

Grants for Archives

Sara E. Baxter



Tennessee State Library and Archives
Secretary of State Tre Hargett

August 2021

Archives Development Program Direct Grants

Oct. 1, 2021 – May 31, 2022

- Funded by Secretary of State's Office
- Open to official county or municipal archives to replace or purchase archival supplies and storage
- Must have public hours and an active PRC
- Cannot exceed \$5,000
- Reimbursement based

Eligible Purchases

- acid-free, lignin-free folders and boxes
- archival shelving units
- other necessary archival supplies or environmental monitoring devices
- contracted conservation treatments
- hiring part-time worker
- improving online access to collections through digitization
- registration fees for webinars from approved organizations

State Board Programming Regrants

Oct.1, 2021 – May 31, 2022

- Funded by the National Historical Publications and Records Commission (NHPRC)
- Open to any institution that holds historic records:
 - govt. archives, museums, libraries/special collections, historical societies, and other non-profits
- Collections must be publicly accessible
- Must be digitization project that results in a fee-free online collection (examples to follow)
- Cannot exceed \$5,000
- Reimbursement based

Eligible Purchases

- **Technology**
 - hardware, software, peripherals, and other technology items used to create online digital collections
 - Items requested may not exceed \$5,000.
- **Training**
 - registration costs for webinars or workshops related to conservation, digitization, and digital project planning
- **Contracted Services**
 - hire a vendor or independent contractor for the purpose of digitization or conservation services
 - must include a quote for these services from a specific vendor as part of your application
- **Contract/Part-Time Archivist**
 - hire a contract or part-time archivist for the duration of the grant period to scan documents and create corresponding metadata
 - This person cannot already be employed by or paid by your organization. This cannot be supplemental to an existing salary or hourly employee.
- **Supplies**
 - archival shelving units, acid-free, lignin-free folders and boxes, and other necessary archival supplies or environmental monitoring devices

Ineligible Grant Purchases

- × Refurbished equipment
- × Salaries
- × Construction or Capital improvements
- × Network cabling
- × Device stands
- × Security systems
- × Furniture
- × Phones or chargers
- × Hotspots
- × Non-digital microfilm readers or reader/printers
- × Website hosting
- × Database subscriptions
- × Subscriptions services or licensing outside of the grant period
- × Taxes/Sales tax
- × Utilities
- × Basic office supplies
- × Anything for exhibits/artifacts
- × Items costing \$5,000 or more

Application Process: Basic Info

- You must complete every section
- Contact info
 - Authorizing official
 - Fiscal contact (who will be ordering, paying, compiling your reimbursement paperwork)
 - Title VI Contact
- FEIN: a nine-digit number assigned by the IRS
- Edison ID: Assigned by the State. Every grantee is required to have one.
- DUNS: a nine-digit number assigned by Dun & Bradstreet. Every SBPG grantee is required to have one.

Application Process: Financial Info



2021 Archives Development Grant

Tennessee State Library and Archives
Department of State
State of Tennessee
1001 Rep. John Lewis Way North
Nashville, TN 37219

Tre Hargett
Secretary of State

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/Fiscal Authority

Date

**This should be whomever will be approving/placing your orders, managing the funds, and compiling the reimbursement paperwork.*

Printed Name and Title of Signatory

Email and Phone 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.



Application Process: Certifications

- Sign off on:
 - Title VI Compliance
 - Applicant has attended this seminar or watched this recording
 - Confirm you are an official records repository (ADP Grant only)
 - Records are public records (SBPG only)
- Signed by Project Director (archivist most likely) AND authorizing authority

Application Process: Budget

- **Archival Supplies:**
 - provide specific items and quotes; include links to items if possible
- **Training/Webinars:**
 - provide all info in table
- **Outside Contracted Services:**
 - include an official quote from the vendor you will use
- **Contract/Part-Time Archivist:**
 - attach a basic plan of work including an anticipated hire date, number of hours to be worked, and hourly rate
- **Technology (SBPG only):**
 - complete the provided table and follow specifications
 - No equipment over \$5,000

Application Process: Supplemental Info

- **ADP Direct Grant**

- 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 (include info about part-time worker here)
- One page letter of recommendation from the count executive or other official primarily responsible for overseeing the archives on behalf of the county commissioners
- Vendor quote if using outside contracted services

- **SBP Grant**

- Three narrative portions: Organization Description, Project Description, Budget Summary
- Vendor quote if using outside contracted services

Application Process: Deadlines

- ADP Direct Grant: September 3, 2021
4 pm (CST)
- State Board Grant: September 10, 2021
4 pm (CST)
- Email or Postmarked by

Grant Schedule

Date	Activity
August 1, 2021	Application available
August 3, 2021	Informational webinar with Q&A session will take place via Zoom
September 3, 2021 September 10, 2021	Application deadline for ADP Direct Grant Application deadline for SBP Grant
October 1, 2021	Grant awards announced on or around this date; Projects begin
February 18, 2022	Interim reports due by 4 pm (CST)
May 31, 2022	Grant projects completed; spending of funds complete
June 15, 2022	Final day to submit reimbursement requests
June 30, 2022	Final reports due by 4 pm (CST) on or before June 30, 2022

Grant Period

October - November 2021

- Will send out official award letters along with acknowledgement form around **Oct. 1, 2021**
 - Please send back form asap!
 - You can start making purchases, begin contracted services/part-time work on **October 1!**
- Contracts sent to authorizing official
 - Review Section C: Budget and Reimbursement process
 - All contracts returned to TSLA by **Nov. 12, 2021**
 - Can be e-signed and emailed!
 - Please return ENTIRE contract; not just signature page

Grant Period

November – December 2021

- Grant contracts will be signed on our end by Sec. Hargett
 - Will send you your copies asap
- Begin your project work and order supplies

Grant Period

January 2022 – May 2022

- Interim Report due **Feb. 18, 2022 by 4 pm** (CST)
- Submit reimbursement claims as early as possible
 - Can submit once every 30 days
- Check-Ins
 - Will either visit in person (if possible) or virtually
 - We will try to check in with everyone

Reimbursement Process

- Reimbursement Form
- Invoice you create
- Receipts/Invoices from vendors
- Timesheets
- Proof of payment
 - Copies of checks, bank statement showing item paid, \$0 balance invoice from vendor
 - DO NOT use a personal card for purchases

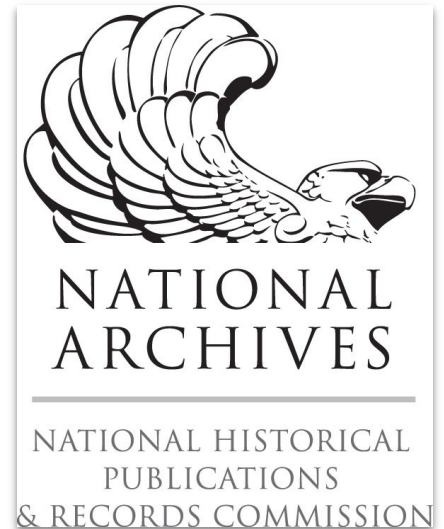
MADISON COUNTY ARCHIVES	
	Gaylord Archival
Invoice/Reference Numbers	2687518 & 2687705
Invoice Dates	1/4/2020
Invoice Period	31 Dec 2020 - 04 Jan 2021
Grant Contract Numbers	██████████
Grantor	TSLA
Grantor Number	TSLA 0123
Grantee Name	Madison County Archives
Grantee EIN Number	██████
Grantee Remittance Address	██
Grantee Contact Information	██
Itemization	See attached
Madison County Archives requested ██████████ for archival materials. This is our only submission for reimbursement. We are submitting reimbursement for the total ██████████ ADP Grant to be used for archival materials.	

Smooth Sailing

- If awarded, begin making purchases asap beginning **October 1**.
 - DO NOT WAIT UNTIL THE LAST MINUTE
- Tell us about any difficulties as soon as you encounter them.
- We are happy to help with the reimbursement process.
- Email is the preferred mode of communication.

Fee-Free Online Collections

- This is a requirement for the SBPG
 - Must be actual scans and metadata of documents or photos
- Need to have a direct/specific link to your project
 - Plan ahead and know where/how this will be accomplished and include in your application
- Acknowledge NHPRC (text or logo)



Past Projects

- Fort Negley [Flickr](#)
- T. Elmer Cox Historical Library [Andrew Johnson Collection](#) and [Marriage Records](#)
- Blount County Archives [County Minute Books](#)
- Giles County Archives [WWI Spanish American War Affidavits](#)
- University of Memphis [Church Family Papers](#)

Contact Information

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