The attached document contains the Grant Narrative of a previously funded grant application. It is not intended to serve as a model, but to give you a sense of how a successful application may be crafted. Be aware that minor changes may have been made to the plan of work and other portions of the proposed project in response to comments made during the review process. Every successful application is different, and each applicant is urged to prepare a proposal that reflects its unique project and aspirations.

Prospective applicants should consult the NHPRC's application guidelines at https://www.archives.gov/nhprc/apply for instructions. Applicants are also strongly encouraged to consult with the NHPRC staff member listed in the grant announcement well before a grant deadline. Prospective applicants are also strongly encouraged to submit a draft application by the deadline listed in the grant announcement.

The Commission welcomes collaborations that target institutional advancement for small and underserved local archives and repositories, **especially those with collections that focus on the voices and perspectives of Black, Indigenous, and People of Color.**

Project Title: Kansas Board Programming Grant

Institution: Kansas Historical Foundation, Inc.

Project Director: Michael Church

Grant Program: State Board Programming Grants

BACKGROUND — KANSAS STATE HISTORICAL RECORDS ADVISORY BOARD (KSHRAB)

The Kansas State Historical Records Advisory Board (KSHRAB) is the sole advisory body for historical records planning and for projects developed and carried out within Kansas under the auspices of the National Historical Publications and Records Commission. When appointments are current, the KSHRAB consists of nine public members, who are appointed by the Executive Director of the Kansas Historical Society (KSHS), and have recognized experience with archives and records management, and three *ex officio* members, the KSHS Executive Director (appointing authority), the State Archivist (Board Coordinator), and the KSHS Senior Archivist for Collections (Deputy Board Coordinator). The KSHS also provides some additional staffing and administrative support for the Board in carrying out its activities.

In 2013, the full Board actively participated in updating its strategic plan. Through a 2014-2015 State and National Archival Partnership (SNAP) grant from the NHPRC, the KSHRAB engaged in activities to fulfill several of the objectives identified in that plan. The Board's 2014-2015 initiatives included the design and delivery of digital preservation workshops to address archival education and training needs among historical records custodians in the state, annual Archives Month campaigns to enhance public awareness of archival issues, and the provision of scholarships to Kansas archivists to subsidize the cost of attending the 2014 Midwest Archives Conference and a Society of American Archivists Digital Archives Specialist course offered in May 2015.

2016-2017, 2018-2019 and 2020 KSHRAB activities continued the Board's implementation of its 2013 Strategic Plan and also aligned with the NHPRC's emphasis on "enhanced online access to records, increased public understanding and use of archives, or collaborative approaches to statewide services or

problem solving among multiple repositories or parties." The full strategic plan can be found on the KSHRAB website: https://www.kshs.org/p/about-kshrab/12256.

KSHRAB meets the performance standards established by NHPRC for active state boards. Coordinator appointments are current while the Board has three vacancies which should be filled by the end of 2022. The State Archivist (project director) position is currently vacant but applications have been received for review and a new State Archivist should be hired soon. KSHRAB holds four meetings each year with more frequent meetings as needed. Recently, conference calls have replaced in-person meetings to reduce travel costs. Meeting minutes and reports have been submitted to NHPRC on a regular basis.

PLANNED ACTIVITIES

ENHANCE ONLINE ACCESS TO RECORDS: KANSAS DIGITAL ACCESS TO HISTORICAL RECORDS (KDAHR) REGRANT PROGRAM

Goal: To enhance online access to historical records and increase digital literacy and citizen engagement with those historical records.

The Board is interested in leveraging the NHPRC's emphasis on digital access to historical records to bring tangible funding and projects to the local governments and community organizations responsible for Kansas' documentary heritage. Through the Kansas Digital Access to Historical Records (KDAHR) Regrant Program, the Board will offer multiple modest regrants of up to $3,000 each over the two-year period. The KSHRAB proposes to administer separate regrant cycles in 2022 and 2023 with projects limited to focused, six-month durations. Preference will be given to smaller historical records repositories (500 cubic feet or less).

Regrant project categories will include:

- digitizing collections and making them available online through *Kansas Memory*, the KSHS-operated online digital collections repository;

- making available online finding aids to analog collections so that descriptive information about those collections will be available to a broader audience; and

- website upgrades specifically designed to highlight a local organization's historical records and increase the discoverability of their collections.

The KSHRAB proposes to award $30,000 in regrants ($15,000 per year) during the 2022 and 2023 grant cycles. The Board's goals for the KDAHR Regrant Program are twofold. First, the grant funds will have the immediate outcome of enhancing online access to a select group of significant historical records. Second, the Board anticipates regrant program participation will build expertise, capacity, and confidence at the local level to adopt digital access as a routine tool for making historical records available to the public.

KDAHR 2016-2017 AWARDS

Over the two-year period 2016-2017 KDAHR received twenty grant applications requesting $43,605 in funds and the Board made eleven awards totaling $22,429. Seven of the eleven projects were digitization only, two combined digitization with web development and finding aid creation respectively, and two were web development and finding aid creation only. The awardee institutions represent ten communities in four regions of the state: northeast, southeast, southcentral and central Kansas. For specific information on awardees and projects completed see Supplement A and the table and map below.

Applicants	Type of Org	Year	Type of Project	Requested	Awarded	Match	Total Costs	Type of Records	Quantity of Records
KSHRAB KDAHR Regrant Stats 2016-2017									
Lucas Arts and Humanities Council, Inc.	Museum/Hist Soc	2016	Digitization	2500	0	1250	3750		
Historic Wichita Cowtown, Inc.	Museum/Hist Soc	2016	Digitization	2500	0	4050	6550		
Holy Trinity Orthodox Church of Overland Park, KS, Inc.	Religious	2016	Digitization	2470	2470	1420	3890	ledgers	10 ledgers, 621 pages
Lansing Historical Museum	Museum/Hist Soc	2016	Digitization	2500	0	2500	5000		
Leavenworth County Historical Society	Museum/Hist Soc	2016	Digitization/Web	980	0	800	1780		
Miner's Hall Museum	Museum/Hist Soc	2016	Digitization	1622	1622	3045	4667	Photographs/Mss	909 pages
Rosedale Development Association	Town Booster	2016	Digitization/Aid	1816	1800	950	2766	Photographs/Mss	1,171 pages
Shawnee County Historical Society	Museum/Hist Soc	2016	Digitzation	1354	1354	1520	2874	Photographs	229 pages
Lecompton Historical Society	Museum/Hist Soc	2016	Digtization	1975	1975	2145	4045	Photographs	396 pages
Wabaunsee County Historical Society	Museum/Hist Soc	2016	Digitization/Web	2500	2000	1250	3750	Photographs/Mss	701 pages
Wamego Public Library	Library	2016	Digitization	2190	0	1292	3482		
2016 subtotal				22407	11221				
Bonner Springs Historic Preservation Society	Musuem/Hist Soc	2017	Digitization	2490	0	4690	7180		
Butler County Historical Society/Kansas Oil Museum	Musuem/Hist Soc	2017	Digitization	2500	2500	8250	10750	Photographs	
Wamego Public Library	Library	2017	Digitization	1643	1643	495	2138	Photographs	
Abilene Public Library	Library	2017	Digitization	2500	0	30050	32550		
Franklin county Historical Society	Musuem/Hist Soc	2017	Web devel	2500	2500	1250	3750	Web development	
Hesston Public Library	Library	2017	Digitization	2165	2165	2847	5012	Manuscript collection	
Morris County Historical Society	Museum/Hist Soc	2017	Digitization	2500	0	0	2500		
American Historical Society of Germans from Russia	Museum/Hist Soc	2017	Finding aid	2400	2400	2245	4645	Oral history/finding aid	
Wellington Public Library	Library	2017	Digitization	2500	0	3987	6487		
2017 subtotal				21198	11208				
	Totals			43605	22429				

2016 applicants noted with grey marker, 2017 applicants with blue. Stars indicate applicants who received awards.

KDAHR 2018-2019 AWARDS

Over the two-year period 2018-2019 KDAHR received eleven grant applications requesting $30,465.27 in funds and the Board made nine awards totaling $23,929.39. Seven of the eleven projects were digitization only, one was finding aid creation only and one involved the enhancement of an existing website. Of the two applicants who did not receive awards, one proposed to digitize non-unique published material and the other submitted an incomplete application with no project plan. The awardee institutions represent nine communities in four regions of the state: northeast, southeast, southcentral and central Kansas. For specific information on awardees and projects completed see Supplement A and the table and map below.

KSHRAB KDAHR Regrant 2018-2019

Applicants	Type of Org	Year	Project Type	Requested	Awarded	Match	Total Costs	Type of Records	Quantity
Bonner Springs Historicsl Society	Hist Soc	2018	Digitization	3000	2500	3000	5500	photos and mss	in process
Historic Wihcita Cowtown, Inc.	Museum	2018	Digitization	2990	3000	4133.78	7133.78	photos and mss	in process
Kansas Learning Center for Health	Publ Health	2018	Digtiziation	3000	3000	1590	4590	photos and mss	in process
Morris county Historical Society	Hist Soc	2018	Digitization	3000	3000	3000	6000	photos and mss	in process
Clinton Lake Historical Society	Hist Soc	2018	Website	1357	1357	1342	2699	web enhance	
2018 subtotal				13347	12857				
Lucas Arts & Humanities Council	Arts	2019	Digitization	3000	0	1500		artist project files	
Highland Community College	College	2019	Digitization	2821	2797	3280	6077	photos and mss	in process
Independence Public Library	Library	2019	Digitization	2987.92	3000	3905.65	6905.65	photos and mss	in process
Lincoln Public Library	Library	2019	Digitization	2309.35	2275.39	769.78	3045.17	photos and mss	in process
Russell Public Library	Library	2019	Digitization	3000	0	1500		newspaper microfilm	
Salina Public Library	Library	2019	Description	3000	3000	1475	4475	auido oral histories	in process
2019 subtotal				17118.27	11072.39				
	Totals			30465.27	23929.39				

2018 applicants noted with green marker, 2019 applicants with blue. Stars indicate applicants who received awards.

KDAHR 2020 AWARDS

Between May 1, 2020 and April 30, 2021, KDAHR received only three grant applications. It was very difficult finding applicants willing to commit to a project schedule during the pandemic. The Board met in November to review the applications and funded two and requested additional information on the third which was funded in January 2021. The funded projects include:

Jefferson County Historical, Inc	Oskaloosa	Preserving Collections	Web enhancement	$3,000
Kansas Learning Center for Health	Halstead (Harvey Co)	Dr. Arthur E. Hertzler Digitization Project	Digitization	$3,000
The Kansas African American Museum	Wichita (Sedgwick Co)	TKAAM Online Engagement Center	Web enhancement	$3,840

The schedules for these projects will differ depending on the needs of the project to accommodate difficulties experienced dealing with the pandemic and will overlap with the 2021 regrant projects, the application period for which began in May 2021.

KDAHR WORK PLAN

A part-time regrant program administrator will be hired in May 2022 to assist the KSHRAB with program logistics and oversight. Grant opportunities for the first cycle will be published in May 2022, with a deadline to apply of July 30, 2022. KSHRAB staff will promote the program through social media and email marketing to local cultural heritage institutions and records repositories. KSHRAB members will review all complete grant applications, hold a meeting to discuss the applications, and announce regrant recipients by September 1 so that projects can begin that month. The criteria used to judge applications and make awards are stated in the application guidelines under "Application Review and Selection" in Supplement B. Grantees will receive funding at the outset of the project and will be encouraged to provide a 50% match, either in cash or in-kind. Grantees will be monitored through the submission of digital samples required prior to beginning routine digitization (for those awarded digitization grants) and a brief narrative report due at the mid-point of the grant project period (November 15, 2022). The KSHRAB administrative assistant, KSHRAB members and KSHS staff will provide guidance to KDAHR applicants and recipients as needed throughout the grant cycle. Final reports will have a deadline for receipt within 30 days of completing a project—final deadline to complete 2022 projects will be February 28, 2023, unless an extension has been requested and received board approval by January 15, 2023. Upon receipt of the final project report, the KSHRAB administrative assistant, Project Director, and Project Coordinator will verify successful completion of the online elements of the grant project by reviewing the organization's website for new finding aids; verifying digitized collection materials have been uploaded to *Kansas Memory*; or reviewing an institution's website for information about its historical records. Each organization also will be required to submit a final report with an itemized list of expenditures and cash/in-kind match contributions as well as copies of relevant invoices, receipts, checks, and payment documents. As much of the application and reporting processes as possible will be

completed electronically via email or through online forms; organizations will have the ability to mail in applications and reports as well.

The 2023 KDAHR Regrant Program guidelines will be adjusted, if necessary, based upon lessons learned from the 2022 grant cycle, but the 2023 timeline should be similar to 2022, as shown in the timeline above. The complete 2019 *KDAHR Regrant Program Guidelines* can be found in Supplement B. KDAHR awardees pursuing the digitization option will use the funds awarded to digitize (either locally or through a digitization vendor) the records identified in the grant proposal and create most of the associated metadata. KSHS staff will train the awardee in *Kansas Memory* descriptive and digitization standards and best practices through online webinars and one-on-one telephone and email consultations. Digitization will conform to the *Kansas Memory* digitization guidelines and best practices summary (Supplement B) which is based on BCR's CDP Digital Imaging Best Practices, version 2.0 (2008). While the *Kansas Memory* digitization guidelines are mostly consistent with FADGI guidelines they do not, in themselves, amount to a FADGI-compliant workflow. KSHS has implemented FADGI-compliant workflows and procedures for numerous onsite KSHS workstations and KSHS staff are considering ways to include KDAHR awardee digitization occurring offsite within such FADGI-compliant workflows.   KSHS will provide the awardee with a spreadsheet consisting of a qualified Dublin Core element set as the required descriptive metadata for each item plus a unique identifier that forms the root of the digital files associated with an item description during production.

Once digitization and metadata creation are complete, the awardee will send the digital assets to KSHS via external drive for processing and loading to the *Kansas Memory* digital collections. KSHS staff will load the awardee descriptive data to the *Kansas Memory* content management system, assign additional universal metadata elements, create necessary structural and administrative metadata to support online publication, create image derivatives from the awardee master files, perform quality

review on both the images and the metadata to ensure compliance with Kansas Memory digital best practices, add additional unique metadata tags that allow multi-faceted browsing across multiple related collections, move master image files to permanent storage and publish complete item records on *Kansas Memory*.

The Board understands that many institutions will not have the capacity to follow strict standards when creating online finding aids, however, institutions will be encouraged to use archival and arrangement standards including EAD, MARC, and DACS. The Board will also encourage regrant recipients creating or updating their websites to ensure these websites are user-friendly, mobile-device enabled, and meet current ADA web accessibility standards (http://webaim.org/). Board members and KSHS staff will be available to help institutions comply with these standards.

INCREASE CITIZEN ENGAGEMENT WITH ARCHIVES: ARCHIVES MONTH AND OTHER ADVOCACY AND AWARENESS EFFORTS

Goal: To increase Kansas citizens' understanding of and engagement with archives.

ARCHIVES MONTH

The Board will continue to provide archives awareness and advocacy as part of its 2022 and 2023 Archives Month activities but because most direct and indirect costs will be devoted to the KDAHR regrant program, such activities will be limited to web and social media promotion. As it did during the 2020-21 grant cycle, the Board will plan and conduct an awareness-raising campaign using social media

including using the KSHRAB Facebook page to articulate the value of archives to an online audience and promote the CoSA-sponsored annual Electronic Records Day (10.10).

The KSHRAB will plan its annual Archives Month activities between March and September each year.

STAKEHOLDER ENGAGEMENT

The Board believes that its recent commitment to regularly hosting vendor tables at professional and avocational conferences has effectively raised awareness of archival issues among some of our most important stakeholder groups: Kansas local government officials, librarians, museum professionals, and genealogists. Connecting directly with local organizations in the state at these meetings also allows the Board to raise awareness about NHPRC grant funding opportunities. Over the past four years the Board has consistently hosted vendor tables at conferences that align with the stakeholder groups mentioned above, including conferences for the Kansas Registers of Deeds, Kansas Library Association, Kansas Museum Association, Kansas Ancestor Fair and various local genealogy groups. The Board selects conferences based on stakeholder representation and Board member availability. The KSHRAB proposes to continue its use of conference vendor booths as an outreach tool during 2022 and 2023.

ARCHIVAL EDUCATION/TRAINING: TRAVEL STIPENDS AND SCHOLARSHIPS

Goal: To provide quality archival training to custodians of Kansas' historical records

The Board's 2013 strategic plan identifies archival education and training as critical to achieving its vision of ensuring the availability of records with enduring value. In pursuit of this goal, the KSHRAB proposes to provide Kansas historical records custodians with scholarships to defray the cost of archival continuing education offerings sponsored by organizations such as the Midwest Archives Conference (MAC) or Society of American Archivists (SAA). KSHRAB successfully funded ten individuals to attend

professional meetings and workshops in the 2014-2015 grant period and, as of March 2017, five individuals in the 2016-2017 grant period. This funding ensures that local individuals working with historical materials receive highly-rated training that does not rely on board members and KSHS staff already tasked with other duties and responsibilities. This also ensures that Kansas' "accidental archivists," those individuals working with historical records with little to no training, still have the opportunity to receive quality training and learn best practices in the field to better help Kansas citizens access these records. See Supplement C for scholarship application and information on 2018-2019 awardees to date.

The Board proposes to award at least five scholarships of up to $500 each for each year of the two-year grant period. Online educational activities will also be evaluated for usefulness to Kansas historical records custodians as they become available.

The Board will evaluate scholarship applications for the 2022-2023 grant period through a short form applicants fill out providing some information about their work and educational background and their need for a scholarship (Supplement C). Either the full Board or a sub-committee of the Board will review scholarship applications and select recipients who have the most pressing need for formal archival training depending on the nature of their organization's collections and their current level of archival knowledge. To receive a scholarship, the applicant must identify how the educational opportunity specifically relates to a problem or issue they are facing in their work or schooling. Applicants should either be enrolled in an archives or library program or be employed at an institution that works with archival material. The application will ask for details about the size of institution the individual works at (if applicable), the type of formal training and/or experience they have working with historical documents, and how the specific educational opportunity will help them in their work or schooling. The

Board will use this information to rate applications and determine those individuals who are most in need of the scholarships.

The KSHRAB will develop a survey to send those individuals who have already received funding and to individuals funded through the 2022-2023 grant in order to receive feedback about how their training has helped them work with their organization's collections; specifically the problem/issue(s) identified in the scholarship application. The survey will also be used to determine what training needs are still not being met in Kansas.

BOARD MEETINGS

During this two-year period, the KSHRAB will have six meetings (three per year) beyond the two meetings held to review regrant applications. The purpose of these meetings will be to undertake the projects determined to meet the needs identified in the most recent strategic plan and plan for the next State Board Programming grant. The KSHRAB regularly holds conference calls to complete its work but expects to continue holding one in-person meeting a year to facilitate strategic planning.

STAFFING

CO-DIRECTOR/COORDINATOR

Michael Church, Senior Archivist for Collections, has served as support staff for the KSHRAB since 2015, program coordinator since 2016 and oversaw the planning and implementation of the Board's 2016-2017, 2018-2019 and 2020-2021 regrant programs. Church has led the curation and acquisition of special collections since 2018 and has coordinated the digital production and publication of archival materials on *Kansas Memory* since 2007. He served as project director for the National Digital Newspaper Program in Kansas from 2009-2015 and he manages the Kansas Digital Newspapers program and the State Archives' partnerships with commercial entities.

CO-DIRECTOR/COORDINATOR

Megan Burton, Senior Archivist for Public Services, has led the public records and electronic records programs since 2015 and has overseen reference services since 2018. She coordinates Kansas State Records Board meetings and is the lead archivist for digital preservation efforts using Preservica. Burton is the lead archivist on grant-based partnerships including OSSArcFlow an IMLS funded project investigating, synchronizing, and modeling a range of workflows to increase the capacity of libraries and archives to curate born digital content, and the NHPRC TOMES Project to identify email accounts of public officials with enduring value. She has been an informal advisor to the Board since 2015 and served briefly as project coordinator in 2019-2020 shortly before the COVID-19 pandemic.

KDAHR REGRANT PROGRAM ADMINISTRATOR

To assure the success of the KDAHR Regrant Program, a **regrant program administrator** will be hired to manage all aspects of the program including creation and distribution of grant opportunities, coordination of questions about the regrant program and application process, receipt of applications and reports, disbursement of grant funds, and verification of project completion. The Regrant Program Administrator will be the main contact for regrant applicants and recipients and act as the intermediary between recipients and the Board (full job description attached).

SUPPORT STAFF

To assure the success of all Board programming, an **administrative assistant** will be hired. The administrative assistant will handle communications with and on behalf of the Board, as well as facilitate other aspects of the Board's activities, such as monitoring cost sharing, compiling board meeting minutes, and updating the KSHRAB Facebook account and webpage. The administrative assistant will also help to manage the regrant program with the Regrant Administrator. The Board has had great success hiring library science students from Emporia State University in the past two years, providing

students interested in historical materials with a job opportunity in their potential career field (full job description attached).

QUANTIFIABLE OBJECTIVES

KDAHR REGRANT PROGRAM

1. By the end of the grant period, regrant recipients will have enhanced online access to historical records significant to the state of Kansas through digitization projects, online finding aids, or new/updated websites.

ADVOCACY

2. By the end of the grant period, 250 members of the general public and historical records custodians will have contact with Board members and/or educational materials provided by the Board.

SCHOLARSHIPS

3. By the end of the grant period, at least ten scholarship recipients will have attended an archival training activity and applied that training to complete a project or correct a problem within their records collection.

EVALUATION

The Board will use both formative and summative evaluation methods to ensure all projects reach completion by the end of the grant cycle. Each project's results and products/publications will then be disseminated via the KSHRAB Facebook page and website.

FORMATIVE EVALUATION

The Board will use formative evaluation methods to ensure that projects are tracked to be completed in the timeline given. The Board will use the interim and final reports from the KDAHR Regrant recipients to determine not only the success of individual regrant projects, but also the success of the overall regrant program. The final reports from the 2022 regrant cycle will be used, along with participant surveys, to establish any necessary changes to the 2023 regrant cycle.

In a similar fashion, surveys will be used to understand the success of the scholarship program. These surveys will be reviewed to ensure the scholarship program is helping to provide Kansas historical records custodians with archival training that will apply directly to their current job duties. The surveys will establish what educational opportunities and training workshops are most helpful and how these educational/training situations help in the preservation and access to historical records. If needed, the Board will use the surveys to locate more applicable educational programs for Kansas archivists and their collection needs.

SUMMATIVE EVALUATION

Similar to the formative evaluations, reports and surveys along with final products and headcounts will serve as the summative evaluation methods when determining program success. The Board will complete similar surveys at the end of 2023 to review the completion of all grant projects and to see if the objectives listed above are met. The Board will then use these evaluations to reformat the KDAHR Regrant Program and determine individual quantifiable objectives for each of the regrant project categories for future regrant cycles.