



# An Introduction to MA-SHRAB

Presented by Elizabeth  
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State Historical Records  
Advisory Board

State Historical  
Records Advisory  
Board

# Mission

The MA-SHRAB provides leadership, advocacy, and guidance to help ensure the identification, preservation, and access of the Commonwealth's public and private historical Records.

MA-SHRAB operates under the provision of federal regulations to serve as the state-level review board for proposals submitted to the National Historical Publications and Records Commission (NHPRC) who provide funding for SHRAB via the State Board Programming Grant.

It also serves as the Archives Advisory Commission for the Commonwealth with board members appointed by the Secretary of the Commonwealth and the Governor in accordance with MGL Chapter 9 Section 2A.

# Programs

The Board undertakes several programs to assist local organizations with historical records including:

Roving Archivist/Strategic Assessment

Regrants

Archival Field Fellowships

Peer-to-Peer Mentoring Events

Veterans' Heritage Grant

# Roving Archivist/Strategic Assessment

This is the premiere program sponsored by SHRAB.

SHRAB employs two Roving Archivists who will perform site visits and then craft reports with advice on policies, procedures, arrangement and description of records, preservation planning, storage, and disaster preparedness.

A Strategic Assessment is the first step to access other SHRAB Programs like Re grants, Peer-to-Peer Mentoring events, and Archival Field Fellowships.

***Applications for a visit are accepted on a twice yearly basis with the next opening in November.***

Please visit:

<http://www.sec.state.ma.us/divisions/archives/shrab/about-shrab.htm>

# Regrants

Through grant funding from the NHPRC, the SHRAB provides funding for the purchase of supplies and materials needed to arrange, describe, preserve, and popularize archival collections.

The Board occasionally offers regrants of up to \$500 for the purchase of archival supplies such as acid-free boxes, interleaving, archival folders, etc.

To qualify for a Regrant your institution must first have had a visit from a Roving Archivist.

Regrants require a 25% match from the institution.

***The SHRAB is not accepting applications for the Regrants program at this time.***

# Archival Field Fellowships

The Archival Field Fellowships (AFF) program provides support to cultural heritage institutions and emerging archival professionals through mentorship, archival supplies, and collection processing.

Host Institutions provide a collection for processing by an emergent professional in the field that should take approximately 60 hours to complete.

## Requirements for Host Institutions

Applicants must provide matching funds or in-kind services covering 25% of the \$500 regrant for supplies they are requesting from the MA SHRAB.

Applicants must have received a Strategic Assessment and Program Review through the MA SHRAB Roving Archivist program.

Before the Archival Field Fellowship, repositories must have relevant policies in place such as an articulated collection scope, accession policy, retention schedule, and deed-of-gift.

Repositories must have a computer available for use by the Field Fellow and be willing to explore ways of sharing collection descriptions online.

***The SHRAB is not accepting applications for the AFF program at this time. Applications open in September of 2025.***

# Peer-to-Peer Mentoring Events

Peer-to-Peer Mentoring Events seek to connect similar institutions with each other.

The events take place over one day at a host institution that has seen particular success after their Strategic Assessment.

3-4 other institutions will be invited to attend and tour the facility.

Regrants are provided to attendees/hosts.

Events occur once a year in Spring.

***The SHRAB is not accepting applications for the Peer-to-Peer Mentoring program at this time.***



# Veterans' Heritage Grant Specifics

# Funding

Matching funds are granted in amounts up to 50% of total project costs, but not to exceed a maximum grant of \$20,000 for applications from single institutions.

Cost sharing is required. The applicant's financial contribution may include both direct and indirect expenses, third-party contributions, and in-kind contributions including volunteer time.

The rate for volunteer time in Massachusetts is \$40.97 per hour.

Work completed prior to a grant award is ineligible for funding consideration.

Institutions need not apply for the full amount. SHRAB will consider projects of any amount between \$1-\$20,000.

# Projects

Eligible projects must be relevant to veterans and their military encounters, and may include:

- Preservation or digitization of historic documents and photographs
- Increased access to archival collections
- Oral history projects
- Renovation, rehabilitation, restoration, or enhancement of existing monuments or memorials
- Proposals to construct new markers for historically significant sites
- Planning projects will also be considered

***General civic enhancement projects, such as flag poles or public green spaces, will not be accepted. We also do not fund regular maintenance or upkeep of existing spaces.***

# VHG Application Requirements

- Fill out the Application: [Here](#)
- Create the Project Proposal (under 1000 words). See the Application for requirements.
- Include a Budget narrative describing how funds will be used.
- Letter of commitment documenting and indicating all necessary approvals and permissions to complete the proposed project have been obtained.
- Letters of support from the community and/or researchers.
- Letters of commitment for matching funds and in-kind services. (If applicable)
- **REQUIRED FOR CONSTRUCTION PROJECTS:** Assessors map or legally recorded plot plans or surveys and/or photographs.
- **REQUIRED FOR CONSTRUCTION PROJECTS:** Project Notification Form (PNF) a. All projects related to physical structures and sites are required to submit a PNF by mail to the Massachusetts Historical Commission (MHC).

Other supporting materials such as photos, reports, etc may also be attached but should not exceed 5 pages.

# Timeline

- **Draft deadline (Optional):** November 4, 2024 by 11:59 p.m. E.T.

*Feedback will be given within 2 weeks of receipt.*

- **Application deadline:** December 8, 2024 by 11:59 p.m. E.T.
- **Review by SHRAB:** December 11, 2024
- **Notification to Recipients:** By December 30<sup>th</sup>
- **Funds Dispersal:** January, 2025

# Contact

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