

**Brief Grant Proposal for New Projects
Library Services and Technology Act FFY2011**

This form is available for download in Microsoft Word on our web site via:
<http://www.oregon.gov/OSL/LD/grantmainalt.shtml>. Proposals not meeting the following conditions will be returned. The form must not exceed this cover page and two pages of proposal content. A page is defined as one side of a sheet of paper. Use 12 point Times New Roman with one inch margins. The deadline for receipt of this proposal is **5:00 pm on Friday April 16, 2010**. **Use form Appendix D if applying for a second or third year of funding.**

General Information

Project Title: Development and management of Oregon's tribal archives

Applicant: Oregon State University Libraries

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Fiscal Agent (if different than Applicant):

Authorized by: Title:

Signature: Date:

PLEASE INDICATE THE ANTICIPATED LENGTH OF YOUR GRANT PROJECT:

(Check applicable boxes)

THIS IS THE 1st YEAR OF A ONE YEAR GRANT PROJECT.
 TWO YEAR
 THREE YEAR

For projects that are anticipated to be multi-year projects be sure to include an estimate of the funds anticipated to be needed for future years in the Section 4 budget discussion and Section 5 grid.

THIS IS PRIORITY ___ OF THIS ORGANIZATION'S PROPOSALS.

This form must be received at the State Library no later than **5:00 pm on Friday, April 16, 2010**. **Faxed copies will not be accepted**. Mail or deliver **one copy** of your proposal to:

Library Development Services
 Oregon State Library
 250 Winter St. NE
 Salem, OR 97301-3950

As a courtesy, the State Library asks that you email an electronic copy of your proposal, in rtf or Word format, to ann.reed@state.or.us. This does not substitute for the signed, mailed copy.

Project Proposal

Section 1. Insert the exact text of the single most relevant goal and high-level outcome from the *Library Services and Technology Act (LSTA) Five-Year State Plan* that will be addressed by the grant project.

GOAL # 6 – Positioning Libraries to Help Build Strong Communities

Oregon libraries are centers of community life where Oregonians connect with information resources and with each other.

Section 2. Describe the problem that will be addressed by the proposed grant project.

This project will address the need for in-depth archives and records management training for Oregon's nine federally recognized tribes. Establishing formal and sustainable archives and records management programs by the tribes has been difficult in part to the lack of affordable and location-accessible training opportunities for tribal members with responsibilities for records.

Training opportunities for tribes within Oregon have been ad hoc at best. On the national level, the Western Archives Institute, based in California, offered a two-week institute in 2003 focusing on tribal archives. However, the costs to attend that institute were significant. There were no participants from Oregon tribes.

Feedback from Oregon tribes indicates a strong need for this training. David Lewis, Manager of the Cultural Resources Department for the Confederated Tribes of Grande Ronde, recently indicated that "if the training were offered in Oregon I would make every attempt to get our archives and cultural staff to attend in force" (e-mail reply from David Lewis, March 9, 2010).

Section 3. Describe the proposed solution that the project will implement. Indicate the project goal, and the quantified objectives that will be used to measure whether the goal is accomplished. Describe briefly the activities that will be undertaken to meet each objective.

This project will provide the nine Oregon tribes with the opportunity to receive affordable, professional, and intensive archives and records management training that is customized to meet the tribes' needs. The training will be held at a location accessible to all of the tribes. The goal will be to have one or more representatives from each of Oregon's tribes participate in the training through scholarships and subsidization of travel costs. The training's effectiveness will be measured by each tribe's successful development of a management plan for their archives. Improvement within the existing tribal archives will be measured through a follow-up survey conducted after the training institute.

This project supports the Goal 3, Objective 2 recommendation in the 2009 *Envisioning Oregon* final report: "Connect with tribal repositories" – specifically the tribal records workshop activity.

Year one will consist of the initial planning for the training institute to be coordinated by the University Archivist and the Librarian responsible for OSU's Oregon Multicultural Archives. An intern will be hired for the summer of 2011 (12 weeks) to assist with the planning work.

The primary planning activities will be a needs survey questionnaire to be sent to each tribe, followed by a site visit to each tribe’s archives/records management program. Other planning activities consist of determining the date and location for the training and identifying trainers. Potential trainers will be identified using the October 2009 Native American Libraries, Archives, and Museums conference participants’ list and through the Society of American Archivists’ Native American Archives Roundtable.

Year two will consist of the additional planning necessary to hold the institute and the training institute itself. The institute will be modeled on the 2003 Western Archives Institute for tribal archives. Trainers will include Native American archivists and other archivists familiar with the needs of and cultural sensitivities toward tribal archives. The institute will be held in either the spring or summer of 2012 – dependent on what is most convenient for the tribes and not in conflict with pow-wows, culture camps and other annual tribal activities.

Section 4. Provide specifics about the project budget.

Costs associated with year one of the project will consist of personnel and travel costs. LSTA funds will support the costs of an intern, estimated to be \$6,000 including benefits, and travel costs to support the site visits to each tribe, estimated at \$2,650. Local in-kind funds will be OSU Libraries’ staff time; the Librarian of the Oregon Multicultural Archives will devote 5% of his/her time (avg. 2 hours per week) and the University Archivist will devote 2.5% of his time (avg. 1 hour per week) to the project. Incidental costs, (also local in-kind funds such as long distance charges, etc.) are estimated to be \$200 and are listed in the supplies line below. Year two funds from LSTA would support the training institute – paying for trainers and subsidization of the costs for one tribal member from each tribe to attend. These would be offset in part by opening the training to other Northwest tribes. Year two local in-kind funds would be OSU Libraries’ staff time and use of library facilities for conducting the institute.

Section 5. Proposed project budget summary (Use this format – do not alter it):
(Double click on the table to enter data. Before closing the table, be sure to scroll to the top of it)

Item	Local Cash	Local In-kind	LSTA	Total
Personnel		\$3,675	\$4,800	\$8,475
Benefits		\$1,937	\$1,200	\$3,137
Travel			\$2,650	\$2,650
Equipment				\$0
Supplies		\$200		\$200
Contractual				\$0
Library Materials				\$0
Total Direct Charges	\$0	\$5,812	\$8,650	\$14,462
<i>Indirect Charges</i>	\$0	\$0	\$519	\$519
Total Budget	\$0	\$5,812	\$9,169	\$14,981

Proposed second year LSTA amount: \$20,000 Proposed third year LSTA amount: _____