

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, educate and train records custodians, and support archival program development and enhancement.

In fiscal year 2020-2021, grants are available up to \$5,000 per institution. There is no match 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, processed and digitized, and how those scans will be made accessible. For education and training projects, explain how the project increases 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? Priority and preference will be given to digital projects. 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. Please send all applications to the following:

Sara Baxter
Archives Development Program
Tennessee State Library and Archives
403 7th Avenue North
Nashville, TN 37243
Ph: 615-741-2083
fax: 615-532-5315
sara.baxter@tn.gov

Deadline for applications is close of business **September 11, 2020**



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Organizations must complete every section of the application

Organization Name			
Contact Person (name and title)			
Mailing Address			
City		State	Zip Code
Phone Number			
Email			
Authorizing Official (name and title)			
Mailing Address			
City		State	Zip Code
Phone Number			
State House District to be Served (http://capwiz.com/nra/dbq/officials/)			
State Senate District to be Served (http://capwiz.com/nra/dbq/officials/)			
End of Fiscal Year	Month:	Day:	
Full Name of the Entity that is registered for the FEIN number listed below			
FEIN (Federal Employer Identification) Number*			
Edison ID Number**			
Duns (Data Universal Number System)***			

*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.



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****a nine-digit number assigned by Dun & Bradstreet. All granting agencies of the US Government require applicants to have a DUNS number; TSLA requires a DUNS number for federally funded NHPRC grantees.*



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Project Title:

Project Title	
Brief Description of Project	
Total Amount Requested	
Total Project Cost	

As authorizing official of the applicant, I certify to the best of my knowledge that the information in this application is true and correct. The application has been duly authorized by the governing body of the applicant, and, if funded, the applicant will carry out the project in the manner described herein and I am cognizant that any grant award in the amount of \$2,800 or higher must result in a publicly accessible, fee-free, online digital product. I further certify that the applicant will maintain records in accordance with the generally accepted government accounting principles, and that the funds awarded will be included in those audits or financial statements covering all or part of the project duration period.

Signature of Authorizing Official

Date

Applicant Status: Check the applicable box(es) below.

Municipality Private, Non-Profit Organization Local/Regional Historical Society

County College/University Museum

Other (describe)

Previously Funded Applicant? No Yes

If previously funded, indicate: year(s), title of project(s), and amount(s) funded.



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The following sections, I-III, must be completed on individual pages as attachments. Section I must be no more than one (1) page (single-spaced) in length. Section II must be no more than three (3) pages (double-spaced) in length. Section III is limited to one or two paragraphs in length.

I. Organization Description: Addressing the following questions below, provide a brief description of your organization. Include any additional information that you feel would be helpful to the THRAB's review of your request. 1. Provide your organization's statement of mission or purpose. 2. Describe your facility. Include the following: (a) The size of your facility (in square feet). (b) The size and composition of your staff (number of staff, full-time, part-time, volunteer, paid). (c) Hours of operation. (d) Your annual budget and sources of funding. 3. Describe your holdings by subject, types/formats of records, date span, and total cubic footage. Include a description of the physical condition of the historical records or collection that the grant project will address and whether or not the historical records or collections are available to the public.

II. Project Description and Scope of Work: Expanding upon your Summary Statement above, provide a project description and scope of work by answering all of the following questions appropriate to your proposed project.

1. What THRAB funding priority is addressed by the project? (Refer to the Grant Guidelines)
2. What is the historical significance of the materials involved? Does the informational content of your records exist elsewhere, or in another format?
3. What actions, activities, or steps will you take during your project? When and in what order will they be undertaken?
4. Who will complete these actions or perform these activities?
 - (a) Identify the project staff and provide a brief summary of these individuals' qualifications.
 - (b) If you will hire someone (project archivist, consultant, etc.), provide a description of what that person will do.
 - (c) If you have identified a specific consultant, describe that person's qualifications and attach a resume.
5. Identify the results (products) to be produced by this project (for example: 50 rolls of microfilm, 100 cubic feet of processed collections, 5 volunteers trained in basic archival practices, etc.).



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6. What is your organization's ability to implement the project and the project's results? How will the results be sustained?
7. How will the effectiveness of the project be evaluated? How will the award of this grant change the use of these records? What long-term benefits will be derived?
8. How will you publicize the results to your community and what will you do to build on the project accomplishments in terms of ongoing work or funding?

III. Budget Summary: Provide a summary of budget information (narrative of expenditures).



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PROPOSED GRANT BUDGET

Complete the Budget Form providing details of how you arrived at the amounts shown. Be as specific as possible and remember to factor in shipping costs. Figures should be given in whole dollar amounts (for example, \$1,050 not \$1,049.50) and rounded to the nearest 10 (for example, \$1050 not \$1047).

I. Personnel and Salaries

Item	Grant Funds	TOTAL
TOTAL		

II. Travel Expenses

Description of Travel (name, dates, to/from, and reason)	Grant Funds	TOTAL
TOTAL		



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III. Consultant Fees

Item	Grant Funds	TOTAL
TOTAL		

IV. Supplies

Item	Grant Funds	TOTAL
TOTAL		



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V. Training and Consultation

Item	Grant Funds	TOTAL
TOTAL		

PROJECT COSTS

Requested Grant Funds

Total Project Cost

