National Archives and Records Administration

§ 1206.50

and for NHPRC state and local records projects within the state. The Board engages in planning; it develops, revises, and submits to the Commission a state plan including priorities for state historical records projects following The Manual of Suggested Practices. The Board reviews all state and local records projects within the state and makes recommendations for state projects to the Commission.

(b) Appointments. Each state participating in the NHPRC state program must adopt an appointment process and appoint a Board following The Manual of Suggested Practices. The appointment process and membership must be reported at least annually to the Commission. A majority of members should have recognizable experience in the administration of records, manuscripts, or archives. The Board should be as broadly representative as possible of the public and private archives, records offices, and research institutions and organizations in the state.

§ 1206.42 What is a State Coordinator?

(a) Duties. The state coordinator (coordinator) is the officer responsible for the NHPRC state program. He or she reports the state Board appointment process, membership and recommendations to the NHPRC at least on an annual basis and may serve as chair of the Board and may perform other duties following applicable state statute or regulation and The Manual of Suggested Practices.

(b) Appointment. The coordinator should be the full-time professional official in charge of the state archival program or agency, unless otherwise specified in state statute or regulation. The coordinator serves ex officio, unless otherwise specified in state statute or regulation. The coordinator is not deemed to be an official or employee of the Federal Government and receives no Federal compensation for such service.

(c) Replacement. In the event that the coordinator position is vacant or the coordinator is otherwise unable to serve, a deputy coordinator, if one has been designated, serves as acting coordinator until another coordinator is appointed. In the absence of a deputy coordinator, the state board may select an acting coordinator until another coordinator is appointed, in order to conduct the necessary business of the Board.

§ 1206.43 What are the duties of the deputy state coordinator?

The coordinator may designate a deputy state coordinator to assist in carrying out the duties and responsibilities of the coordinator and to serve as an acting coordinator at the coordinator’s direction or upon the coordinator’s resignation or inability to serve.

§ 1206.44 Who is eligible for subgrants?

All organizations and individuals located within a State that has an active State Historical Records Board and defined in §1206.54 may be eligible as determined by the Board.

§ 1206.45 What rules govern subgrant distribution, cost sharing, grant administration, and reporting?

(a) The Commission will annually establish guidance published in the grant opportunity announcement for State grants regarding:

1. The distribution of grant funds;
2. Cost sharing and matching requirements; and
3. Reporting.

(b) Each participating state is responsible for ensuring that the subgrantees comply with Federal grant administration and reporting requirements.

(c) Each participating state must annually prepare a report to the NHPRC on its subgrant program, following the requirements outlined in §1206.80.

Subpart E—Applying for NHPRC Grants

§ 1206.50 What types of funding and cost sharing arrangements does the Commission make?

(a) Types of grants. (1) Matching grant. A matching grant is a federal grant awarded only after the applicant raises its share of nonfederal support for a project. We will only match funds raised from nonfederal sources, either monies provided by the applicant’s own institution specifically for the project or from a nonfederal third-party...
§ 1206.52  Does the Commission ever place conditions on its grants?

Yes, the Commission may place certain conditions on its grants. We describe applicable conditions in each grant opportunity announcement.

§ 1206.54  Who may apply for NHPRC grants?

The Commission will consider applications from State government agencies in states where there is an active Board, local government agencies, United States nonprofit organizations and institutions, including institutions of higher education, Federally-acknowledged and State-recognized American Indian tribes or groups, and United States citizens applying as individuals. Federal agencies are not eligible to apply.

§ 1206.56  When are applications due?

(a) The Commission generally meets twice a year, and we consider grant proposals postmarked by the deadlines set by the Commission and published in each grant opportunity and through Grants.gov. All proposals must be postmarked or submitted by those deadlines.

(b) Some State boards have established pre-submission review deadlines for records proposals; further information is available from each state coordinator.

§ 1206.58  How do I apply for a grant?

(a) Contact the NHPRC staff. We encourage you to discuss your proposal through correspondence, by phone, or in person with NHPRC staff.

(b) Contact your State Historical Records Advisory Board as appropriate. We encourage you to discuss your proposal with your State historical records coordinator at all stages of your proposal’s development and before you submit the proposal.

(1) Contact is not necessary if:

(i) Your proposal is for national publications or subvention projects;

(ii) You are an American Indian applying as an individual or applying as an American Indian tribe; or

(iii) Your project will largely take place in more than one state, or your project is primarily of national significance.

(2) You will find the staff contacts and a list of State historical records coordinators on our Web site at http://www.archives.gov/nhprc.

(3) The Commission encourages you to submit electronic applications and may at its discretion require electronic applications. Application options are included with each grant opportunity announcement.

§ 1206.60  What must I provide as a formal grant application?

The forms and other documents you must submit are listed with each grant opportunity announcement on the NHPRC Web site. OMB Control Number 3095–0013 has been assigned to this information collection.

§ 1206.62  Who reviews and evaluates grant proposals?

(a) State boards. State historical records advisory boards may evaluate your proposal according to Commission grant opportunity announcements.

(b) Peer reviewers. The NHPRC staff may ask external peer reviewers to evaluate the proposal according to Commission grant announcements.

(c) Other reviewers. The Commission staff may require additional reviews.

(d) NHPRC staff. NHPRC staff analyzes the reviewers’ comments, and