

# ARPA Grant - Archives and Museums



Tre Hargett  
Secretary of State

Tennessee State Library and Archives  
Department of State  
State of Tennessee  
1001 Rep. John Lewis Way N.  
Nashville, TN 37219  
615-741-7996

The Tennessee State Library and Archives is pleased to provide a grant opportunity to archives and museums across Tennessee using the American Rescue Plan Act (ARPA) funds. This \$100,000 grant is supported by the U. S. Institute of Museum and Library Services.

The ARPA Grant is available for archives, museums, and historical records repositories. Eligible organizations include:

- **Governmental Organizations:** public universities, county and municipal records repositories or museums.
- **Small and Medium Sized Historical Records Repositories:** a non-profit institution or organization such as a historical society, archive, museum, college or university, church, or other similar organization; must prove tax exemption or 501(c)(3) status.

You are welcome to apply for any or all these categories:

## 1. Technology equipment

- a. This category provides funding for hardware, software, networking equipment, peripherals, and other technology items used to create or provide access to collections and services.
- b. Includes funding for workstations or public access terminals that provide access to collections, indexes, and databases online and/or on microfilm, as well as to support basic office functions for the staff of organization.
- c. Individual items requested may not exceed \$5,000.

## 2. Website design

- a. This category provides funding to hire a vendor or independent contractor for the purpose of creating or redesigning websites.
- b. May include website hosting fees limited to the grant period.

## 3. Furniture and Supplies

- a. This category provides funding for furniture, equipment and PPE to improve social distancing for patrons and staff or for ADA accommodations.

## 4. Training

- a. This category provides funding for registration costs for webinars or workshops related to conservation, digitization, and digital project-planning, and other topics relevant for archivists and museum personnel.
- b. Training related to outreach, budgeting, marketing, or other relevant topics.

A local match is not required. Prioritization in funding will be given to organizations located within [distressed counties](#).

The grant contract will **begin on July 1, 2021 and end on May 31, 2022**, which will allow you to use grant funds for purchases from July 1<sup>st</sup> forward, even though a fully signed contract will not be in place until later if your financial processes allow for that. Please be aware however, no grant payments will be processed until the contract is in place.

Applications can be sent via e-mail or mail. We do not require original signatures to be submitted. Application submittal information can be found on page 18 of the application.

The deadline for applications is **Friday, August 27, 2021**.

# ARPA Grant



Tre Hargett  
Secretary of State

Tennessee State Library and Archives  
Department of State  
State of Tennessee  
1001 Rep. John Lewis Way N.  
Nashville, TN 37219  
615-741-7996

<b>Legal Entity Name (or applicant name if a Friends group or city/county)</b>			
<b>Grantee Mailing Address</b>			
<b>City</b>		<b>State</b>	<b>Zip Code</b>
<b>Grantee Physical Address</b> <i>If different than mailing address</i>			
<b>City</b>		<b>State</b>	<b>Zip Code</b>
<b>Phone Number</b>			
<b>City/County to be Served</b>			
<b>Grant Contact Person</b> <i>will be the person listed in the contract</i>			
<b>Grant Contact Person Title</b>			
<b>Grant Contact Person e-mail address</b>			
<b>Title VI Contact Name</b>			
<b>Title VI Contact Information</b>	<b>Phone</b>	<b>Email</b>	
<b>Date of Grantee's Last A-133 Audit*</b> <i>spent \$500,000 or more in Federal Funds only</i>			
<b>Fiscal Years Covered in Last A-133 Audit</b> <i>i.e. 2017/2018, 2013/2014, etc.</i>			
<b>Federal Congressional District(s) to be Served</b> <a href="http://capwiz.com/nra/dbq/officials/">(http://capwiz.com/nra/dbq/officials/)</a>	<i>(District Number only)</i>		
<b>State House District to be Served</b> <a href="http://capwiz.com/nra/dbq/officials/">(http://capwiz.com/nra/dbq/officials/)</a>	<i>(District Number only)</i>		
<b>State Senate District to be Served</b> <a href="http://capwiz.com/nra/dbq/officials/">(http://capwiz.com/nra/dbq/officials/)</a>	<i>(District Number only)</i>		
<b>Full Name of the Entity that is registered for the DUNS number listed below</b>			
<b>DUNS (Data Universal Numbering System) Number**</b>			
<b>Edison ID Number ***</b>			

\*an A-133 audit is not your typical annual audit. It is required by the Federal government if you or your city/county (if you are a department) spent more than \$500,000 in federal funds within a fiscal year.

\*\*<http://www.grants.gov/web/grants/applicants/organization-registration/step-1-obtain-duns-number.html>

\*\*\*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 that is tied to your FEIN.

# ARPA Grant

## Certifications

For this LSTA Grant Proposal to be considered for funding, the applying organization must meet requirements for items in the certification tables below.

- If this LSTA grant request does not include funding for computers or electronic devices to access the Internet, computer software, or peripherals installed on computers accessing the internet, compliance with item 1 is not required.

**I certify that the applicant is compliant with the following:**

		<i>Please check one</i>	
		Yes	No
1.	Children’s Internet Protection Act <i>(complete and sign Internet Safety Certification page, which follows this page)</i>		
2.	Title VI, Civil Rights Act of 1964		
3.	Type of Organization <i>(please mark yes or no, please choose only one as yes)</i>		
	3.a. Department of the County or City		
	3.b. Joint Venture <i>(a formal agreement between a city and county; between cities; between cities and counties, or between counties where funding for the organization is split between the agreeing entities, and the facility and materials are equally owned by the funding bodies; the organization is considered neither a city nor a county department, but is a separate entity and is audited independently)</i>		
	3.c. A documented 501-C-3 <i>(the organization has filed with the IRS as a 501-C-3 non-profit organization; having a tax exempt number or using one from a city or county does not qualify the organization as a 501-C-3, just as tax exempt)</i>		
	3.d. Other, please specify		

---

**Signature of Project Director**

**Date**

---

**Signature of Authorizing Authority**

**Date**

---

**Printed Name and Title Authorizing Authority**

*Please note: Authorizing Authority refers to someone that has fiscal authority. This can include the board chair, mayor, city or county financial officer, etc.*

# ARPA Grant

## Internet Safety Certification

**Organization Name:** \_\_\_\_\_

As the duly authorized representative of the organization, I hereby certify that

(Check EITHER A or B, but not both):

<p><b>A.</b></p> <input type="checkbox"/>	<p>The recipient organization has complied with the requirements of Section 9134(f)(1) of the Library Services and Technology Act and has in place the following policies, as provided by 20 U.S.C. Section 9134(f)(1):</p> <p style="margin-left: 40px;">(i). A policy of Internet safety <i>for minors</i> that includes the operation of a technology protection measure with respect to any of its computers with Internet access that protects against access through such computers to visual depictions that are: (1) obscene; (2) child pornography; or (3) harmful to minors; and the organization is enforcing the operation of such technology protection measure during any use of such computers <i>by minors</i>; and</p> <p style="margin-left: 40px;">(ii). A policy of Internet safety that includes the operation of a technology protection measure with respect to any of its computers with Internet access that protects against access through such computers to visual depictions that are (1) obscene; or (2) child pornography; and the organization is enforcing the operation of such technology protection measure during any use of such computers.</p>
<p><b>B.</b></p> <input type="checkbox"/>	<p>The requirements of Section 9134(f) of the Library Services and Technology Act do not apply to the recipient organization because no funds made available under the LSTA program will be used to purchase computers used to access the Internet or to pay for direct costs associated with accessing the Internet for an organization that does not receive discounted E-Rate services under the Communications Act of 1934, as amended.</p>

---

**Signature of Project Director or Authorizing Authority**

**Date**

---

**Printed Name of Signatory**

---

**Title of Signatory**

# ARPA Grant

## Certification of Indirect Cost

**Organization Name:** \_\_\_\_\_

**Definition:** An Indirect Cost is an organization's incurred cost that cannot be readily isolated or identified with just one project or activity. These types of costs are often referred to as "overhead costs." Typical examples are charges for utilities, general insurance, use of office space and equipment that you own, local telephone service, and the salaries of the management and administrative personnel of the organization.

Please acknowledge the following statement regarding indirect costs in terms of this grant award by checking the box and signing and dating below.

The Grantee requests that 0% of their grant award be allocated for indirect costs, and that the full grant award go towards the cost of items and services approved in the grant.

---

**Signature of Authorizing Authority** (someone who has fiscal authority)

**Date**

---

**Printed Name of Signatory**

---

**Title of Signatory**

# ARPA Grant

## Financial Certification

**Organization Name:** \_\_\_\_\_

Federal Employer Identification Number  
(FEIN)

*Also referred to as a tax-exempt number*

Business Name or Name of the Holder of  
the FEIN

In order for grant funds direct deposited, please provide the last 4 digits of the account you will be using for this grant

\_\_\_\_\_

**Note:** *if using a new account for direct deposit, please contact the grant manager for the documentation and instructions to add this account to your file with the State.*

---

**Signature of Authorizing Authority**

**Date**

---

**Printed Name of Signatory**

---

**Title of Signatory**

Note: if you *cannot* receive your reimbursement as a direct deposit, please note that on this form and include the address where a check would need to be sent.

# ARPA Grant

## Technology

### Instructions

1. All Windows Desktops and Laptops purchased in this grant must meet or exceed the minimum specifications, though you are not required to purchase from the State contract.
  - a. This includes the hard drive size, whether solid state (SSD) or hard disk drives (HDD).
2. You will need to specify what purpose each item will provide. For example:
  - a. Is your item to replace an older one?
  - b. Will it be to increase your network size?
  - c. Will it allow you to increase your service?

**Note:** Items requested cannot be for marketing or advocacy purposes.

3. Any item that is \$5,000.00 or more in total cost for a single item is not eligible for this grant.
4. Paper purchases can be an eligible cost with leftover funds, up to \$100.00, but may not be requested on the application.
5. Printer toner can only be requested if a printer is also requested.

### Ineligible Items

Items not eligible for direct purchase through this grant include (but may not be limited to):

- Refurbished equipment (desktops and laptops included)
- Salaries
- Construction or Capital Improvements
- Gaming Consoles/Games
- Mobile Apps
- Network Cabling
- Device stands
- Patron/door counters
- Security systems
- Phones
- Internet access or phone charges
- Late fees, fines, or penalties
- Telecomm and surveillance items or systems by Huawei, ZTE, Hytera, Hangzhou Hikivision, or Dahua Tech companies and corporations
- Taxes/Sales Tax
- Hotspots
- Database subscriptions or streaming services
- Renewal charges
- Items costing \$5,000.00 or more
- Digital picture frames
- Headphones/earbuds purchased specifically to sell or give away
- Non-digital microfilm readers or reader/printers
- Non-networked and/or leased networked copiers
- Items purchased solely for marketing, personal, or advocacy purposes
- Food or giveaway items
- Subscription services or licensing fees that fall outside of the grant period

**Note:** *If you are not sure if the item you are interested in is eligible, please feel free to ask.*

**Note:** *Televisions are eligible, however, a detailed explanation on how it will be used and where is required. This can be provided on an additional page.*

# ARPA Grant

## Technology

### Minimum Specifications for Windows Desktops and Laptops

#### Windows Desktop

Operating System:	Windows 10 Professional Edition 64-bit
Processor Speed:	Intel Core i5-9600 or equivalent processor
Memory:	8 GB
Hard Drive:	512 GB (either HDD or SSD)
Warranty:	3 year next day parts and labor on-site warranty

#### Windows Laptop

Operating System:	Windows 10- Professional Edition 64-bit
Processor Speed:	Intel i5 or equivalent processor
Memory:	8 GB
Hard Drive:	512 GB (either HDD or SSD)
Warranty:	4 year next business day parts and labor on-site warranty



# Technology

Windows Computers					
		Purpose <i>(replacement, new purchase, etc.)</i>	Cost per item	# Requested	Total
<input type="checkbox"/>	Windows Desktop <i>(meet/exceed Minimum Specifications, page 7)</i>				
<input type="checkbox"/>	Windows Laptop <i>(meet/exceed Minimum Specifications, page 7)</i>				
<input type="checkbox"/>	Additional Warranty				
<input type="checkbox"/>	Additional Memory				

Other Computers					
		Purpose <i>(replacement, new purchase, etc.)</i>	Cost per item	# Requested	Total
<input type="checkbox"/>	Apple Desktop				
<input type="checkbox"/>	Apple Laptop				
<input type="checkbox"/>	Server				
<input type="checkbox"/>	All-in-one or Thin Clients				
<input type="checkbox"/>					

Other Computers, cont.					
	Description/Name of Item	Purpose <i>(replacement, new purchase, etc.)</i>	Cost per item	# Requested	Total
<input type="checkbox"/>	Other Computers (please specify)				
<input type="checkbox"/>	Other Computers (please specify)				
<input type="checkbox"/>	Other Computers (please specify)				
<input type="checkbox"/>	Other Computers (please specify)				
<input type="checkbox"/>	Other Computers (please specify)				

# Technology

<b>Software</b> <i>(Annual fees and subscriptions will be prorated to the start/end dates of the grant contract)</i>						
	<b>Description/Name of Software</b>	<b>Purpose</b> <i>(replacement, new purchase, etc.)</i>	<b>Subscription Dates</b> <i>Subscription start/end date, if applicable</i>	<b>Cost per item</b>	<b># Requested</b>	<b>Total</b>
<input type="checkbox"/>	Productivity <i>(i.e. MS Office)</i>					
<input type="checkbox"/>	Security <i>(i.e. Deep Freeze)</i>					
<input type="checkbox"/>	Anti-Virus <i>(i.e. Symantec)</i>					
<input type="checkbox"/>	Other <i>(please specify)</i>					
<input type="checkbox"/>	Other <i>(please specify)</i>					
<input type="checkbox"/>	Other <i>(please specify)</i>					
<input type="checkbox"/>	Other <i>(please specify)</i>					
<input type="checkbox"/>	Other <i>(please specify)</i>					

<b>Networking Hardware</b> <i>(Networking cables are not eligible)</i>					
	<b>Description/Name of Item</b>	<b>Purpose</b> <i>(replacement, new purchase, etc.)</i>	<b>Cost per item</b>	<b># Requested</b>	<b>Total</b>
<input type="checkbox"/>	Routers/Wireless Routers				
<input type="checkbox"/>	Hubs/Switches etc.				
<input type="checkbox"/>	Wireless Access Points				
<input type="checkbox"/>	Other Networking Hardware				
<input type="checkbox"/>	Other Networking Hardware				
<input type="checkbox"/>	Other Networking Hardware				
<input type="checkbox"/>	Other Networking Hardware				
<input type="checkbox"/>	Other Networking Hardware				

# Technology

Peripherals, Mobile Devices, and Other Small Items					
	Description/Name of item	Purpose <i>(replacement, new purchase, etc.)</i>	Cost per item	# Requested	Total
<input type="checkbox"/>	Monitors				
<input type="checkbox"/>	Black and White Printers				
<input type="checkbox"/>	Color Printers				
<input type="checkbox"/>	All-in-One Scanners/Fax/Printers				
<input type="checkbox"/>	Barcode Scanners				
<input type="checkbox"/>	Flatbed Scanners				
<input type="checkbox"/>	Digital Cameras & kits				
<input type="checkbox"/>	Tablets <i>(i.e. iPads)</i>				
<input type="checkbox"/>	Other (please specify)				
<input type="checkbox"/>	Other (please specify)				
<input type="checkbox"/>	Other (please specify)				
<input type="checkbox"/>	Other (please specify)				
<input type="checkbox"/>	Other (please specify)				

Other Items Not in Another Category					
	Description/Name of item	Purpose <i>(replacement, new purchase, etc.)</i>	Cost per item	# Requested	Total
<input type="checkbox"/>	Other (please specify)				
<input type="checkbox"/>	Other (please specify)				
<input type="checkbox"/>	Other (please specify)				
<input type="checkbox"/>	Other (please specify)				
<input type="checkbox"/>	Other (please specify)				

<b>Total for Category – Technology</b>	\$
--	----

# ARPA Grant

## Website Design

An attractive and informative website is important for public institutions. This grant provides funds to assist archives, museums, and historical records repositories in creating or redesigning their website and can include the cost of the domain as well as the actual website work. Our hope is that with this, your organization can have a friendly, easy to access portal sharing all the great things that you are doing for and in your community.

Notes: This funding is not available to pay existing staff or those affiliated with applicant's organization. If a domain is requested, it will have to be prorated to meet the contract start and end dates.

We have gathered potential web design agencies that you can contact, though you are not limited to just those on this list.

### West Tennessee

Roe Graphics  
Phone: (731) 660-0700  
<https://roegraphics.com/>

Unleashed Web Design  
Phone: (731) 217-8985  
<https://www.unleashedwebdesign.com/>

Timber Dark Design  
Phone: (312) 685-1330  
<https://www.timberdarkdesign.com>

Devjae Website Design  
Phone: (901) 413-1299  
<https://devjae.com/>

### Middle West Tennessee

Darkstar Digital  
Phone: (615) 883-3399  
<https://www.darkstar-digital.com/>

Bear Web Design  
Phone: (615) 504-6845  
<https://www.bearwebdesign.com/>

Timeline Web Design  
Phone: (615) 668-7200  
<https://timelinewebdesign.com/>

Nashville Web Design  
Phone: (615) 270-5588  
<http://nashvillewebdesign.xyz/>

Thrive Creative Group  
Phone: (931) 221-4991  
<https://thinkthrive.com/>

Earth Billboard - Clarksville Web Design  
Phone: (931) 401-7405  
<https://earthbillboard.com/clarksville-web-design.htm>

Devvly  
Phone: (931) 548-2480  
<https://devvly.com/>

### Middle East Tennessee

AH Designs  
Phone: (931) 529-2929  
<https://allanhawkins.com/>

Middle Tennessee Marketing  
Phone: (615) 580-9834

<https://middlesouthmarketing.com/>

S.B.WEBB  
Phone: (423) 435-2177  
<https://sbwebb.com/>

### East Tennessee

T2 Design  
(865) 919-0602  
<https://www.t2graphicdesign.com/>

Slamdot Web Design & SEO  
Phone: (865) 238-5600  
<https://www.slamdot.com/>

Forty Second Street | Web Design - (SEO) Internet Marketing - Branding  
Phone: (865) 382-7007  
<https://www.42st.com/>

Eldie Web Design and Marketing  
Phone: (423) 218-9230  
<https://eldiedesign.com/>

Possible Zone Marketing  
Phone: (423) 765-9699  
<https://possiblezone.com/>

# ARPA Grant

## Website Design

Entity Name \_\_\_\_\_

Current website address, if applicable

http://

### Request

<input type="checkbox"/>	Domain (the physical address for your organization's website – is a recurring fee)	Cost	Start/end date of domain

Is this an existing domain that you have, and you want the grant to pay for the continuation?  Yes  No

<input type="checkbox"/>	Website developer <i>This can exceed \$5,000, as it is the purchase of a service</i>	Cost
Name of website developer, or name of company		

Explanation of project (what do you want the website developer to do?)

Outcome of project (what you want your website to do?)

Who are you wanting to reach (certain age groups, underserved parts of your community, non-users)?

**Total for Category – Website Design** \$

# ARPA Grant

## Furniture

Funding is available for the purchase of furniture and supplies, including PPE, to improve social distances for patrons and staff or for ADA accommodations.

In your request, please feel free to include links to the item, scans of pictures, anything that will help us understand what you are requesting and why it fits the explanation above. Please duplicate this page if you need more spaces.

Item Description	Cost per Item	# Requested	Total

Explanation of use, including link to the item.

Item Description	Cost per Item	# Requested	Total

Explanation of use, including link to the item.

Item Description	Cost per Item	# Requested	Total

Explanation of use, including link to the item.

<b>Total Cost for Category – Furniture</b>	\$
--	----

# ARPA Grant

## Training

All training must be pre-approved and must be completed within the grant period's start/end dates. Grantees will be responsible for securing and paying for all registrations in advance of reimbursement.

### Training Request #1

<b>Title of training program or class</b>	
<b>Name of organization presenting the training</b>	
<b>Subject/Topic of training</b>	
<b>Method of delivery (online or in person)</b>	
<b>Date(s) of Training</b>	
<b>Registration cost per person</b>	
<b>Number of registrations</b>	
<b>Justification for attendance</b>	
<b>Cost of training #1</b>	

### Training Request #2

<b>Title of training program or class</b>	
<b>Name of organization presenting the training</b>	
<b>Subject/Topic of training</b>	
<b>Method of delivery (online or in person)</b>	
<b>Date(s) of Training</b>	
<b>Registration cost per person</b>	
<b>Number of registrations</b>	
<b>Justification for attendance</b>	
<b>Cost of training #2</b>	

# ARPA Grant

## Training (cont.)

### Training Request #3

<b>Title of training program or class</b>	
<b>Name of organization presenting the training</b>	
<b>Subject/Topic of training</b>	
<b>Method of delivery (online or in person)</b>	
<b>Date(s) of Training</b>	
<b>Registration cost per person</b>	
<b>Number of registrations</b>	
<b>Justification for attendance</b>	
<b>Cost of training #3</b>	

### Training Request #4

<b>Title of training program or class</b>	
<b>Name of organization presenting the training</b>	
<b>Subject/Topic of training</b>	
<b>Method of delivery (online or in person)</b>	
<b>Date(s) of Training</b>	
<b>Registration cost per person</b>	
<b>Number of registrations</b>	
<b>Justification for attendance</b>	
<b>Cost of training #4</b>	

<b>Total Cost for Category – Training (sum of all training requests)</b>	\$
--	----



# ARPA Grant

## Summary Page

Total request for Technology	
Total request for Website Design	
Total request for Furniture	
Total request for Training	
<b>Total Request for Grant Application</b>	

### Grant Questions?

Questions regarding the ARPA grant can be sent to Nathaniel Taylor  
Phone 615-253-8713  
E-Mail [Nathaniel.L.Taylor@tn.gov](mailto:Nathaniel.L.Taylor@tn.gov)

# ARPA Grant

## Submitting Applications

Applications will be accepted via mail or e-mail, as we do not need original signatures.

Applications can be sent to:

Tennessee State Library and Archives  
1001 Rep. John Lewis Way N.  
Nashville, TN 37219  
Attn: Nathaniel Taylor

e-mail: [Nathaniel.L.Taylor@tn.gov](mailto:Nathaniel.L.Taylor@tn.gov)

Deadline for submitting applications: **August 27, 2021**

### Important Dates:

Date	Activity
July 12, 2021	Application available
July 29, 2021	Informational webinar and Q&A session will take place via Zoom at 10:30 am (CST); The link will also be shared via the TNArchives Listserv
August 27, 2021	Application deadline; Applications due by 4 pm (CST)
September 2, 2021	ARPA grant awards announced on or around this date
March 1, 2022	Interim reports due by 4 pm (CST)
May 31, 2022	ARPA grant projects completed; spending of funds complete
June 15, 2022	Final day to submit reimbursement requests
July 1, 2022	Report outstanding reimbursement amounts to ARPA grant manager
July 29, 2022	Final reports due by 4 pm (CST) on or before July 29, 2022