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 https://sos.tn.gov/products/tsla/tennessee-archives-management-advisories-tamas);
- 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 September 6, 2019

Application Address:

Sara Baxter
Archives Development Program
Tennessee State Library and Archives
403 Seventh Avenue North
Nashville, TN  37243-0312

Phone: (615) 741-2083
FAX: (615) 532-5315
E-mail: sara.baxter@tn.gov
Direct Grants to Local Government Archives
APPLICATION FORM
(County or Municipal Archives)

Name of county (or city) organization: ______________________________________

Complete mailing address of archives: ______________________________________

Name of county (or city) archivist: ______________________________________

Phone number of archivist: _______ E-mail address of archivist: __________

Name of county (or city) executive: ______________________________________

Mailing address for county (or city) executive: _____________________________

County Executive’s phone number: _______ E-mail address: ________________

Organization’s FEIN number: ____________ Edison ID number: _____________

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: ______________________________________

__________________________________________________________________
Date span of archives (years of oldest and newest records): ____________ to ____________

Describe briefly the principal kinds of county (or city) records and their approximate volume in cubic feet (linear shelf feet)\(^1\) that your archive keeps and makes available to the public:

<table>
<thead>
<tr>
<th>Record Group or Series</th>
<th>Volume in Cubic Feet</th>
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<tbody>
<tr>
<td>[e.g.: Loose chancery court records, 1835-1900]</td>
<td>20.0</td>
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</tbody>
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Typed name and title of official making request: ____________________________________

__________________________________________

Signature: __________________________________

Date: ____________________________________

\(^1\) A rough approximation is acceptable. Precise measurement is not required.
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: ___________________________________________________

**Total Grant Requested:** $ ________.00

<table>
<thead>
<tr>
<th>Object, Service, or Matter to be Procured</th>
<th>Quantity</th>
<th>Budgeted Cost</th>
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</thead>
<tbody>
<tr>
<td>1. ______________________________</td>
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<td>2. ______________________________</td>
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<tr>
<td>5. ______________________________</td>
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</tbody>
</table>

**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.

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2 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) 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 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)

__________________________________________________________________
__________________________________________________________________

Signed: ________________________________________________________
County/City Archivist