey will be used in the future. What other activities will be necessary before the long-range goals can be achieved?

B. MANUSCRIPTS CONSERVATION PROJECTS

This area concerns manuscripts the applicant organization owns, for which it plans to undertake conservation measures. Include the following information in the grant application:

PROJECT SCOPE AND VALUE

Describe the category or categories of manuscripts to be preserved. Assess their historical importance (time span covered, uniqueness, substance of the information they contain, relation to other collections). Explain their present and potential use. Provide assurance that the applicant organization holds title to the materials, and that copyright and use provisions have been addressed. Copies of donor agreements should be provided. Finally, describe the physical size and present condition of the material to be conserved, and the reason that conservation work is needed.

PLAN OF WORK AND TIMETABLE

Relate all activities to a projected timetable. If work is to be done in-house, describe specifically the conservation treatment to be used and the reason this treatment was chosen. If work is to be done by an outside conservator, supply the name of the conservator or firm and a copy of the treatment plan.

PERSONNEL

Provide the names of all project personnel and describe the duties of each. Include resumes for principal project personnel.

BUDGET

Provide a complete project budget, showing how each budget item was determined. Include potential product names and potential vendors for supplies.

LONG-RANGE PLANS

Explain how the project fits into the organization's mission and long-range plans. Describe how the materials will be used; demonstrate your organization's willingness and capability to make them available to the public for research use. Will there be any restrictions on the use of the materials? Finally, list the months, days, and hours the organization is open for research use of collections.

STORAGE

Describe the physical space in which the materials will be stored. The description should include the physical facility in terms of size, area of shelving, types of containers, cleanliness, temperature and humidity range, light source, and security.

C. MANUSCRIPTS PROCESSING PROJECTS

This area concerns records and manuscripts that the applicant organization owns, for which it plans to prepare special finding aids, and which it plans to arrange and catalog. For further reading about processing projects, see *Arranging and Describing Archives and Manuscripts*, by Fredric M. Miller (1990: Chicago, Society of American Archivists). Include the following information in the grant application:

PROJECT SCOPE AND VALUE

Describe the category or categories of records to be processed. Assess their historical importance (time span covered, uniqueness, substance of the information they contain, relation to other collections). Explain their present and potential use. Provide assurance that the applicant organization holds title to the materials, and that copyright and use provisions have been addressed. Provide copies of donor agreements. Finally, describe the physical size of the material to be cataloged and its physical condition.

PLAN OF WORK AND TIMETABLE

Relate all projected activities to a timetable. Describe specifically the plans to process the material, including the level of detail to be sought. Describe the characteristics of the finding aids (catalog cards, inventory, register, or other format), including the types of information to be given; submit a sample. If publication of a finding aid or guide to collections is planned, estimate the number of entries, number of pages, and printing costs. Describe the indexing to be done.

PERSONNEL

Provide the names of all project personnel and describe the duties of each. Include resumes for principal project personnel.

BUDGET

Provide a complete project budget, showing how each budget item was determined. Include potential product names and potential vendors for supplies.

LONG-RANGE PLANS

Explain how the project fits into the organization's mission and long-range plans. Describe how the materials will be used, demonstrating your organization's willingness and capability to make them available to the public for research use. Will there be any restrictions on the use of the materials? Finally, list the months, days, and hours the organization is open for research use of collections.

STORAGE

Describe the physical space in which the records or materials will be stored. The description should include the physical facility in terms of size, area of shelving, construction of shelving (including types of paints and finishes), types of containers, cleanliness, temperature and humidity range, light source, and security.

CATEGORY EIGHT: PUBLICATIONS AND RESEARCH

TYPES OF PROJECTS: RESEARCH AND WRITING; PUBLICATION

GENERAL INFORMATION

PURPOSE

The purposes of projects in this category are: (a) to plan and conduct research and writing that accurately depicts and interprets or otherwise contributes to the understanding of some aspect of state, county, or local history; and (b) to publish and market works produced under (a). Projects should produce a publication that will be made available to the public. Publications may be in the form of books, pamphlets, or loose-leaf collections, bound in hard cover or paper cover.

Categories to be considered include general histories, monographs, edited documents, biographies, exhibit catalogs, historic site guides, educational materials, and such research tools as directories, collection guides, inventories, bibliographies, and indices. Grant funds may be used to support such research and writing costs as personnel, travel, photocopying, and telephone, and to support such publishing costs as editing, design, photographs or illustrations, cartography, typesetting, printing, binding, and marketing. Grants may not be applied to research or publishing costs incurred before a grant is awarded, nor may they be used to cover royalties paid to authors from the sale of publications.

Useful resources for organizations planning research/writing and publishing projects are: Thomas E. Felt, *Researching, Writing and Publishing Local History* (American Association for State and Local History, 1976); Carol Kammen, *On Doing Local History* (American Association for State and Local History, 1986); John P. Dessauer, *Book Publishing: What It Is, What It*

Does (R. R. Bowker Co., 1974); Chicago Manual of Style, 14th Edition (University of Chicago Press, 1993).

REVIEW CRITERIA

Factors considered in evaluating grant applications in this category include: (1) the degree to which the proposed project fills gaps in available historical publications or provides new interpretations, and (2) the qualifications of the personnel involved in the project.

SPECIAL REQUIREMENTS

Successful publications projects require two phases: (1) research and writing, and (2) publishing (editing, design, printing, and marketing). Applicants should plan their projects in these two phases and are encouraged to submit separate grant applications for each phase. The award of a grant to support research and writing does not imply a commitment to support the publishing phase.

A. RESEARCH AND WRITING PROJECTS

Include the following information in the grant application:

SUBJECT AND SCOPE

Define the historical subject area to be researched, and include a statement about how it relates to local, regional, state, or national history. In a preliminary outline, indicate the scope of the treatment to be incorporated in the research and the manuscript.

VALUE

Explain why the project is important. Specifically identify the audience for the proposed publication. Answer questions such as the following: How does the proposed work relate to existing publications? Will it fill a need in local

history literature? Will it tell a new story, or tell an old story in a new way? Show that the project will not repeat or duplicate existing published materials.

PLAN OF WORK AND TIMETABLE

Supply a detailed work plan for research that indicates how long each activity is expected to take. Summarize any research that has been done. Present a detailed description of the sources to be consulted—including their locations—and tell how those sources will be used. Prepare a similar work plan for writing and revising the proposed manuscript, and include your estimate of how long each activity is expected to take. Give the name of the person or organization who will own the copyright in the manuscript.

PERSONNEL

Provide the names and responsibilities of project researchers and writers and cite the qualifications and experience of each. Submit a resume for each that demonstrates their familiarity with the subject matter and sources. Each writer should submit a writing sample. Researchers and writers should demonstrate the ability to carry through such a project. Participation in periodic Minnesota Historical Society workshops on historical research is recommended. It may be helpful to use consultants to read and comment on drafts of the manuscript or to give advice on specific subjects or sources. If consultants are used, the application should include their names, occupations, and qualifications, and describe their roles in the project.

BUDGET

Provide a complete project budget that shows how each budget item was determined.

B. PUBLICATION PROJECTS

Applications for publication funds should follow completion of the research and writing phases. However, funding of the research and writing is not a prerequisite for publication funds. Applications for a publication project require a special budget form; call the Grants Office for this form before submitting an application. For publication projects, include the following information in the grant application:

CONTENT

Provide a narrative description of approximately 500 words on the content of the work. If the work is a monograph, what is its basic argument? If it is an edited document or documents, what editorial procedures and principles were adopted in preparing the text? Include a table of contents for the manuscript and, if possible, of the editor's introduction.

VALUE

Provide a statement on the importance of the proposed publication that addresses the questions in the "Value" section, above.

PROJECT HISTORY

Write a brief history of the project (approximately 250 words) from conception and research through writing, editing, and final acceptance for publication. If research and/or writing was supported by a Minnesota Historical Society grant, explain the relationship between that award and the present manuscript. Identify the owner of the manuscript's copyright.

PERSONNEL

Provide an up-to-date resume of the author, compiler, editor, or translator of the manuscript; also give names and cite the credentials of individuals who have reviewed the manuscript (see "Reviewers' Comments," below).

FORMAT

Describe the physical form of the proposed publication and explain why the form selected seems the most appropriate for the subject and intended audience. If the work is to be published in conventional book form, specify its length in printed pages, the trim size of the pages, the number and type of illustrations (including any use of color), the type of paper, the method of typesetting, the type of binding (hardcover or paperback), the method of binding, cover and/or jacket material, printing and stamping, and any other pertinent details. The format as described should be commensurate with the budget proposal.

COMPLETED MANUSCRIPT

Enclose with the application a disk (identify software, please) and/or photocopy of the final version of the footnoted manuscript, in double-spaced typescript, with photocopies of all illustrations, including captions. Manuscripts must be in final form before a grant application can be considered.

REVIEWERS' COMMENTS

Include at least two signed reports that evaluate the manuscript's importance in terms of its intended audience, the quality of the research and documentation, and the quality of exposition. Although one of these reports may be written by a qualified member of the sponsoring organization, it is important to select reviewers who will evaluate the manuscript impartially. These reports should be sufficient in length to provide a full, analytical review. If the author has published previously, reviews of earlier works may also be submitted, but these should not supplant evaluations of the specific manuscript for which the grant is being sought. For research tools and edited documents, at least one of the reports should discuss the methods followed to prepare the volume. When major revisions have been recommended by reviewers, the applicant should include a response from the author that incorporates the recommended revisions. Applicants should verify that the author has adequately responded to this review.

BUDGET

Prepare a complete budget on the form the Grants Office provides for publication projects, supplemented by bids or estimates furnished by copy editor (if applicable), typesetter, printer, and binder (or any combination thereof) that shows breakdowns for specific costs and rates. Sales estimates for the first three years after publication should be shown, together with the average discount (if applicable) and discount classification. The cost of any royalties paid to authors from the sale of publications supported by this program is not eligible for support, nor are any costs incurred before approval of a grant award. The application should specify any costs already incurred. The basis on which nonmanufacturing costs (e.g., donated services) are estimated should be defined on a separate sheet accompanying the budget form. Note: The nonprofit status of your organization requires that income from publication sales (less any royalties paid) must be used to support the organization's programs.

MARKETING

Prepare a marketing plan that describes how the publication will be promoted and sold, including on-site sales, space advertising, direct mail brochures, exhibits, distribution, and special promotions. The figures given on the budget form for marketing and promotion should be commensurate with the plan described.

COPIES OF THE PUBLISHED WORK

Upon publication, the grantee must provide three copies of the published work to the Grants Office. Published works must include the following statement: "This publication has been financed in part with funds provided by the State of Minnesota through the Minnesota Historical Society's Grants-in-Aid Program."

CATEGORY NINE: MUSEUM ENVIRONMENTS

GENERAL INFORMATION

PURPOSE

The collections for which historical organizations are responsible can only be preserved for the future if the storage and mechanical systems in the buildings that contain them meet specified standards. For this reason, the Grants-in-Aid Program will consider applications to purchase appropriate storage equipment, to install, repair, replace, and upgrade equipment and systems needed to protect collections. Such systems include devices to regulate and control temperature and humidity, and devices designed to detect and provide notification in case of emergencies, such as fire or unauthorized entrance to a building. Also considered will be projects to contract with qualified consultants to develop long-range plans for upgrading museum environments.

In addition, the Grants-in-Aid Program will include in this category applications to improve access to museum buildings to comply with the Americans with Disabilities Act (ADA) through the installation of elevators or appropriate ramps.

A good reference publication for this category is: *Preservation Materials Available for Loan* (Minnesota Historical Society, Preservation Outreach Program, [1991]).

REVIEW CRITERIA

Factors considered in evaluating grant applications in this category include (1) the significance of the collections to be preserved, (2) the practicality of the plan of work, and (3) the feasibility of the budget.

REQUIREMENTS

Include the following information in the grant application:

SUMMARY OF THE NEED

Describe the collections now located in the buildings or areas to be improved, in terms of type, quantity, value, and use. Describe the current condition of the systems proposed for improvement, with specific references to age, type, capacity, and potential continued use.

PLAN OF WORK

Describe the work that is proposed and include the time estimated to complete each activity. Identify new equipment, with specific reference to type, manufacturer, model, and capacity. For projects to prepare plans, provide the qualification of the proposed consultant(s) and a description of the proposed product of the long-range plan.

PROJECTS INVOLVING CONSTRUCTION

Pre-applications are required for grants in this category for projects that involve construction. A pre-application must include a draft Scope of Work Form (see Appendix F) and photographs.

BUDGET

Provide a complete budget showing how the cost of each budget item was determined. Show costs for equipment, materials, and labor in separate budget items.

CATEGORY TEN: TECHNOLOGY

GENERAL INFORMATION

PURPOSE

Grants in this category are intended to assist organizations in building capacity to develop and use new information technologies in order to enhance interpretation of and access to history, historic sites, and collections.

Projects in this category may include, but are not limited to, the development and implementation of an information technology strategic plan, the purchase of system hardware and software for collection computerization or digitization, the development of a communication network for chapter or regional historical organizations, or the development of a World Wide Web presence.

Projects in this category must be manageable in scale and carefully planned. Applicants are encouraged to consider a planning phase as a first step to any project in this category. Projects in this category often overlap with those in other categories. In these cases, both sets of guidelines should be followed.

REVIEW CRITERIA

Factors considered in evaluating grant applications in this category include the qualifications of personnel involved in the project, the applicant's capacity to undertake the project, the practicality of the work plan, the feasibility of the budget, and the compatibility of the project to generally accepted technology standards. Other factors include how the project fits into the overall technology needs of the organization, the applicant's ability to maintain the program, and the public benefit derived from access to materials not readily available through the applicant organization. Collaborative projects are encouraged.

INELIGIBLE COSTS

Costs for the purchase of equipment—including computers and printers—solely for general, administrative use of an organization are not an eligible grant activity. Purchase costs for equipment must be tied to a defined project.

REQUIREMENTS

Projects in this category should be manageable in size and well planned. Large scale projects should be phased—applicants should consider applying for several grants over a period of time. For example, an applicant might apply for a grant to plan a larger technology project and apply for grants to implement the plan incrementally over subsequent grant cycles. Include the following information in the grant application:

PROJECT DESCRIPTION

Give an overall description of the project, including the objectives and goals. Provide relevant background information. Include a discussion of why this project is necessary or important. This section should also include a discussion of the applicant's current experience in using technology.

For database development projects, include a preliminary database structure and a description of the fields. Also include information of how the information is currently managed and accessed.

For collections related projects, see also the guidelines for Category Two: Artifact Collections, Category Seven: Manuscripts, or Category Eight: Photographic Collections. For educational/interpretive projects, see also the guidelines for Category Three: Interpretive Programs.

PLAN OF WORK AND TIMETABLE

Describe the project activities by supplying a work plan that indicates the time estimated to complete each activity. Include a discussion of how the program will be maintained and updated once the grant period ends.

PERSONNEL

Provide the names of all project personnel and describe the duties of each. Include information about previous technology experience and capabilities. Include resumes for principal project personnel.

BUDGET

Provide a complete project budget, showing how each budget item was determined. Expenses may include equipment and/or software. Include potential vendors for items, specifications, and the type and model of the equipment. Explain the criteria used in selecting particular makes and models of equipment.

VALUE

Provide a statement on how the project will complement and support the programs of your organization. Also include a statement on how the public will benefit from the project.

ACCESSIBILITY

Describe how the new information technology and/or information generated from the new technology will be made available to the public.