

Historical Records Digitization Services Grants

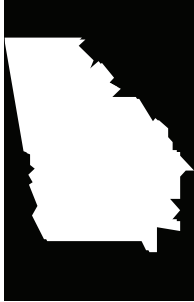
2009 Grant Application Guidelines

Effective May 1, 2009

Historical Repositories



GEORGIA HISTORICAL RECORDS ADVISORY BOARD
The Georgia Archives



This booklet is designed for organizations who wish to apply for a GHRAB Historical Records Digitization Services grant.

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Section 1: Overview of Grants Program

Purpose

The Historical Records Digitization Services Grants are designed to promote access to historical documents and to advance the use of technology in Georgia's repositories.

Eligibility

Eligible Organizations

Historical Repository: A non-profit organization or educational institution that houses, preserves, and provides access to historical documents on a regularly scheduled basis. This may be a historical society, library, museum, or similar organization.

Ineligible Organizations

- ◆ For-profit organizations
- ◆ Organizations that do not provide public access to records
- ◆ Sectarian Organizations: Defined for grant purposes as (1) a group organized for public worship or (2) an organization unwilling or unable to assert that it is not a sectarian organization. The Georgia Constitution prohibits state funding for sectarian organizations.

Applicant Requirements

All organizations applying for grants under this program must:

- ◆ be registered and in active status with the Office of Secretary of State where appropriate;
- ◆ agree to comply with laws regulating non-profit organizations providing services and facilities to the state;
- ◆ determine compliance requirements of the Georgia Charitable Solicitations Act, OCGA § 43-17-1 *et seq.*, and assure compliance with the Act where appropriate;
- ◆ be open to the public and make materials available on a regularly scheduled basis; (If the materials are owned by an organization that cannot provide access, it may be possible to partner with another organization to provide public access. Please discuss with GHRAB grant staff.)

- ◆ provide a copy of the repository’s mission statement and acquisition/collection policy; (The mission statement is required for submission. The collection policy should include the elements identified in GHRAB’s *Preferred Practices for Historical Repositories*. If the repository does not have a collection policy, development of this policy must be included in the grant project.
- ◆ provide a copy of the repository’s disaster preparedness plan; (If the repository does not have a disaster preparedness plan, development of this plan must be included in the project’s work plan.)
- ◆ if the proposed project involves local government records, provide a copy of the deposit agreement with the government. *Local governments cannot transfer ownership of their records, but may place them on deposit in an historical repository for preservation and public access.*

Grant Amounts

Digitization services will be awarded, not cash awards. Applicants may request digitization services up to \$10,000. The number of awards made will be determined by the quality of the applications received. Paper records can be digitized for 10 cents an image; microfilm collections can be digitized for 3 cents an image.

Deadlines and Timetable for 2009 Grant Cycle

Grant applications must be postmarked by this date.	September 1, 2009
GHRAB meets.	October 2009
Applicants notified of Board’s decision and contracts signed.	November 2009
Grant projects start.	December 1, 2009
Grant projects end.	November 30, 2010

Application Assistance

GHRAB grant staff are available via phone, fax, or e-mail to respond to questions about the grant application process or project administration. For assistance, please contact Elizabeth Aloi Barr, Assistant GHRAB Coordinator, at ebarr@sos.ga.gov.

Georgia Historical Records Advisory Board, The Georgia Archives
5800 Jonesboro Road, Morrow, GA 30260
Tel: 678-364-3718, Fax: 678-364-3860



Section 2: Eligible & Preferred Records

Eligible Records

Preference will be given to records of high genealogical value. Other historical record types will be considered as part of a project where some of the records have genealogical value.

All records that are proposed for digitization must be ready to scan at the time of application or must include a timeline for them to be ready to scan by December 1, 2009.

Preferred Records

Highest priority will be given to records that contain names of people, their geographic location, and dates. Priority will be given to documents with multiple individuals per image as well as records that show cross-generational relationships. Below are some record examples that match these criteria:

- ◆ Vital Records (birth, marriage, death, divorce)
- ◆ Census Records
- ◆ Military (soldier, veteran, prisoner rolls & lists; pension records; indexes, etc.)
- ◆ Directories and Member Lists
- ◆ Court, Land, and Will/Probate Collections
- ◆ Immigration, Emigration and Naturalization Records.

Priority will be given to microfilm.



Section 3: Funding Criteria and Policies

Grant Selection Criteria

GHRAB will review and evaluate all eligible applications received during the competition described in these guidelines. The Board may award all, some, or none of the digitization services requested. GHRAB will prioritize applications based on the criteria outlined in “Preferred Records” on page 3.

Required Agreements

Digitization services will be provided by The Generations Network (TGN), better known by its website name as Ancestry.com

By submitting this grant application, applicant understands and agrees to the following:

- ◆ TGN will scan microfilm and microfiche at TGN facilities in Utah. TGN will pay all costs of shipping microfilm and microfiche from the applicant’s site to the TGN facilities in Utah and back to the applicant’s site.
- ◆ TGN will scan original records at the Georgia Archives in Morrow under the supervision of Georgia Archives staff. Applicant is responsible for delivering the records to Morrow and retrieving them after scanning. No original records will be removed from the Georgia Archives location.
- ◆ TGN will create digital images and basic indexes (generally: name, place, and date) of the records.
- ◆ Digital images and indexes will be published on TGN’s websites, available to subscribers.
- ◆ Applicant will receive a free subscription to Ancestry.com for use by applicant’s staff and patrons.
- ◆ A copy of the digital images and index will be returned to the applicant.
 - > Digital images may be used internally but may not be published on a publicly-accessible website. After three (3) years, applicant may publish the digital images on a publicly-accessible website, crediting TGN as the source of the digital images.
 - > Indexes may be linked to digital images on TGN’s website and used internally or made available publicly.
- ◆ Applicant may not grant any third party permission to publish images or indexes online or in electronic format for a period of three (3) years.
- ◆ Applicant reserves all other rights pertaining to the use of the original or microfilm records.



Section 4: Application Procedures

Application Form: Page 1

Please provide the requested information in each box. Note the following definitions:

- ◆ **FEIN:** Your Federal Employer Identification Number.
- ◆ **Fiscal Year:** The time period your organization uses for accounting/tax purposes. Please include month and day (for example, July 1-June 30).
- ◆ **Contact Person:** The name of the person most familiar with the grant. GHRAB will contact this person concerning any questions, updates on the grants, etc.
- ◆ **Authorizing Official:** The person who is authorized to sign a contract on behalf of your organization and authorized to grant rights for digitization and publication (Board President, Treasurer, etc.). This person must sign the application.
- ◆ **Project Dates:** Grants begin on December 1, 2009 and end on November 30, 2010. The project may be completed and closed at any point during the twelve-month grant period.
- ◆ **Brief Description of Project:** Provide a brief, one sentence description of your project. For example: "Scan the following records collections (give names of records) totaling _____ images on paper and _____ images on microfilm."
- ◆ **Signature:** Have the authorizing official sign the completed grant application.

Application Form: Page 2

Previous Grants

List all previous GHRAB grant projects.

Organization Description

Provide an organization description by answering the following questions. Also include any additional information regarding other aspects of your organization that you feel would be helpful to the Board's review of your request.

1. What is your organization? (Historical society, museum, library, or other)
2. What is your organization's mission?
3. How many staff members do you have, and what is their status? (Full-time, part-time, volunteer, etc.)
4. What is your annual budget?
5. What is your source of funding? (Membership dues, city or county appropriations, support from parent organization, etc.)
6. What are your hours of operation?
7. What is your annual number of users?

Project Description (repeat if needed for multiple record collections)

Provide project description by answering the following questions. You may provide any additional information you feel would be helpful to the Board's review of your request for digitization services.

1. Records Collection Description (repeat if needed for multiple record submissions)
 - a. Title
Include the full title for this records collection
 - b. Records Description
Give a brief description of the records collection. Include the type and format of the documents as well as the general layout and arrangement of the records
 - c. Physical Condition
Describe the condition of the original records to be scanned indicating any potential conservation issues, such as flattening, separation, de-binding, repair, fastener removal, etc.
 - d. Significance of the Records
Describe the significance of the records collection and why these records may be unique or valuable, and thus good candidates for the Digitization Services Grants
 - e. Access Restrictions
Outline any restrictions on the records whether physical, bureaucratic, privacy-centered, or other
 - f. Availability of Records
Indicate the availability of the records for sending off-site for scanning and digitization. Indicate on-site space and accommodations for paper records that would be scanned at the Georgia Archives in Morrow
 - g. Timeline
If records are not ready for scanning at time of application, include a timeline for them to be ready to scan by December 1st

2. Resources Provided by Applicant
 - a. Staff Support
Please indicate any staff or volunteer resources that could be dedicated to the project or used to help in the imaging process
 - b. Community Support
Please provide any organizations with which the applicant has a relationship or which may be used for helping in the indexing process such as space, hardware, etc.
 - c. Current Digitization Status
Please detail any digitization that may have been done by the applicant on the collections, and if any electronic indexes or records currently exist, along with any capacity that the applicant may have for on-site digitization
 - d. Other Support
Please indicate any other resources that may be available for use during the imaging or indexing process

3. Partnership Criteria (Optional)
 - a. Applicant's Expectations
Please identify any special request for the treatment of materials in the collection, or other requests that need to be known during the digitization process
 - b. Third Parties
Please indicate if there are any special conditions or restrictions regarding third party's involvement in the digitization process

Application Form: Page 3

Digitization Priorities Spreadsheet (Use only the provided electronic spreadsheet.)

Fill out the Digitization Priorities Spreadsheet with a summary of the information requested.

- ◆ **Record Collection Title:** Add a descriptive title for the collection
- ◆ **Applicant's Priority for Digitization:** Prioritize each of the record collections you have included for digitization with #1 being your highest priority
- ◆ **Record Category:** Select the category of the record collection from the pull-down menu i.e. Vital Records, Census, Immigration, Naturalization, Military, Directories or Member Lists, Court Records, Land Records, Probate Records, Photos, Maps, Yearbooks, Newspapers, or Other
- ◆ **Years Covered:** Indicate the years that the collection covers
- ◆ **Record Format or Medium:** Select the format or medium from the pull-down menu i.e. Microfilm, Microfiche, Books, Sheets, Large Format, or Other
- ◆ **Record Form:** Select the record form from the pull-down menu i.e. form based and hand-written, typed, index, or OCR (optical character recognition)
- ◆ **Approximate # of Format or Medium:** Indicate the quantity of Film, Books, Sheets, etc.
- ◆ **Approximate # of Pages or Images:** Estimate the total page count for the record collection. Count each page as two if they are double-sided.
- ◆ **Approximate # of Records Per Page:** Enter the typical number of records on each page. **PLEASE NOTE:** Sometimes several pages equal one record such as in Confederate Pension Records or Deeds. Sometimes several records appear on one page such as in Census Records. Sometimes the record and the page are the same thing as in marriage certificates or birth certificates.
- ◆ **Approximate # of Names Per Page:** Indicate the approximate number of names appearing on each page, e.g. A marriage certificate record would generally have 2, the bride and groom. A census page might have 30 names.
- ◆ **Copyright Clear?** Is the collection free from copyright and privacy restrictions so that it can be published on the Internet?
- ◆ **Comments:** Please add any other useful information on a separate page as needed

Application Form: Attachments

The following attachments are required to be submitted with your application.

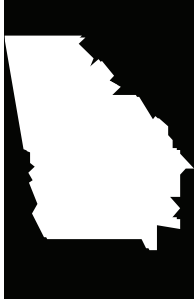
- Record Samples (at least one sample from each records collection identified in the Digitization Priorities Spreadsheet)
- Timeline showing records will be ready to scan by December 1, 2009
(Exception: Records are ready to be scanned now.)
- Certification of Non-Sectarian Status Form
- Mission Statement
- Acquisition/Collection Policy (Exception: Development included in grant project)
- Disaster Preparedness Plan (Exception: Development included in grant project.)
- Deposit Agreement (if working with a local government agency)

The goal is to keep this process as simple as possible. Grant Applications should generally be no longer than 10 pages plus samples. Much of the critical information about the records collections will be provided in the Digitization Priorities spreadsheet.

How to Submit the Application

After completing your application, have the appropriate authorizing official sign it and submit the original application with the required attachments to:

GHRAB Historical Records Grant Program
The Georgia Archives
5800 Jonesboro Road
Morrow, GA 30260
Tel: 678-364-3718
Fax: 678-364-3860



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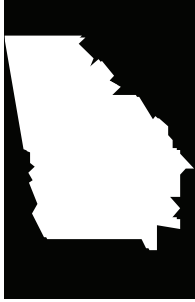
The Georgia Archives, Morrow

ASSISTANT GHRAB COORDINATOR

Elizabeth Aloï Barr

The Georgia Archives, Morrow

The Georgia Historical Records Advisory Board (GHRAB) was established by the Georgia General Assembly in 1993. Its mission is to promote the educational use of Georgia's documentary heritage by all its citizens, evaluate and improve conditions of records, conduct statewide planning for preservation of and access to Georgia's documentary resources, foster cooperation and collaboration among users and keepers of Georgia's historical records, and advise the Secretary of State and the Georgia Archives on issues concerning records.



About the Georgia Archives

The mission of the Georgia Archives is to identify, select, preserve and make accessible records that constitute Georgia's recorded history; to increase the efficiency of the State Government through effective records management; and to improve the quality of records and archives management statewide.

Public Hours

Tuesday-Saturday	8:30 a.m.—5:00 p.m.
Monday	Closed

Closed for State and most Federal holidays and on the Saturdays immediately preceding Monday holidays or following Friday holidays.

Contact Information

The Georgia Archives
5800 Jonesboro Road
Morrow, GA 30260
Tel: 678-364-3700
Fax: 678-364-3860

Online

www.GeorgiaArchives.org

