

# 2020 Archives Development Grant



Tre Hargett  
Secretary of State

Tennessee State Library and Archives  
Department of State  
State of Tennessee  
403 7<sup>th</sup> Avenue North  
Nashville, TN 37243  
615-741-7996

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

The Tennessee State Library and Archives is pleased to provide a grant opportunity to local archives across Tennessee for their archival needs. This grant is wholly provided by the Tennessee Secretary of State.

The 2020-2021 Archives Development Grant is available for local archives to replace or purchase archival supplies to improve the storage conditions of archival collections, operations, or public accessibility. Grant funds are available for the following:

- archival shelving units
- acid-free, lignin free folders and boxes
- other necessary archival supplies or environmental monitoring devices
- indexing of collections
- contracted conservation treatments
- hiring part-time worker
- creating a disaster preparedness plan
- improving on-line access to collections through digitization
- registration fees for webinars from approved organizations

In fiscal year 2020-2021, grants are available for up to \$5,000 for improvements to local archives. We appreciate Secretary of State Tre Hargett's continued commitment to the Archives Development Grant Program.

Note: As this is a contractual grant, all contracts will have to be signed and received by the Library and Archives prior to funds being reimbursed to grantees.

Applications can be sent via e-mail, fax, or mail, as we do not require original signatures to be submitted. Please send all applications to the following:

Sara Baxter  
Archives Development Program  
Tennessee State Library and Archives  
403 7<sup>th</sup> Avenue North  
Nashville, TN 37243  
Ph: 615-741-2083  
fax: 615-532-5315  
[sara.baxter@tn.gov](mailto:sara.baxter@tn.gov)

Deadline for applications is close of business **August 28, 2020.**



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<b>Legal Archive Name</b>			
<b>Grantee Mailing Address</b>			
<b>City</b>		<b>State</b>	<b>Zip Code</b>
<b>Phone Number</b>			
<b>County Archivist</b>			
<b>County Archivist Phone Number</b>			
<b>County Archivist e-mail address</b>			
<b>County Executive</b> <i>(will be required to sign the contract)</i>			
<b>County Executive Mailing Address</b>			
<b>County Executive Phone Number</b>			
<b>County Executive e-mail address</b>			
<b>Title VI Contact Name</b>			
<b>Title VI Contact Information</b> <i>(phone and email)</i>			
<b>State House District to be Served</b> <a href="http://capwiz.com/nra/dbq/officials/">(http://capwiz.com/nra/dbq/officials/)</a>			
<b>State Senate District to be Served</b> <a href="http://capwiz.com/nra/dbq/officials/">(http://capwiz.com/nra/dbq/officials/)</a>			
<b>Full Name of the Entity registered for the FEIN number listed below</b>			
<b>FEIN (Federal Employer Identification) Number*</b>			
<b>Edison ID Number**</b>			

\*a nine-digit number assigned by the IRS

\*\*Edison is the system used by State Fiscal. Your Edison ID is assigned by the State. It can be a two to six-digit number. Every grant applicant is required to have an Edison ID and it is tied to your FEIN. If you do not have one assigned to you, reach out to grant manager to begin setup process.





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<b>Names of members of the public records commission:</b>	Chairperson:
<b>The archivist reports to (county/city/town officer)</b>	
<b>Date archives established</b>	
<b>Is there an archives fee? How much?</b>	
<b>Scheduled days and hours of operation</b>	
<b>Scheduled hours open to the public</b>	
<b>Amount requested</b>	
<b>Date span of archives (years of oldest and newest records)</b>	







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## Direct Grants to Local Government Archives 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, item, or service 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: \_\_\_\_\_

Object, Service, or Matter to be Procured (If filling out digitally, provide a link to product)	Quantity	Budgeted Cost*

*\*Provide an estimate or quote from the vendor. Shipping/freight and tax is also eligible.*

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.





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## CHECKLIST OF SUPPORTING MATERIALS

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

- Completely-filled-out application form  
*a current and functioning email address for the archivist is required*
- 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 to support the archives by the county (or city) or from any other source in the past year
- One-page explanatory narrative 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*
- Other (Specify, any additional materials submitted voluntarily in support of the application)

Signed:

\_\_\_\_\_  
County/City Archivist

