

## Historical Resource Development Program

### Technical Advisory Network Assistance

The purpose of the Technical Advisory Network is to provide assistance to **potential** Historical Resource Development Program grant recipients and those who require guidance once the grant has been awarded. The Technical Advisory Network staff has many years of experience working with museum, historic preservation and documentary collections projects. Through this program, you can have an advisor visit your community or project site to offer you specific advice on your grant project.

Potential grant applicants may request advice about the identification and development of grant projects and application of appropriate professional standards.

Technical advisors may assist you once they take the following factors into consideration:

- Level of professional expertise concerning your needs and area of requested assistance
- Geographic proximity of the advisor to the client
- Availability of the advisor

Advisors will not write grant applications or provide any professional services to you as your employee (some advisors may have expertise in writing grant applications, however cannot perform this function in the advisor role. You may be able to work with them as a private consultant).

Advisors will help you determine the scope of your grant and the proper methods and procedures to use.

Program funds will be allocated on a first-come, first-served basis to potential grant applicants as long as funds are available.

### How it Works

1. Contact the State Historical Society of Iowa Grants Manager via phone or email to inform us of your interest. Your eligibility for a Technical Assistance Network advisor will be assessed at this point.

Kristen Vander Molen  
Grants Manager, State Historical Society of Iowa  
600 East Locust St., Des Moines, IA 50319-0290  
(515) 281-6913  
[Kristen.VanderMolen@iowa.gov](mailto:Kristen.VanderMolen@iowa.gov)

2. If your project fits within the Historical Resource Development Program requirements, we will contact you to discuss your project and recommend potential Technical Advisory Network advisors. You may then contact the advisor(s).

3. If a Technical Advisory Network advisor thinks he/she will be of assistance, the advisor will initiate a letter of agreement in triplicate, sign all three and send them to you.
  - The letter of agreement will state:
    1. Nature of consultation
    2. Length of consultation
    3. Written reports
    4. Travel expenses (you will be responsible for covering the costs associated with travel, meals and lodging for the advisor)
4. Upon receipt and approval of the letter of agreement, sign and send two copies of the agreement to the advisor. Keep a copy for your file.
5. Advisors will be available to you for a maximum of 24 hours total. This amount of time may be divided among (but is not limited to) on-site visits, research, writing, phone calls and grant review.

The Historical Resource Development Program office monitors the Technical Advisory Network through client feedback forms that are mailed to you by the State Historical Society of Iowa. The State Historical Society of Iowa may share the evaluations with Technical Advisory Network advisors in order to improve the administration of the program.

If you have additional questions please contact us.

**Note:** Historical Resource Development Program does not guarantee Technical Advisory Network advisor work. In addition, the use of a Technical Advisory Network advisor does not ensure future receipt of a Historical Resource Development Program grant.