

## **SOCIETY FOR INDUSTRIAL ARCHEOLOGY INDUSTRIAL HERITAGE PRESERVATION GRANTS POLICY**

### **Introduction**

The Society for Industrial Archeology is an international organization to promote the study, understanding, and preservation of the physical survivals of our technological and industrial history.

The Society for Industrial Archeology is a nonprofit organization studying the working past in which people share knowledge as well as the interest and challenge of exploring the structures and sites of our industrial heritage. The Society also seeks to raise awareness among communities, public agencies, and property owners about the advantages of preserving the landscapes, structures and equipment of significance in the history of technology, engineering, and industry, through continued or adaptive use.

From its formation in 1971, the Society has promoted the study and preservation of the physical survivals of technological and industrial development and change. The archeology" in the Society's name emphasizes its principal concern with the physical evidence of early industry.

### **Industrial Heritage Preservation Grants**

The Society for Industrial Archeology offers Industrial Heritage Preservation Grants of from \$1000 to \$3000 for the study, documentation, recordation, and/or preservation of significant historic industrial sites, structures, and objects. Awards are made to nonprofit organizations and qualified individuals. Funds may be used for a range of projects including, but not limited to: increasing public awareness of preservation efforts, photography, videography, preparing inventories and developing measured drawings of extant significant industrial sites, structures, maritime facilities and industrial artifacts.

**Funds from any SIA grant may not be used to pay overhead or administration costs of the grant.**

Grant recipients must agree to prepare a written summary of their project suitable for publication in either the SIA Newsletter and/or for Industrial Archeology, the Society's scholarly journal. Applicants are encouraged to contact a member of the Grant Committee when planning to apply. Contact information can be found on the SIA website.

## **Eligibility**

The Industrial Heritage Preservation Grants program is open to qualified individuals, independent scholars and nonprofit organizations such as historical societies, museums, libraries, religious organizations, labor unions, ethnic organizations, and colleges or universities. **Organizations are preferred over individuals.** Substantial participation from state, county or local history organizations is encouraged, although such groups do not necessarily need to be a sponsoring agency.

The focus of these grants is the documentation, recordation, and/or preservation of historic industrial sites, structures, buildings, and objects; including the required research to accomplish these activities. Grant funds from this program may be used for preservation or restoration of significant historic industrial buildings or structures only if they are threatened and if a sound preservation plan exists.

International Requests. The Grants Committee will only accept grant applications for North American projects. Exceptions may be considered if an international applicant can provide a sure vehicle for continuous project and fiduciary monitoring by the SIA board in North America.

## **Personnel**

Industrial Heritage Preservation Grants projects require the services of a principal researcher(s). Qualifications of all personnel should be described in connection with the assigned duties. Qualifications should be documented in the form of a resume or CV.

## **Local Cost Share**

If there is a local sponsor involved, the local sponsor must share at least half of the cost of the project. This local cost share, in most cases, may include "in-kind" as well as actual cash expenditures. In-kind cost share may include items such as contributed time of planners and speakers, use of research and meeting facilities, donated equipment, supplies and services. In-kind cost share must be figured according to typical pay scales of persons engaged in such work and rental value of facilities and equipment. If the project is funded, documentation is required for both in-kind and cash expenditures. The SIA sub-committee on grants must approve the proposed amount of in-kind contribution prior to initiation of the project. Amounts in excess of the approved in-kind contribution will not be considered. Industrial Heritage Preservation Grants provided by the SIA may not be used to for salaries in whole or in part.

## **Results and Products**

All grant recipients will complete an abstract of the work they have done under the auspices of the grant. Collected abstracts will be published in the SIA Newsletter.

It is expected that all IHPG projects conducted will have tangible results. In some cases, the main purpose of a project will be the production of measured drawings, photographs or videos. In other cases project findings will be described in a report. Two copies of any materials produced will be submitted to the SIA. The SIA reserves the right to publish and/or edit for publication any photos or reports. Large format (4 x 5" or larger) photographs are preferred and all films must be processed and packaged to the archival specifications published in *Guide for the Preparation of Photographic Documentation in Accordance with the Standards of the Historic American Buildings Survey/Historic American Engineering Record*. In certain circumstance electronic copies of the material may be acceptable. Please contact a member of the grants sub-committee to discuss.

A public-domain repository for final reports must be provided in the application. Acceptable locations include libraries, historical societies, or archives. Online and private holdings are not acceptable. Grant awardees are required to publish the results of their projects in either the SIA Newsletter or the Journal IA. Awardees are required to contact the editors of both publications prior to submission to ensure their reports meet the publishing criteria.

## **The Application Deadline**

Award of the Society for Industrial Archeology Industrial Heritage Preservation Grants will occur once a year. Decisions to award grants will be made at the SIA board meeting held in conjunction with the SIA Annual Meeting. This meeting is traditionally held in early June. Grant applications must be emailed not later than March 1st, or the following Monday should the 1st fall on a weekend.

All applications must be in PDF and transmitted no later than the deadline date to:

**[sia@mtu.edu](mailto:sia@mtu.edu)**

Applications received after the deadline will not be considered until the next grant cycle. If emergency or extenuating circumstances warrant, a grant application may be considered at other times with prior approval of the Grants Committee. Please contact a Grants Committee member to find out where to submit an application.

### **The Decision**

Industrial Heritage Preservation Grants are awarded through open competition. Each application will be reviewed according to its own merit and how well the proposed project meets the goals of the SIA. A sub-committee of two directors of the SIA Board and one associate, chosen at large from the SIA membership, will review and recommend projects. The Society's Board of Directors will make the final decisions about grant applications. In the event immediate action is necessary on a grant application, the SIA board may use written or electronic means to communicate, discuss and vote on the grant application. Funded projects may begin immediately after signing the grant agreement.

### **After Receiving a Grant**

The responsibilities of the grantee will be completely described in the grant agreement which is sent with the award letter. The following is a general summary of such responsibilities.

Grant recipients must keep auditable records of both grant funds and local donations of cash or services; all project records must be kept for seven years. An expenditure and evaluation report is due at the conclusion of the project. Grant recipients must agree to comply with basic state and federal nondiscrimination statutes. All project activities, materials, and publicity must acknowledge SIA-IHPG support. Projects must be completed within one year of the award date. In cases where a project component directly funded by an IHPG produces income, that income must be applied to the project costs or shared on a 50/50 basis with the SIA-IHPG program.

### **Application Procedure**

#### **THE APPLICATION**

The application for an Industrial Heritage Preservation Grants consists of the following five parts:

- a) completed application cover sheet
- b) a project summary
- c) application narrative
- d) a full budget prepared in the recommended format
- e) any support materials which would strengthen the application.

### A. Application Cover Sheet

(Select online & complete all fields using the PDF interactive form on SIA Grant web page) Save form after completion to email to the SIA. FAX a photocopy of sheet with approval signatures to the SIA.

**3. Principal Researcher:** If the project is not sponsored by an organization, the principal researcher or independent scholar will assume fiscal responsibility for the grant. The researcher will monitor progress on the project in bi-monthly scheduled reports to the SIA Grants Committee. Grant funds will be released to the researcher on the basis of satisfactorily completed progress reports. The principal researcher is the person responsible for carrying out the operations component of the project and must complete the necessary written reports and materials concerning the basic research, photography and delineation. The principal researcher must prepare a final evaluation of the project.

**8. Project Sponsor:** If the project is sponsored, the sponsor is the non-profit group, which will assume fiscal responsibility for the grant. In addition to financial obligations, sponsoring agencies monitor the development of the project to ensure that the terms are met as outlined in the application and agreed to by the granting agencies. Must include Tax ID and Type of Tax Status of sponsors..( ex. 501(c )(3)).

**18. Project Co-Sponsor:** Project co-sponsors are groups which will play major roles in the project but are not the actual grant recipient. Although not necessarily required, co-sponsorship indicates broader based community and academic interest in the project.

**38, 40. Signatures:** The signatures indicates that the proposed project has been read and endorsed by the principal researcher and sponsor

### B. Project Summary

The project summary is a synopsis of the entire proposal limited to one page or less. The rationale and goals of the project should be described. Methodologies, key historians, researchers, and other participants should be detailed. A balance of conciseness and thoroughness is essential.

### C. Application Narrative

Respond to the following questions. Keep answers concise but include sufficient detail to answer the question. Total narrative should not exceed 4 pages. Please retype the question as well as the answer and attach these sheets to the completed application cover sheet.

**1. Documentation of need for the Project: What is the proposed project's significance to industrial heritage?** Explain how the project will contribute to historical industrial resources or to a broader public understanding of industrial heritage preservation.

**2. What research methods will you employ?** Explain how research or other activities will be conducted. Cover methods, objectives, tools, and a timetable.

**3. Who is responsible for your project?** Name key personnel and describe their qualifications and project responsibilities. Attach resumes and letters as specified under "Support Material."

**4. What tangible products do you expect to produce with this project?** Please be specific about materials you plan to create in connection with the project. Publications, photographs, videos, drawings, archival material, reports, and digital format are examples of products. Explain how such materials will be circulated, stored, and distributed. Two copies of all materials must be submitted to the IHPG program. Digital products must be submitted in both hard copy and disk form. All reports must be submitted using a dry electro-static process (such as Xerox) on archival bond paper.

#### D. Budget

Industrial Heritage Preservation Grants are limited to no more than \$3,000 each. The hours required for each participant should be estimated. Other contributions from sponsors should be included in the estimate. Time and space which is supplied by sponsoring and co- sponsoring organizations may be included as part of the local cost share.

Careful accounting must be kept of expenditures of both grant and local cost share funds. In planning a budget, cash stipends to and in-kind contributions on the part of researchers and program speakers should be based on fair market value.

The general intent of the IHPG program is to document and preserve industrial heritage sites in the locality of the principal researcher or sponsoring organization. Consequently, long distance travel and extended hotel stays are discouraged. If justified in the grant application, travel in connection with project activities may be reimbursed with grant funds up to the following maximum rates:

Mileage 31.5 cents per mile  
Air Fare Economy  
Per Diem \$25.00 per day  
Hotel \$55.00 per day

#### E. Support Materials

Attach the following support materials:

Letters of commitment from any consultants and any cooperating agencies. Letters of support may also be useful to demonstrate other commitments to help with the project or community interest in the final results.

Resumes for individuals involved in the project. A narrative describing experience pertinent to the identified project is preferred. When the primary researcher is a graduate student, a letter of recommendation from a supervising professor should be attached.

#### F. Grant Award Letter

The responsibilities of the grantee will be completely described in the grant agreement which is sent with the award letter.

**Revised November 3, 2010.**