

Eligible organizations must be engaged in the preservation of historical records for public access. This may include:

- historical societies
- libraries (public and private)
- museums with archives and records management responsibilities
- historical records repositories whose primary mission is the preservation of historical records to make them available to the public
- non-profit community organizations responsible for the care of historical records
- museums and historic sites that are owned and operated by independent nonprofit organizations. (Museums and historic sites that are owned by the Pennsylvania Historical and Museum Commission are eligible if they are operated by an independent, nonprofit organization)
- county governments
- municipalities
- colleges and universities
- school districts
- other historical organizations with collections consistently available for research.
- organizations with the mission to help care for collections not necessarily their own.
- statewide elected official and government associations (e.g. Pennsylvania State Association of Township Supervisors (PSATS), Pennsylvania Prothonotaries' and Clerks of Courts' Association, Pennsylvania School Boards Association, etc.)
- **individual subunits** (e.g. Recorder of Deeds Office) within a county government or a special collections division within a university library or tax-exempt organizations (e.g. a college or university) may apply for grants if they function as a discrete unit within the parent organization. A subunit that is part of a larger organization will be deemed eligible if:
  - the unit has administrative autonomy for its operations;
  - the unit has a fully segregated and itemized operating budget within that of the parent organization; and
  - the unit is able to separately and distinctly fulfill all eligibility and application requirements as defined in the guidelines.

**Eligible organizations (or subunits) may apply for only one Historical & Archival Records Care Grant in any given grant cycle year.** More than one qualified subunit within a multipurpose organization, however, may apply for funding during the same grant cycle.

Eligible historical preservation projects may include:

- Projects addressing statewide needs that build partnerships and networks to support collection care and accessibility.
- Projects that scan historical records to reduce handling and thereby preserve the original materials and to make them available publicly online.
- Projects to ensure the preservation and use of valuable archival/historical manuscripts including cartographic, pictorial, audio-visual and machine-readable records that are not published.
- Purchase of preservation supplies such as acid-free cartons, folders, and boxes.
- Reformatting of deteriorating historical records.
- Inventory and survey projects.
- Arrangement and description of archival records or historical manuscripts.
- Programs for the education and training of archivists, record managers and manuscript curators, to care for collections.
- Historical records preservation assessments that may address storage and exhibition of materials, environmental control, building security, collections conditions and conservation treatment reports.
- Institutional needs assessments that focus on professional standards and requirements relating to the administration of historical records with specific recommendations to correct deficiencies in the care of collections.
- Emergency/disaster mitigation and action projects.

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