

2020 Archives Development Grant



Tre Hargett
Secretary of State

Tennessee State Library and Archives
Department of State
State of Tennessee
403 7th 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 for his commitment to the grants for the current FY 2019-2020.

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.

2020 State Board Programming Grant



Tennessee Historical
Records Advisory Board

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



Application Procedures and Documentation

The Tennessee Historical Records Advisory Board is pleased to provide a grant opportunity for improving the preservation of and access to Tennessee's historical records. The main purpose of the regrants is to increase funding to preserve and provide access to Tennessee's historical records, educate and train records custodians, and support archival program development and enhancement.

In fiscal year 2020-2021, \$32,500 is available for grants up to \$5,000 per institution. There is no match is requirement.

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
- contracted digitization services
- purchase of digitization equipment
- creating a disaster preparedness plan
- improving on-line access to collections through digitization
- hiring a project archivist for processing and digitization work
- travel expenses and registration fees for conferences, workshops, and training

Eligible organizations include:

- Governmental Organizations: public universities, county and municipal records repositories and school districts.
- Small and Medium Sized Historical Records Repositories: a non-profit institution or organization such as a historical society, library, museum, college or university, church, or other similar organization; must prove tax exemption or 501(c)(3) status.
- Professional Organizations: A non-profit organization that serves and/or supports the Tennessee archival community in education and training and/or services to preserve and/or provide access to Tennessee's historical records; must prove tax exemption or 501(c)(3) status.

THRAB will review and evaluate all eligible applications. THRAB may award all or none of the funds requested, offer partial or conditional funding, and encourage revision and/or resubmission. In determining whether an applicant shall receive a grant, THRAB will consider the following factors:

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- **Statement of Need:** In archival records projects, explain the significance of the records in question, why they need to be preserved and/or processed and how they will be made accessible. For education and training projects, explain how the project increase the archival knowledge and/or skills of archivists and other historical records custodians
- **Plan of Work:** Will the project result in increased public accessibility to archival collections through digitization? The soundness of the work plan is critical, focused, clearly defined, and achievable.
- **Participants:** The qualifications and/or plans for training project personnel, including resumes.
- **Budget:** Is the budget realistic, cost effective and accurate?

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.

Tre Hargett, Secretary of State
State of Tennessee



Tennessee State Library and Archives
403 7th Avenue North
Nashville, TN 37243-1409

Charles Sherrill
State Librarian and Archivist

615-741-2764
Chuck.Sherrill@tn.gov

The Honorable Chicken Little
Mayor of Mockingbird County
PO Box 2001
Tulipburg, TN

October 25, 2018

Dear Mayor Little,

On behalf of the Tennessee Historical Records Advisory Board (THRAB), it is my pleasure to announce the award of a State Board Programming Grant in the amount of \$1,800 to the Mockingbird County Archives. Funding for this grant comes from the National Historical Publications and Records Commission (NHPRC) and is administered through THRAB.

Please complete and submit the enclosed grant acknowledgement form. A grant contract will be mailed to you within the next month. Reimbursements will be made via ACH after approval by the Deputy State Historical Records Coordinator. Reimbursements may not be submitted until after the contract is executed. A copy of the reimbursement claim form is also enclosed.

The grant period runs from November 1, 2018 through May 31, 2019. **An interim narrative project report is due on February 15, 2019. You are encouraged to submit your final reimbursement request no later than May 10, 2019. A final report, including a fiscal account of expenditures, is due before July 1, 2019.**

Communication about this award and all reports should come to Myers Brown, Deputy State Historical Records Coordinator, 403 7th Avenue North, Nashville, TN 37243; by email at myers.brown@tn.gov or by phone (615) 253-3470.

Sincerely,

Jami C. Awalt
Assistant State Archivist

GRANT AWARD ACKNOWLEDGEMENT
Tennessee State Library & Archives

Please complete the following to acknowledge your acceptance of a grant award for FY 18-19 and provide the FEIN and bank account information. This information is required in order for us to complete grant payments upon receipt of reimbursement claims.

Organization: Mockingbird County Archives

Amount Awarded: \$1,800.00

My organization (check one): **Accepts** **Declines** **this grant award.**

Date: _____

Signed: _____

If accepting, please provide the following information. The information provided below must correspond with that associated with your state Edison number.

FEIN Number: _____

Bank Routing Number: _____

Bank Account Number: _____

DUNS Number: _____

Edison ID number: _____

Please return the completed form to:
Myers Brown
Archivist, Archives Development Program
Tennessee State Library & Archives
403 7th Ave., North
Nashville, TN 37243

If you have questions please direct them to: Myers Brown by email at myers.brown@tn.gov or by phone at 615-253-3470

**TENNESSEE DEPARTMENT
OF STATE**

*ADP Grant
Accounting Report*

Please submit this report to:
Sara Baxter
Archives Development Program
Tennessee State Library & Archives
403 7th Ave., North
Nashville, TN 37243

All reports are due no later than June 30, 2020

RECIPIENT INFORMATION

Agency Name _____

Federal Identification Number _____

Agency Address _____

Daytime Contact Name _____

City, State, Zip _____

Daytime Contact Phone Number _____

FINANCIAL INFORMATION

Amount of Award		\$ _____
Less Expenditures*		
Training	\$ _____	
Contracted Services	\$ _____	
Supplies	\$ _____	
Total Expenditures		\$ _____
Difference		\$ _____

CERTIFICATION

I certify that to the best of my knowledge and understanding this accounting report is true and correct in all material respects. Additionally, I certify that the grant funds received under the grant program have been accounted for and spent in accordance with the grant agreement.

Signature: _____
Agency Head or Representative *Date*

Dated Received by TSLA: _____

Initials of TSLA Program Manager: _____

Please include copies of the submitted reimbursement invoices.

**Archives Development Direct Grant
Report Form 2020**

Organization: _____

Grant Period: _____

Total Grant Amount: _____

Briefly explain your grant project: _____

What type(s) or records were impacted by this project? Please list below:

How many total records were impacted (volume) by the grant project?

How many records were rehoused in archival folders/boxes? _____

How many records were inventoried/described/ or finding aids created?

How many pages were either made available for public use or accessibility increased by the project? _____

Did your project include the hiring of a contract archivist? Y/N

Did your project include digitization of historical records? Y/N

If yes, how many (in pages) digital surrogates were made available for public use?

Are these digital surrogates available for viewing? Please provide a URL or other information on how to access these digitized collections.

Did you encounter any difficulties in carrying out your project? If so, please describe. _____

Date Received by TSLA: _____

Signature of TSLA Grant Program Manager: _____