



OHRAB Regrants FAQs

The OHRAB regrants are funded by the National Historical Publications and Records Commission, an arm of the National Archives and Records Administration through their State Board Programming Grants. Grants of \$500 to \$5,000 are available to archival institutions to fund projects that preserve and/or provide access to Ohio's historical records. Eligible grant projects include: repository assessment, policy development/strategic planning, digitization and collection access and/or preservation projects.

What is the time frame for the application process and grants?

The calendar for the grant cycle varies from year-to-year but in general it follows:

- Early January: grant opportunity announced
- Late February: grant application deadline
- Late March/Early April: grant recipients notified and grant projects begin
- Late August: interim reports due to OHRAB
- December 31: grant projects end
- January 31: final reports due to OHRAB

Is there a match requirement for the regrant?

Yes, there is a required minimum of a one to one in-kind and/or cash match. The cash match may include staff and/or volunteer time. (More information on in-kind or cash match is available in the application packet).

What types of institutions are eligible to apply?

Public and private institutions may apply, though preference is given to those with archival collections of 500 cu. ft. or less. The archival collections of the applying institution must be available without charge to the public on a regularly scheduled basis. In addition, NHPRC policy prohibits grant funding to Federally authorized institutions that are eligible to receive Federal appropriations.

What expenses are eligible?

Supplies, Contracted Services and Equipment

What cannot be included?

Institutions who charge for access are ineligible, as well as existing staff salaries and/or operating costs, personnel, capital improvements, collection development, museum materials, training, services, subscriptions or services already provided by Ohio History Connection and institutions employing board members of OHRAB.

Are there any other restrictions to use of grant funds?

All purchases must be made within the grant period.

Ohio Historical Records Advisory Board
C/O Ohio History Connection State Archives
800 E. 17th Ave.
Columbus, Ohio 43211
614-297-2536
ohrab@ohiohistory.org



Have a possible grant idea? Let us know!

If you are not sure if a project is eligible for funding or would like to get feedback on an idea, our board members are available to help. Just send a brief description of the project to ohrab@ohiohistory.org by December 1st.

Want to see the types of projects that have been funded in the past or what the application form looks like? Visit <http://www.ohrab.org/grants/regrant/>.

Application Tips

- Does the proposal clearly state the project's goals, what it will accomplish and what the benefits will be?
- Does the proposal document demand for the collection?
- Does the application demonstrate the urgency of the project? Why is it essential to fund the project now?
- Does the project adhere to technical standards (archival, digitization, etc.)?
- Is the project sustainable? What are the long-term preservation plans (especially for digitization projects)?
- How will the project be evaluated? The end products should be clearly defined and measurable.
- What type of publicity plan is in place? Is it primarily internal or external?
- Do the budget and narrative correspond? Anything that potentially raises red flags in the budget should be explained in the narrative.
- If staff members participate as part of the cost share, be sure to explain what they will be doing.
- Does the application include position descriptions for any staff that will be hired for the project and do the requested qualifications in the position descriptions match the job requirements?

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