



## State Historical Society of North Dakota Archival Supply Purchase Grant 2015-2017

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In 2015, the North Dakota Legislature reauthorized funding to the State Historical Society of North Dakota (SHSND) for the Cultural Heritage Grant Program. The Cultural Heritage Grant Program has been administered by the State Historical Society since it was first created in 2003 and provides grant funding for local museums and historical societies.

The SHSND identified a key area of concern throughout North Dakota's historical repositories is the storage of archival and collections material. In an effort to assist local historical societies, museums and historical repositories the SHSND established the Archival Supply Purchase Grants.

As part of the Cultural Heritage Grant Program the SHSND has obligated \$15,000 to the Archival Supply Purchase Grant. Archival Supply Purchase Grants are available for local and county historical societies, museums and archives to purchase archival supplies such as storage boxes, photo sleeves, and environmental monitors. Grants will be awarded throughout the biennium until the fund is exhausted.

*The application forms are available on the SHSND website as a PDF file: [www.history.nd.gov](http://www.history.nd.gov)*

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### Application Information

1. Fill out and submit the Archival Supply Purchase Application form. A downloadable fillable pdf of the application form is available on line or by request and the application can be submitted electronically to [amunson@nd.gov](mailto:amunson@nd.gov).
2. The following organizations are eligible to apply for an Archival Supply Purchase Grant:
  - organizations with officially recognized 501(c)3 non-profit status
  - legally organized subsidiaries of city, county, or tribal government
3. The following are ineligible to apply for an Archival Supply Purchase Grant:
  - individuals
  - state or federal agencies
  - foundations, friends groups or supporting associations of state or federal agencies
4. Upon receipt of application, it will be reviewed by the State Historical Society Staff and either an award letter or decline letter will be sent.
5. If a grant is awarded, the Reimbursement Request will need to be submitted following the completion of the purchase. A downloadable fillable pdf of the Reimbursement Request form is available on line ([www.history.nd.gov](http://www.history.nd.gov)) or by request. Reimbursement requests can be submitted via postal mail or electronically, keep in mind when sending electronically a copy of the receipts will also need to be included.

### Requirements

- Archival Supplies must be used by the organization applying for the funds. Archival Supply Purchase grant funds cannot be passed through to another organization.
- Matching funds are not required for the Archival Supply Purchase grants.

- Application needs to include:
  - Archival Supply Purchase Application Form
  - Short statement of how the archival supplies will be used by the organization. (ie: to house special clothing collection, reorganize and safely store photo collection)
  - Budget worksheet (page 5)
  
- Applicants can apply for more than one Archival Supply Purchase Grant but will only be eligible for up to a maximum of \$1,500 in grant reimbursement during this funding cycle, which begins July 1, 2015 and ends May 31, 2017.
  
- In order to receive reimbursement, grant recipients must submit receipts with the Reimbursement Request and include an explanation of expenses.

**Reimbursable Expenses include but are not limited to:**

- Archival Boxes and folders
- Archival Envelopes or sleeves
- Environmental monitors
- PH testing pens
- Gloves (nitrile)

**Expenses that are not allowable include but are not limited to:**

- Computer equipment
- Collections management software
- Shelving
- Exhibit display material
- Materials Purchased Previous to the grant award

**Archival Supply Purchase Grant  
Application Form**

**Organization:** \_\_\_\_\_

**Name:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**City:** \_\_\_\_\_ **State:** \_\_\_\_\_ **Zip:** \_\_\_\_\_

**Phone:** \_\_\_\_\_ **E-mail:** \_\_\_\_\_

Explain how the archival supplies will be utilized (attach additional page if more space is needed):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

We plan on purchasing from the following company(s):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Total Estimated Costs:** \_\_\_\_\_

Application must include completed Budget Worksheet

Archival Supply Purchase Grants are made available through funding from the North Dakota Legislature. The Archival Supply Purchase Grants Program is administered by the State Historical Society of North Dakota.

Please submit the application to:

Heritage Training Scholarship  
Grants & Contracts Officer  
State Historical Society of North Dakota  
612 East Boulevard Avenue  
Bismarck, ND 58505-0830

**Archival Supply Purchase Grant  
Reimbursement Form**

Organization: \_\_\_\_\_

Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ E-mail: \_\_\_\_\_ I

Archival supplies were purchased from the following company(s) \*:

	<b>Company</b>	<b>Receipt Included</b>	<b>Total</b>
1			
2			
3			
4			
5			
	<b>TOTAL</b>		

**\* Copies of itemized receipts must be included in order to process reimbursement.**

For more information please contact Grants & Contracts Officer, Amy Munson at 701-328-3573 or [amunson@nd.gov](mailto:amunson@nd.gov).

Please submit the reimbursement to:  
 Archival Supply Purchase Grant  
 Attn: Amy Munson  
 Grants & Contracts Officer  
 State Historical Society of North Dakota  
 612 East Boulevard Avenue  
 Bismarck, ND 58505-0830

# Archival Supply Purchase Budget Worksheet

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ORGANIZATION: \_\_\_\_\_

*Please list of proposed archival items to be purchased. Copy of online "Shopping Cart" can be substituted for this form.*

	<b>Item Description</b>	<b>Quantity</b>	<b>Cost per item</b>	<b>Total Cost</b>
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				
11				
12				
13				
14				
15				
16				
17				
18				
19				
20				
21				
22				
23				
24				
25				
	<b>ORDER TOTAL</b>			