

Guide to the Grant Records

Bunker Hill Community College Archives
N-318
250 Rutherford Ave, Boston, MA 02129

Collection Overview

Title: Grant Records

Record Group Number: RG013

Creator: Academic Affairs (also called Educational Affairs in the past), BHCC Faculty/Staff, BHCC International Education Committee, Mini-grant Committee, Northeast Resiliency Consortium BHCC Core Team, Nursing Scholarship Committee, Office of the President, Perkins Mini-grant Committee, Title III Task Force, and Workforce and International Development Division.

Date: 1978-2018

Extent: 2 boxes (0.834 linear feet)

Language: Materials are in English

Administrative Information

Access and Restriction Information: This collection is open for research.

Description Statement: Except where otherwise noted, the guide for the Grant Records by Bunker Hill Community College Archives is licensed under a [Creative Commons Attribution-NonCommercial-NoDerivatives 4.0 International License] (<https://creativecommons.org/licenses/by-nc-nd/4.0/>).

Preferred Citation:

[Item title/description here]. [Date here]. [Record Group here], Box #, Folder #.
Grant Records. Bunker Hill Community College Archives, Boston, Massachusetts.

Scope and Contents

The Grant Records record group includes materials from 1978 to 2018 related to the various state and federal grants Bunker Hill Community College applied to and received. The grants primarily represented in this record group are the federal Title III, Title VI, and Perkins grants, with additional grants appearing in the sixth series. The materials cover all aspects of the grant process which include: proposals for applications, progress reports, and final reports on the completed projects. A large portion of the record group is composed of proposals from BHCC faculty/staff to grant committees on campus, but there are also meeting materials, reports, and communications. Some grant-funded projects that appear frequently in the records are Arts Alive and the International Certificate projects under Title VI and the Transitioning for Diverse Learners and LifeMap projects under Title III.

Arrangement

This collection is arranged into 6 series and 25 sub-series.

Collection Inventory

Series 1: Mini-Grant Paperwork by Year (RG013.01)

The first series consists of seven sub-series, each containing mini-grant paperwork from a year between 1994 and 2007. Many of these records were created by members of the Mini-Grant Committee, and a large portion of them are award letters from the committee to the faculty and staff members chosen to receive mini-grants. Other documents include reports on mini-grant projects, policies for applications, and communications between members of the committee and the BHCC community. All these records are in text-based formats.

Box 1

- Sub-series 1: 1994 (RG013.01.01)
 - Folder 1: 1994
- Sub-series 2: 1996 (RG013.01.02)
 - Folder 1: 1996
- Sub-series 3: 1997 (RG013.01.03)
 - Folder 1: 1997
- Sub-series 4: 1998 (RG013.01.04)
 - Folder 1: 1998
- Sub-series 5: 1999 (RG013.01.05)
 - Folder 1: 1999

- Sub-series 6: 2001 (RG013.01.06)
 - Folder 1: 2001
- Sub-series 7: 2007 (RG013.01.07)
 - Folder 1: 2007

Series 2: Mini-Grant Proposals and Reports (RG013.02)

The second series is made up of nine sub-series, and the contents range from 1994 to 2011. This series consists of proposals that BHCC faculty and staff created and submitted to the Mini-Grant Committee for grant-funded projects, and there are also reports following the completion of the approved projects. The mini-grant projects represented in this series varied greatly, ranging from requests for course materials, suggestions for new courses, the creation of new programs on campus, funding for professional development, and more. All the items are in text-based formats like bound reports, memos, and proposal forms.

Box 1

- Sub-series 1: 1994 (RG013.02.01)
 - Folder 1: 1994
- Sub-series 2: 1995 (RG013.02.02)
 - Folder 1: 1995
- Sub-series 3: 1996 (RG013.02.03)
 - Folder 1: 1996 (1 of 2)
 - Folder 2: 1996 (2 of 2)
- Sub-series 4: 1997 (RG013.02.04)
 - Folder 1: 1997 (1 of 2)
 - Folder 2: 1997 (2 of 2)
- Sub-series 5: 1998-1999 (RG013.02.05)
 - Folder 1: 1998
 - Folder 2: 1999 (1 of 2)
 - Folder 3: 1999 (2 of 2)
- Sub-series 6: 2001 (RG013.02.06)
 - Folder 1: 2001
- Sub-series 7: 2007 (RG013.02.07)
 - Folder 1: 2007
- Sub-series 8: 2008 (RG013.02.08)
 - Folder 1: 2008
- Sub-series 9: 2011 (RG013.02.09)
 - Folder 1: 2011

Binders

- Binder 1 (013.02.05.B1): Summer 1999 Mini Grant Project

Series 3: Title III (RG013.03)

The third series is spread across eleven folders and a binder, and it contains Title III grant materials from 1988 to 2018. Title III grants are awarded by the U.S. Department of Education to institutions with the purpose of strengthening the finances, programs, and organization of institutions. Many of these records were created by the Title III task force as they oversaw the grant application process within the college.

Types of materials include the applications to the U.S. Department of Education, reports on progress/achievements with grant funds, communications from and within the task force, and meeting minutes and agendas. Some projects using Title III grant funds that are represented in the records include the Engaged Campus, LifeMap, and Classroom Action Research (CAR). All the materials are in text-based formats.

Box 1

- Folder 1: Title III – Newsletters, Agendas, Minutes (1988-1999)
- Folder 2: Title III Report pt. 1 of 2 (1995-2000)
- Folder 3: Title III Report pt. 2 of 2 (1995-2000)
- Folder 4: Title III Application (1996)

Box 2

- Folder 5: Title III Reports (1 of 2) (1998-2002)
- Folder 6: Title III Reports (2 of 2) (1998-2002)
- Folder 7: Title III Flyers (2001)
- Folder 8: Title III Misc. (1997-1998)
- Folder 9: Title III Grant (1 of 2) (2006-2012)
- Folder 10: Title III Grant (2 of 2) (2006-2012)
- Folder 11: Title III Grant (2013-2018)

Binders

- Binder 1 (013.03.B1): Transitioning for diverse learners

Series 4: Title VI (RG013.04)

The fourth series is made up of six folders and one binder. These records span 1988 to 1999 but most of the documents are from 1988-1989 and 1999-2000. Title VI grants are awarded by the U.S. Department of Education to institutions with the purpose of improving international and foreign language education. Many of the materials in this series center around the creation of an International Studies certificate and other foreign language programs using grant funding. The formats of these records are all text-based, which includes letters, proposals, reports, memorandums, agendas, and minutes.

Box 2

- Folder 1: 1988 BHCC Proposal for Title VI Grant
- Folder 2: Title VI Continuation Applications
- Folder 3: 1989 Title VI HEA Projects
- Folder 4: 1999-2000 Title VI International Education
- Folder 5: Title VI Arts Alive
- Folder 6: 1991 and 1999 Title VI Records

Binders

- Binder 1 (013.04.B1): Arts Alive: A Cooperative Project of Bunker Hill Community College and Title VI CETA.

Series 5: Perkins Grants (RG013.05)

The fifth series consists of nine sub-series with records that range from 1997 to 2018. All these materials relate to the Perkins Grant, which is a federal grant created by the U.S. Department of Education to award funds to educational institutions with the goal of improving career and technical education. The records in this series are largely proposals from faculty members to the Perkins Mini-grant Committee, with additional reports created after the competition of projects, communications from the committee or faculty members applying for grants, informative handouts and presentations, and meeting materials. All items are in text-based formats.

Box 2

- Sub-series 1: 1997 Perkins Grant Proposals and Reports (RG013.05.01)
 - Folder 1: 1997 Perkins Grant Proposals and Reports
- Sub-series 2: 1997 Perkins Grant Paperwork (RG013.05.02)
 - Folder 1: 1997 Perkins Grant Paperwork
- Sub-series 3: 1999 Perkins Grant Paperwork (RG013.05.03)
 - Folder 1: 1999 Perkins Grant Paperwork
- Sub-series 4: 2000 Perkins Grant Proposals and Reports (RG013.05.04)
 - Folder 1: 2000 Perkins Grant Proposals and Reports
- Sub-series 5: 2000 Perkins Grant Paperwork (RG013.05.05)
 - Folder 1: 2000 Perkins Grant Paperwork
- Sub-series 6: 2002 Perkins Grant Paperwork (RG013.05.06)
 - Folder 1: 2002 Perkins Grant Paperwork
- Sub-series 7: 2004-2005 Perkins Grant Paperwork (RG013.05.07)
 - Folder 1: 2004-2005 Perkins Grant Paperwork
- Sub-series 8: 2007 Perkins Grant Paperwork (RG013.05.08)
 - Folder 1: 2007 Perkins Grant Paperwork
- Sub-series 9: 2008-2018 Perkins Grant Paperwork (RG013.05.09)
 - Folder 1: 2008-2018 Perkins Grant Paperwork

Series 6: Other Grants (RG013.06)

The sixth series contains nine folders, all related to additional grants that BHCC applied for and received. These records span 1978 to 2015, with a large portion of the materials covering the Nursing Grants, the Vision Project, and the Massachusetts Community College and Workforce Development Transformation Agenda. The documents in this series are largely proposals requesting grant funds, communications from the application process or the period of the project, and reports following the completion of grant funded projects. All records are in text-based formats.

- Folder 1: Other Grants – New Nursing Program (1 of 2)
- Folder 2: Other Grants – New Nursing Program (2 of 2)
- Folder 3: Other Grants – National Science Foundation
- Folder 4: Other Grants – Nursing Grants 1998-1999
- Folder 5: Other Grants – NETT Consortium (American Computer Foundation) and Polaroid Grant

- Folder 6: Other Grants – Vision Project
- Folder 7: Other Grants – Louis Stokes Alliance for Minority Participation Program (LSAMP)
- Folder 8: Other Grants – Department of Labor Employment and Training Administration (DOL ETA) Grant
- Folder 9: Other Grants – Massachusetts Community College and Workforce Development Transformation Agenda (MACCWDTA)

Related Finding Aids