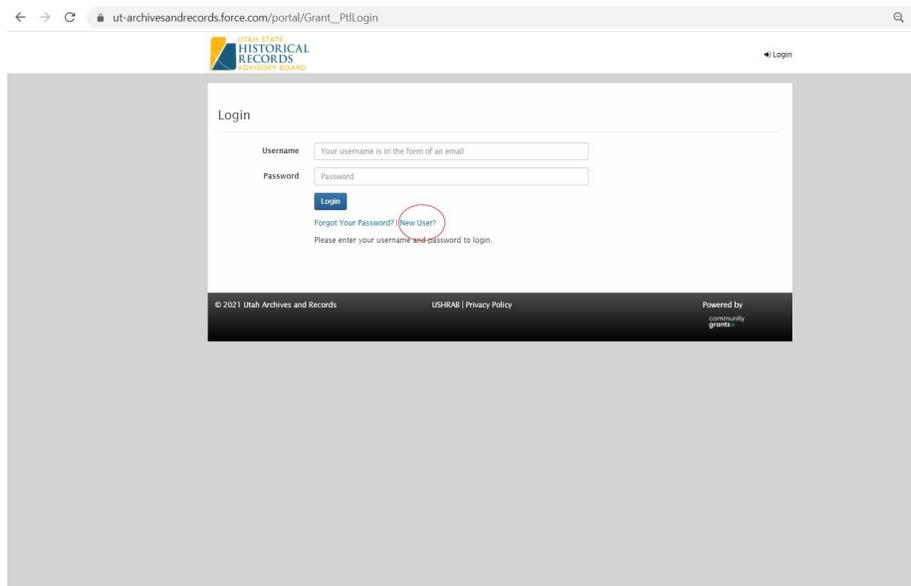




Welcome to the Online Grant Application System!

Creating an Account:

1. Access the new system by going to:
<https://ut-archivesandrecords.force.com/portal>
2. Select "New User" to set up an account



3. Create an account using your name, email address, phone number, and institution. Your username will be your email address. Your account details will be saved for future applications. Your password must include letters, numbers, and at least one of these special characters: !@#\$%^&*()_+={}|\\|;:'.?/~><"

← → ut-archivesandrecords.force.com/portal/Grant_PtIRegister

 Login

New User Registration

1. Contact 2. Organization 3. Portal User 3. Registration Complete

1. Please enter your First Name, Last Name, and a valid email address.
2. Please enter ONLY the first one to two words of your Organization. You will select your Organization on the next screen. If you do not see your Organization among the selections, then go back and try another word to find the Organization.

First Name: John
Last Name: Doe
Email: johndoe@reallycoolmuseumut.org
Organization: Really Cool Museum of Utah

Submit

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← → ut-archivesandrecords.force.com/portal/Grant_PtIRegister?reURL=https%3A%2F%2Fut-archivesandrecords.force.com%2Fportal%2F

 Login

New User Registration

1. Contact 2. Organization 3. Portal User 3. Registration Complete

New Organization Details

It appears that your organization does not exist in the system, please create a new organization by completing the details below. If you feel this is not correct, then click the BACK button and try again using other search terms.

Name: Really Cool Museum of Utah
Street: 123 Main Street
City: Anytown
State: UT
Postal Code: 12345

Back Create & Continue

← → ut-archivesandrecords.force.com/portal/Grant_PtIRegister?reURL=https%3A%2F%2Fut-archivesandrecords.force.com%2Fportal%2F

 Login

New User Registration

1. Contact 2. Organization 3. Portal User 3. Registration Complete

First Name: John
Last Name: Doe
Organization: Really Cool Museum of Utah
Username: johndoe@reallycoolmuseumut.org
Password: Password
Confirm Password: Confirm Password

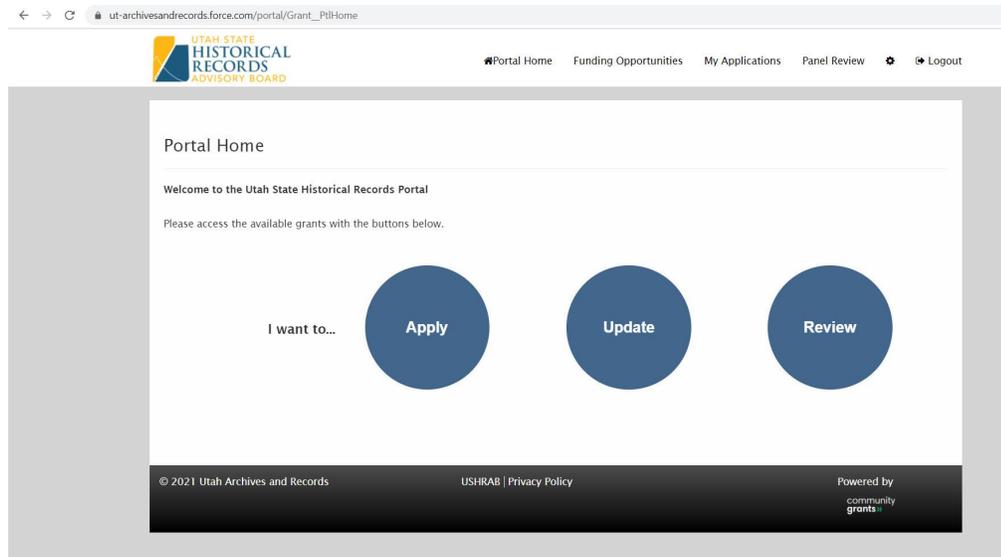
Please enter your username and password to login.

Submit

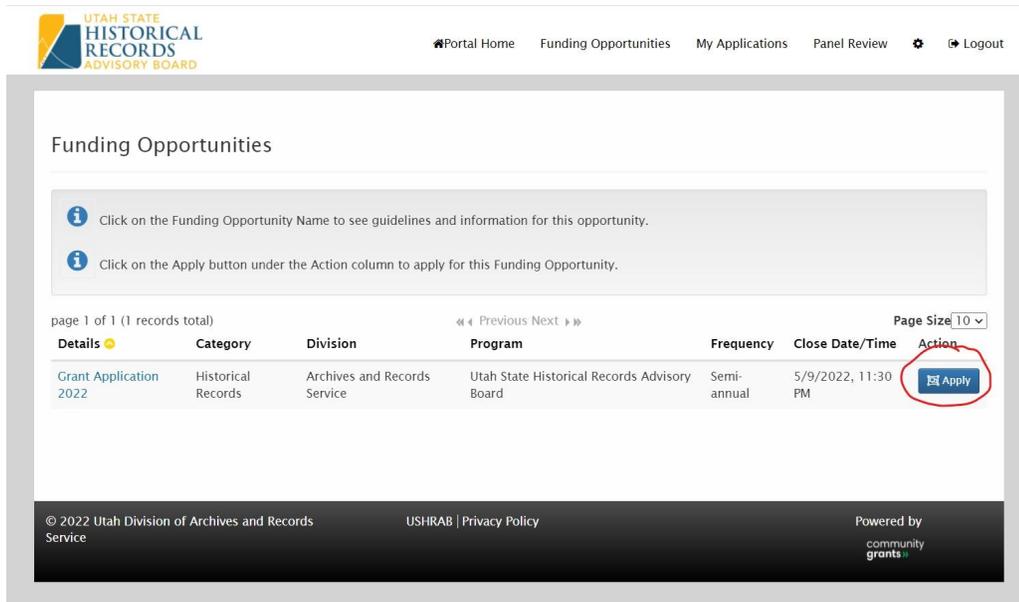
4. A confirmation email will be sent to the address you registered with once your account has been created. You will be able to immediately log in and start working on your application!

Getting Started:

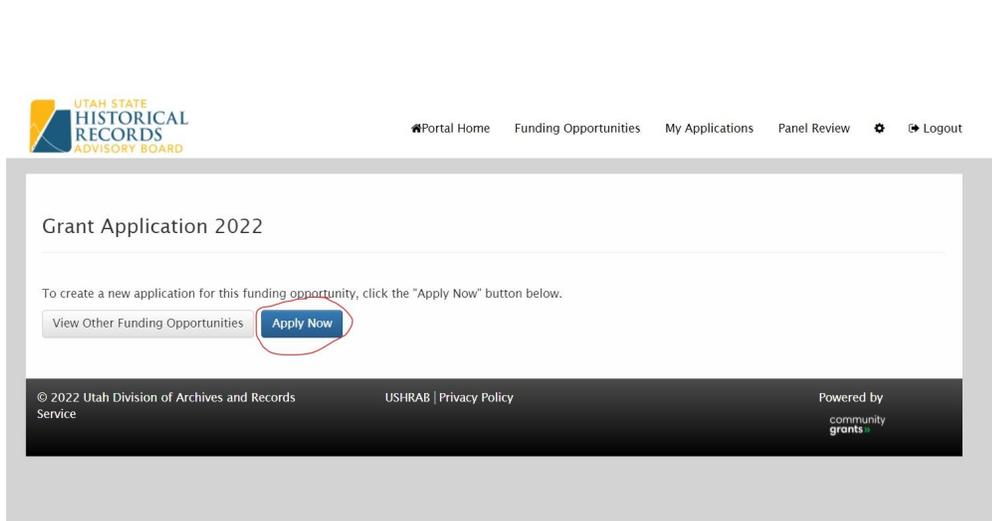
1. Login at <https://ut-archivesandrecords.force.com/portal> with your username (email address) and password.



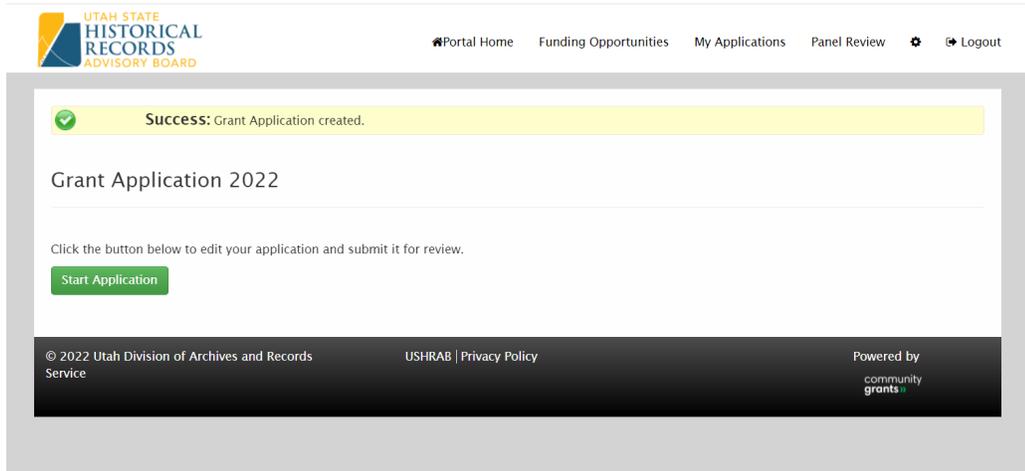
2. Select "Apply." You will be taken to a page listing available funding opportunities.



3. The only available grant opportunity will be "Grant Application 2022." Click the "Apply" button under "Actions" to the right of the screen.
4. The next page will contain two buttons, one that says "View Other Funding Opportunities," and one that says "Apply Now." Select "Apply Now."



5. Your application has been created. Select "Start Application" to begin answering questions.



Filling Out Your Application:

1. Once you have clicked “Start Application,” you will be taken to the body of the application. The first section, “Overview,” asks for the amount of grant funding you are requesting from the USHRAB and for a title for your proposed project. These fields are required for you to move onto the next section. Please read through the application and program information in this section before moving onto the application questions.
2. Beginning with section 2, “General Application Information,” you may notice that some questions already contain answers. This information is pulled from your user account.

UTAH STATE HISTORICAL RECORDS ADVISORY BOARD

Portal Home Funding Opportunities My Applications Panel Review Logout

Funding Application for: Utah State Archives
Application ID: APP-000007

1. Overview

2. General Application Information

Save & Exit Save Previous Next Submit Funding Application Required Information

General Application Information

This section is not scored but should be filled out completely and accurately. Include all required fields. If you do not have a DUNS number, contact Mahala Ruddle (mruddle@utah.gov) to learn about how to acquire one.

Within your organization there shall be a project director and a contact person. Often this is the same person, but not always. The project director is responsible for oversight. This person will be in charge of keeping the project on schedule, tracking and approving the budget, and generally managing the project. The contact person will be the person at your organization with whom the USHRAB will be in touch regarding approval/denial of funds, contracts, and any other necessary communication.

Question 1
Organization
Utah State Archives

Question 2
Federal ID # or Equivalent #
022457895

Question 3
DUNS #
022457895

Question 4
Contact Person First Name
Dana

Question 5
Contact Person Last Name
Ruddle

Question 6

Some fields have character limits. You will see the red bars as you approach those limits.

3. As you work through each section, “Save” often! Select “Next” to move to the next section. If you need to exit and return to the application later, click “Save and Exit.”

UTAH STATE HISTORICAL RECORDS ADVISORY BOARD

Portal Home Funding Opportunities My Applications Panel Review Logout

Funding Application for: Utah State Archives
Application ID: APP-000007

3. Records Information

4. Project Scope

5. Plan of Work

6. Staff and Volunteers

7. Budget

8. Review & Status

Question 15
Local Match
7,500.00

Question 16
Total Budget
15,000.00

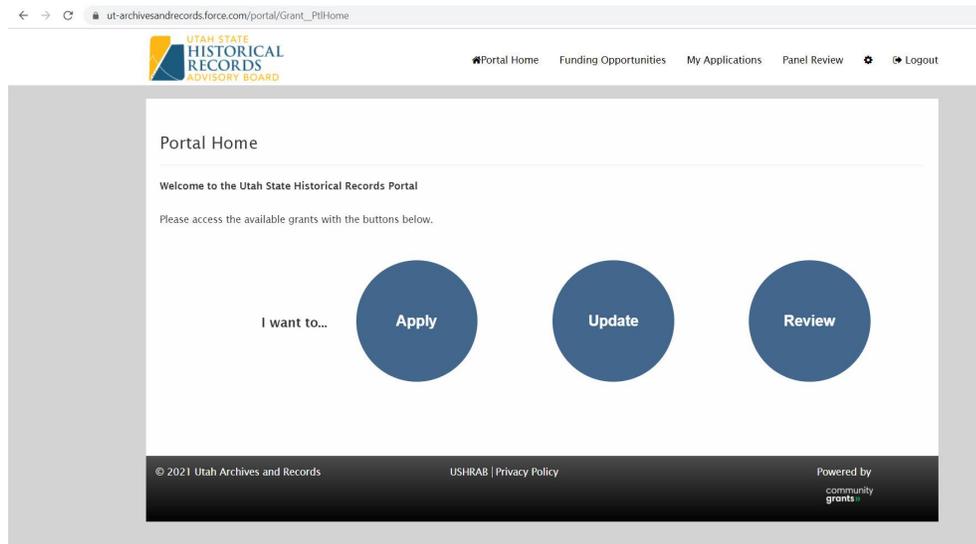
Question 17
Please list other grants supporting this project or any other funding sought. Write N/A if not applicable.
N/A

Save & Exit Save Previous Next Submit Funding Application Required Information

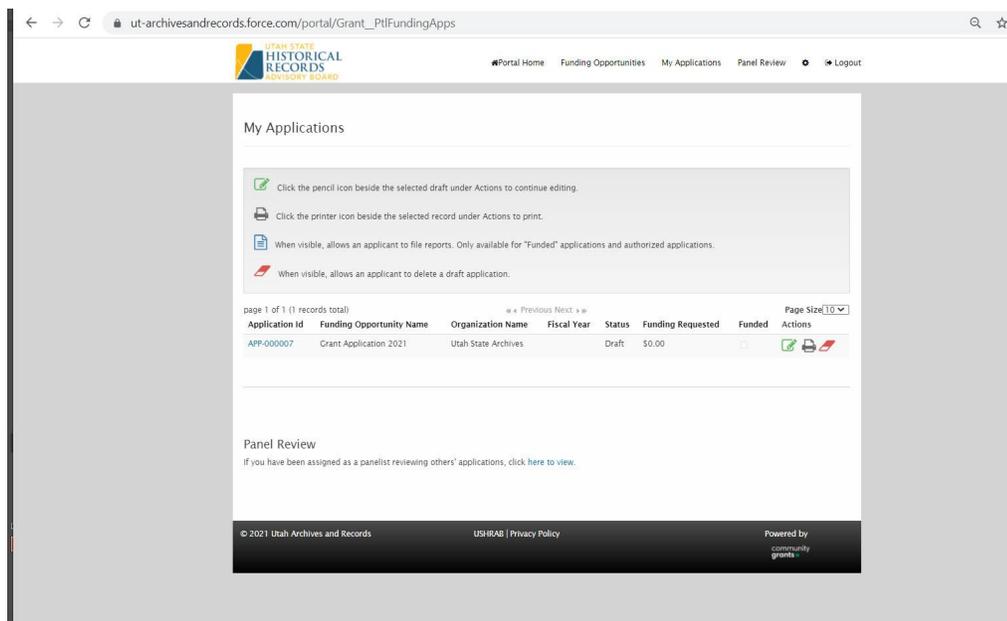
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Editing an Existing Application:

1. Login at <https://ut-archivesandrecords.force.com/portal> with your username (email address) and password.



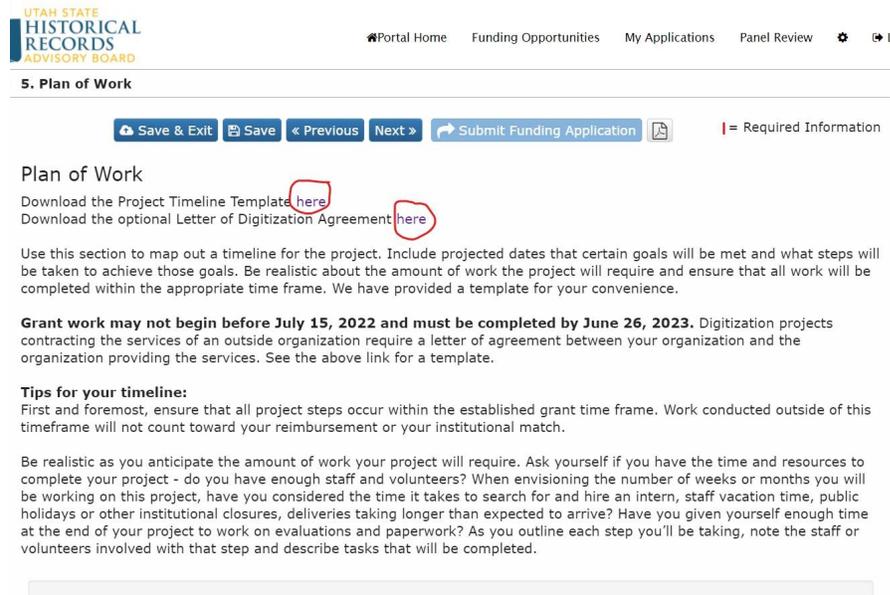
2. Click "Update" and you'll be taken to a screen with your in-progress application. Click the green pen option under "Actions" to edit.



3. Don't forget to "Save" often as you work!

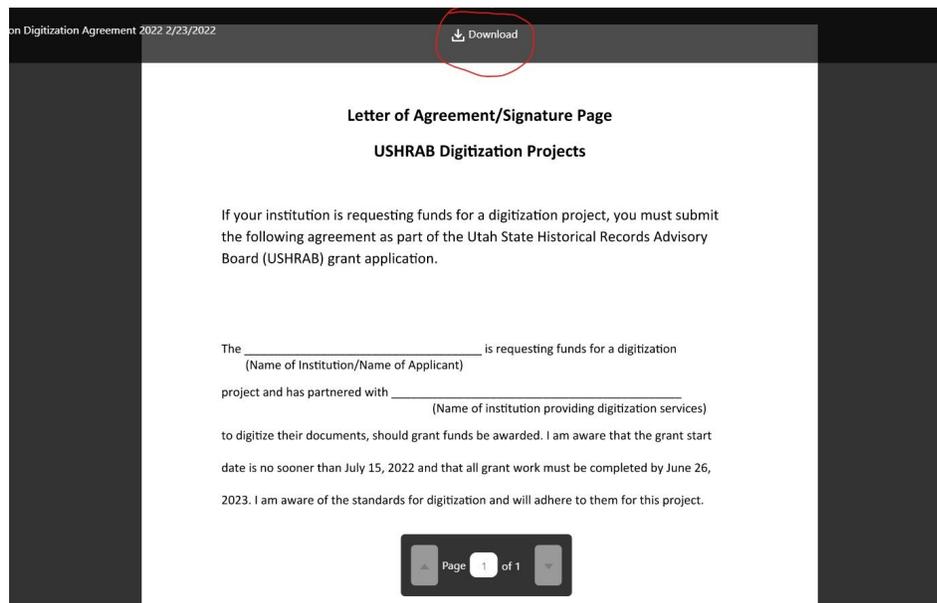
Uploading Accompanying Documentation

1. Two sections require you to upload documents supporting your application: the Project Scope and the Budget.
2. We have created a template for your Project Timeline. You can access it with the link at the top of Section 5, "Plan of Work."

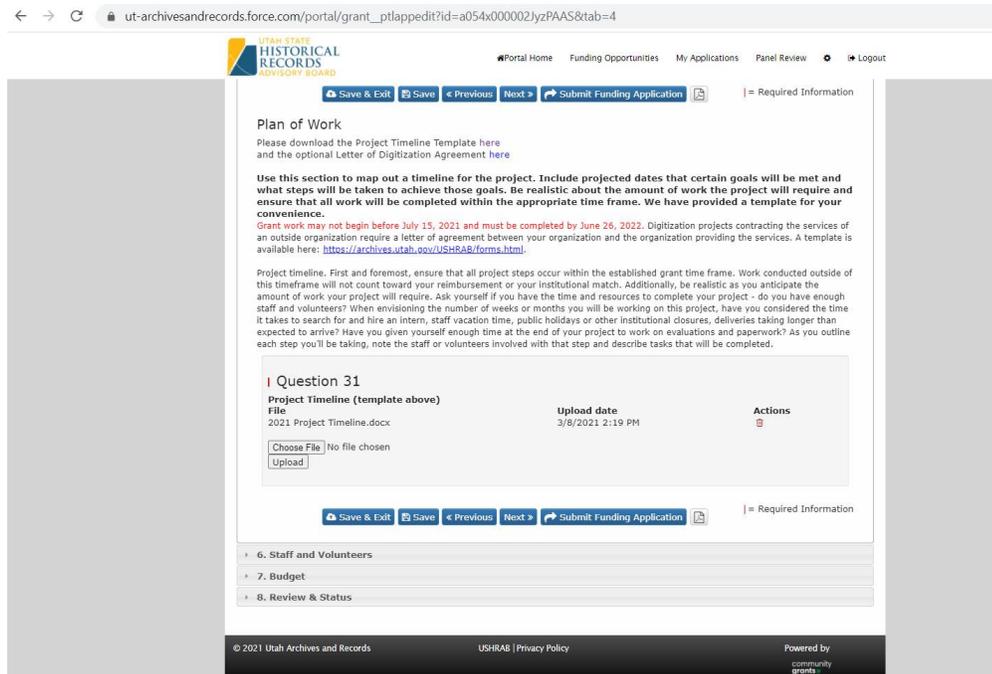


If you are contracting digitization services, you **MUST** upload an additional document, the Letter of Digitization Agreement signed by both you and your partner institution. Find the template at the top of Section 5, Plan of Work.

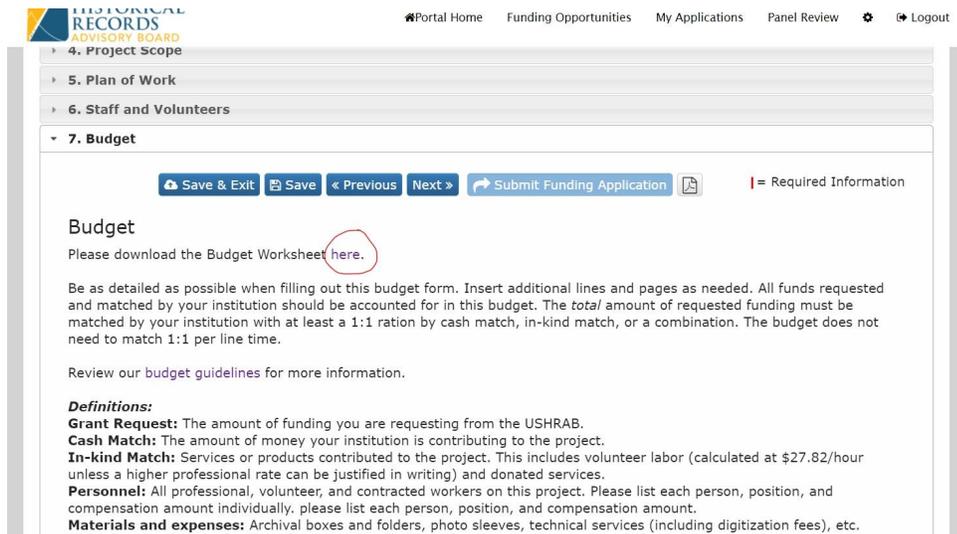
3. When you click these links, the documents will open in your browser. Click "Download" to save the template to your computer, then open and work with it there.



- When you are ready to upload them, click “Choose File” and select your file. Then click “Upload.” When your file has successfully uploaded, you will see the file name, the timestamp, and an option to delete if necessary.



- The template for the budget has been provided at the top of Section 7, “Budget.” Just like the Project Timeline template, the budget template will open in your browser. Click “Download” to save to your computer.



HRAB Grant Application Budget Worksheet (1) 2/23/2022

[Download](#)

Updated February 2022

Budget Worksheet

Instructions:
Be as detailed as possible when filling out this budget form. Insert additional lines and pages as needed. All funds requested and matched by your institution should be accounted for in this budget. The total amount of requested funding must be matched by your institution with at least a 1:1 ratio by cash match, in-kind match, or a combination. The budget does not need to match 1:1 per line item.

Definitions:
Grant Request: The amount of funding you are requesting from the USHRAB.
Cash Match: The amount of money your institution is contributing to the project.
In-kind Match: Services or products contributed to the project. This includes volunteer labor (calculated at \$27.82/hour unless a higher professional rate can be justified in writing) and donated services.
Personnel: All professional, volunteer, and contracted workers on this project. Please list each person, position, and compensation amount individually.
Materials and expenses: Archival boxes and folders, photo sleeves, technical services (including digitization fees), etc. Please itemize. Do not simply put "supplies," but indicate the type, number, and per-unit cost of the supplies.
Total Budget: Combined grant request and local match. Take care to total columns correctly.

Tips:

- All personnel, services, materials, and travel should be described in the narrative Project Scope and Plan of Work sections.
- Remember to itemize materials and expenses for technical services, archival supplies, etc.
- Remember to include the name, title, and compensation amount for all personnel listed.
- Insert additional rows and/or provide attachments if needed.
- Mileage is reimbursed at \$0.58 per mile.
- All funds requested from the USHRAB and matched locally must be accounted for on this budget form.

Page 1 of 2

6. When your budget is ready, click "Choose File" to attach, then "Upload."

ut-archivesandrecords.force.com/portal/grant_ptlappedit?id=a054x000002jyzPAAS&tab=6

UTAH STATE HISTORICAL RECORDS

Portal Home Funding Opportunities My Applications Panel Review Logout

7. Budget

Save & Exit Save Previous Next Submit Funding Application Required Information

Budget

Please download the Budget Template here

The **Grant Request** is the amount of funding requested from the USHRAB. Be as detailed as possible when filling out this budget form. All funds requested must be accounted for in this budget. The amount requested must be matched by the organization with at least a 1:1 ratio by a cash match, in-kind match, or a combination of the two. Insert additional rows and/or provide attachments if needed.

The **Cash Match** is the amount of money your institution contributes as part of the one-to-one match.

The **In-kind Match** are services or products contributed to the project. In-kind match includes such items as volunteer time, supplies provided by your institution, and donated services. Volunteer hours should be valued at \$18/hour unless a higher professional rate can be verified. If a higher professional rate is used, please provide written justification.

For **Personnel**, please list each person, position, and compensation amount.

For **Materials and expenses**, please itemize. Do not simply put "supplies," but indicate the type, number, and per-unit cost of the supplies.

For **Travel and mileage**, please itemize per travel event.

The **Total Budget** is the combined amount of grant request and local match. Please take care to total columns correctly.

When listing personnel, include the name, position title, and compensation amount. Itemize all materials and expenses related to technical services, archival supplies, etc. Itemize travel and mileage by travel event. Mileage is reimbursed at \$0.53 per mile. Volunteer hours should be valued at \$18 per hour unless another rate can be justified. All funds requested must be accounted for. Personnel, services, materials, and travel should be described in the narrative Project Scope and Plan of Work sections. USHRAB requires at least a 1:1 ratio local match for all funds requested.

Question 33

Budget Upload

no uploaded files

Choose File No file chosen

Upload

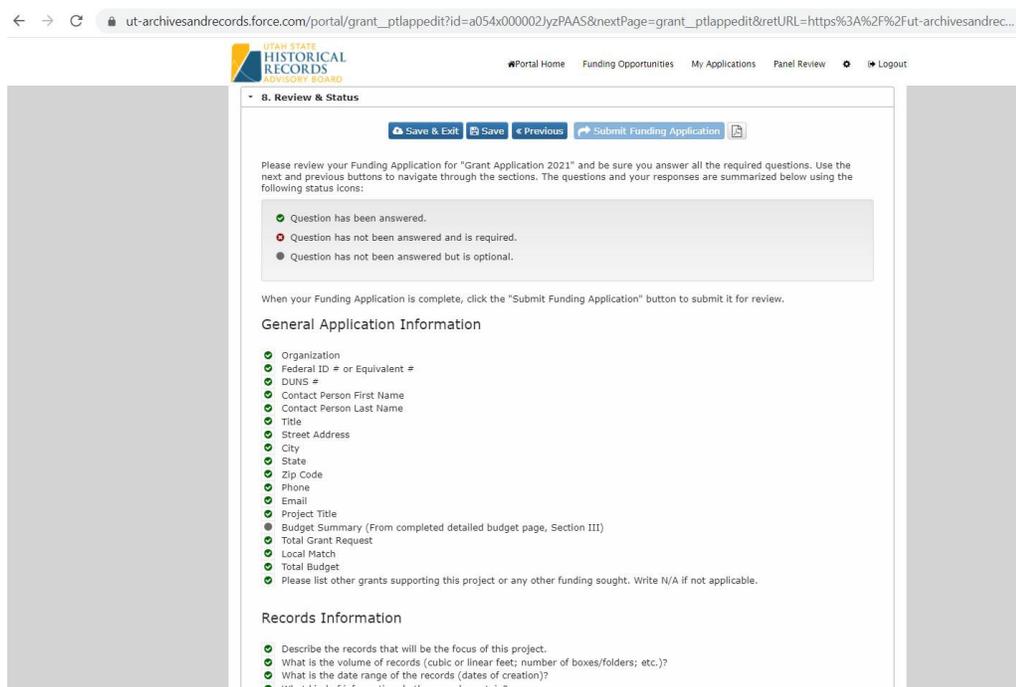
Save & Exit Save Previous Next Submit Funding Application Required Information

8. Review & Status

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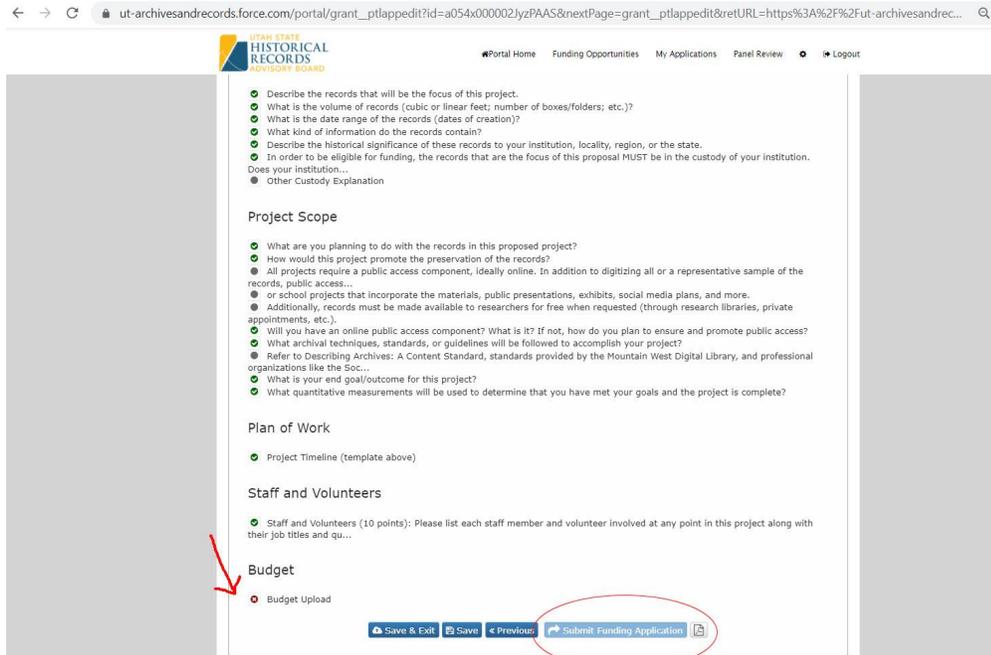
Submitting Your Application:

1. Double and triple check your application!
 - a. Is each section complete?
 - b. Have you attached all the required documentation?
 - c. Have you checked for spelling/grammar errors, typos, and inaccuracies?
 - d. Is your contact information complete and accurate?
 - e. Is your budget totaled correctly? Have you accounted for your institution's match of at least 1:1?
 - f. Have you had someone proofread your application for clarity of content and presentation?
2. Section 8, Review and Status will show you whether you have completed all required sections of the application. If there is nothing missing, you will see all green checks (complete) or black circles (incomplete but not required). If something is missing, you will see a red X.



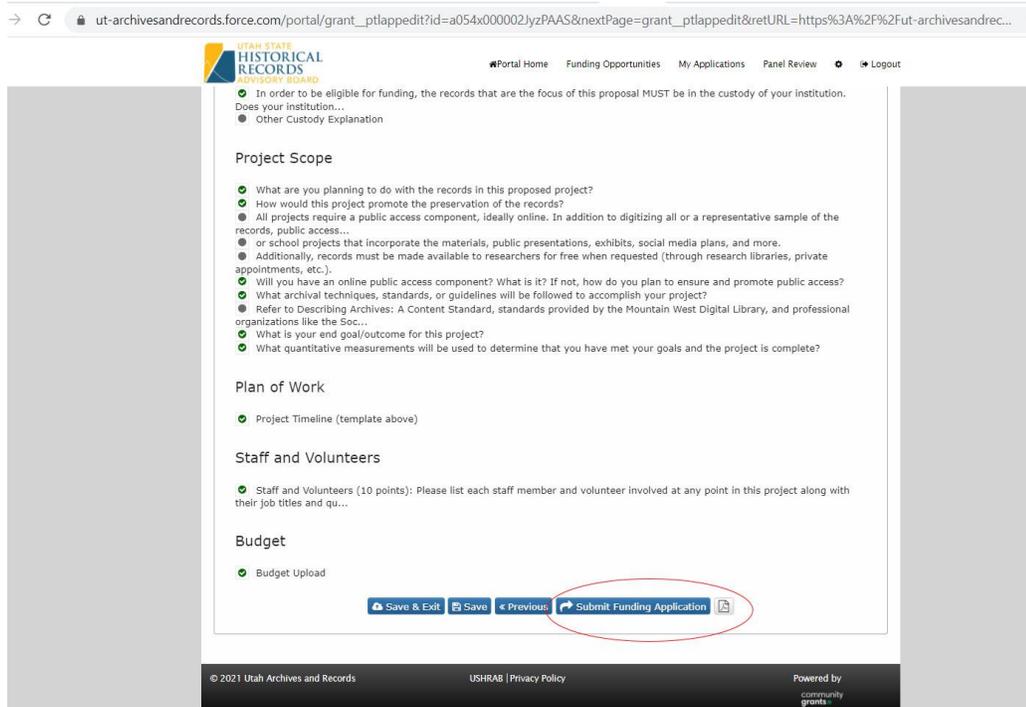
In the screenshot above, all required sections have been answered.

3. If a required section is missing, you will not be able to submit your application until you fix it.



In this screenshot, you can see that my budget is missing. There is a red X and the option to “Submit Funding Application” is unavailable. I’ll need to return to the budget section and upload my budget documentation before I can submit.

4. If you’re ready to submit and nothing is missing, you will see the option to “Submit Funding Application.”



5. Once you submit, you can’t edit your application anymore, so make sure you’re ready!!

6. When your application has been successfully submitted, you'll receive a confirmation email. If you don't see it in your inbox, check your Spam folder.
7. Celebrate! You're done! The Board will be evaluating applications starting May 10 and meeting in mid-late May to make their final funding decisions. You'll be notified within 30 days of the submission deadline.