

## **Direct Grants to Local Government Archives Application Procedures and Documentation**

Applicants must submit *all* of the following *together in one package*:

- A completed application form, including a complete list of the members of the county public records commission;
- A budget (budget form attached) showing exactly how the funds requested are to be spent.
- A copy of the annual budget *allocated to the archives by the local government*, **or** (if there is no formal budget allocation for the archives) a certified estimate of the funds expended on archives management, from whatever source, attested to by the county (or city) executive;
- A short (no more than one page) explanation of what the grant is to be used for and why the grant is needed;
- A short (no more than one page) letter from the local official who supervises the archives program explaining how the local archives program satisfies current policies and guidelines found in Tennessee Archives Management Advisory (TAMA): *Basic Archives Management Guidelines for Local Archives* (available by request from the contact information below or online at <http://tennessee.gov/tsla/aps/tama/tama05guidelines.pdf>);
- Written (no more than one page) recommendations from at least two (2) people who have professional competence in
  - archives or library management (other than the county or city archivist)
  - public or institutional records management
  - historical research using public records
  - genealogy or local history
  - business or legal enterprises that have frequent recourse to public records

### **Deadline for Applications**

Applications must be *received* by TSLA *no later than* close of business **August 31, 2011**

**Application Address:**            **Jami Awalt**  
   **Archives Development Program**  
   **Tennessee State Library and Archives**  
   **403 Seventh Avenue North**  
   **Nashville, TN 37243-0312**

Phone:            (615) 253-3470  
FAX:              (615) 532-5315  
E-mail:           [jami.awalt@tn.gov](mailto:jami.awalt@tn.gov)

**Direct Grants to Local Government Archives**

**APPLICATION FORM**

Name of county (or city): \_\_\_\_\_

Street address of archives: \_\_\_\_\_

\_\_\_\_\_  
[Please include zip code.]

Name of county (or city) executive: \_\_\_\_\_

Name of county (or city) archivist: \_\_\_\_\_

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

\_\_\_\_\_

Phone number: \_\_\_\_\_ E-mail address: \_\_\_\_\_

Names of members of the public records commission:

\_\_\_\_\_ (Chairperson) \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

The archivist reports to (county/city/town officer): \_\_\_\_\_

Date archives established: \_\_\_\_\_

Scheduled days and hours of operation: \_\_\_\_\_

Scheduled hours open to the public: \_\_\_\_\_

Amount requested: \$ \_\_\_\_\_

To be spent for: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_



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**PROPOSED GRANT BUDGET**

In support of the grant application and contract, grantees are required to provide budget information on how the funds, if granted, are to be spent. **Grantees are accountable to the Tennessee State Library and Archives for the expenditure of the budgeted funds for the objects identified in the budget. Any changes the grantee wishes to make that require the expenditure of the granted funds on any object other than those declared in this budget must receive the prior written approval of the Tennessee State Librarian and Archivist or his designated representative.**

Name of County or City: \_\_\_\_\_

**Total Grant Requested: \$ \_\_\_\_\_ .00**

<u>Object, Service, or Matter to be Procured</u>	<u>Quantity</u>	<u>Budgeted Cost<sup>2</sup></u>
1. _____	_____	\$ _____ .00
2. _____	_____	\$ _____ .00
3. _____	_____	\$ _____ .00
4. _____	_____	\$ _____ .00
5. _____	_____	\$ _____ .00

**Total Budgeted Expenditure: \$ \_\_\_\_\_ .00**

Date: \_\_\_\_\_

Typed Name and Title: \_\_\_\_\_

Signature: \_\_\_\_\_

Name and title of the county/city official who authorizes expenditures from the grant funding budget and is accountable accordingly.

\_\_\_\_\_  
<sup>2</sup> To the nearest whole dollar.

## CHECKLIST OF SUPPORTING MATERIALS

*The following materials are submitted in support of this grant application:*

- \_\_\_\_\_ Completely-filled-out application form (2 pages)
  
- \_\_\_\_\_ Completely-filled-out budget for expenditure of funds if granted.
  
- \_\_\_\_\_ Copy of the budget allocated to the archives by the county (or city) government for the past year; OR a letter from the county (or city) executive certifying a fair estimate of the funds expended on archives management by the county (or city) or from any other source in the past year.
  
- \_\_\_\_\_ One-page explanation of what the grant is to be used for and why the grant is needed
  
- \_\_\_\_\_ One-page letter from the county (or city) executive or other official primarily responsible for overseeing the archives on behalf of the county commissioners (or city councilors) explaining how the local archives program satisfies guidelines for archives laid down in Tennessee Archives Management Advisory: *Basic Archives Management Guidelines for Local Archives*.
  
- \_\_\_\_\_ Two (2) one-page letters of recommendation.
  
- \_\_\_\_\_ Other (Specify, any additional materials submitted voluntarily in support of the application).

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Signed: \_\_\_\_\_  
County/City Archivist