

# MARAC

Mid-Atlantic Regional Archives Conference

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Delaware • District of Columbia • Maryland • New Jersey  
New York • Pennsylvania • Virginia • West Virginia

## **DISASTER RELIEF GRANT GUIDELINES**

### ***Who can apply?***

Any institution with publicly accessible archival holdings or special collections in the MARAC region can apply. Personal collections are not eligible for grants.

### ***How much can an institution apply for?***

Up to \$ 2,000 per grant.

### ***What types of responses are eligible for funding?***

Grant monies may be used for the direct recovery of damaged or at-risk archival materials caused by a sudden, unexpected event involving fire, water, man-made, or natural phenomena where immediate response is necessary to prevent irretrievable loss. Eligible services may include freeze drying, storage, transportation of materials, and rental facilities. Eligible supplies may include acid-free boxes and folders, storage cartons, cleaning materials, plastic milk crates, and protective gear. Funds may also be used to defray costs (such as housing, meals, or transportation) for volunteers or other laborers who assist with the recovery.

### ***Who determines funding?***

MARAC Ad hoc Disaster Relief Committee

### ***What is the procedure?***

- Notify MARAC [Administrator](#) of your institution's intent to file an application within 30 days of the event.
- Submit a complete application and support materials to MARAC Administrator.
- Review of the application and support materials by the MARAC Ad hoc Disaster Relief Committee will be completed within two weeks. Successful applicants will receive a confirmation email from the Chair of the Ad hoc Disaster Relief Committee and receive dispersal of funds by check.
- Submit a report, detailing how the grant monies were utilized, to the Chair of the Ad hoc Disaster Relief Committee within 3 months of the dispersals of funds.

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## APPLICATION FORM – Page 1 of 4

### General Information:

Repository: \_\_\_\_\_

Head of Organization: \_\_\_\_\_ Title: \_\_\_\_\_

Primary Contact: \_\_\_\_\_ Title: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Telephone: \_\_\_\_\_ Email: \_\_\_\_\_

Alternate Telephone: \_\_\_\_\_ Alternate Email: \_\_\_\_\_

Preferred method of contact:            Telephone            Email

Provide mailing address if different than above:

Mailing Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

**Total amount of grant assistance requested (up to \$2000):** \_\_\_\_\_

**If selected, grant funds should be made payable to:** \_\_\_\_\_

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## **APPLICATION FORM– Page 2 of 4**

**Provide information for each of the following:**

**Mission of the organization.**

**Brief description of the archival collection(s).**

**Description of disaster and resulting damage to the collection(s).**

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## APPLICATION FORM– Page 3 of 4

**Detailed description, with budget, of how grant funds will be expended.**

**Other sources of funding available to the organization.**

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## APPLICATION FORM– Page 4 of 4

**Attach the following:**

**Disaster plan (if applicable)**

**Photographs**

**Conservation/supply estimates**

**By signing or typing my name below I understand and agree that:**

The information in this application is true and accurate, to the best of my knowledge.

I must submit a report detailing how the grant monies were utilized to the Chair of the MARAC Ad hoc Disaster Relief Committee within 3 months of the dispersals of funds. The report will include "before" and "after" photographs.

**Signature:**

**Date:**

MARAC would like to share stories of how the Disaster Relief Grant impacts the archival community. If you authorize us to share your story please sign or type your name below.

**Signature:**

Submit a complete application and support materials to the MARAC [Administrator](#).