

Archives Grants FAQs

Who is eligible to apply for grants administered through Tennessee State Library and Archives?

For the Archives Development Program (ADP) Grant, any official county or municipal archives or a not-for-profit organization that has an official, legal authorization to maintain the records generated by a county or municipality is eligible to apply.

For the State Board Programming Grant (SBPG), any government entity or not-for-profit organization that holds permanent, historically valuable archival collections is eligible to apply.

Is there a match requirement?

No. Both grants are non-matching, but are reimbursement based.

Can I fax or mail my application and subsequent contract?

Applications and contracts can be sent via e-mail or mail, as we do not require original signatures. E-mail submissions must have a certified e-signature. We do not accept faxes.

Do I need to get quotes for supplies and contract work first?

Yes. We need to see estimated costs (and links if possible) for supplies and estimated costs for any contracted work as part of your application. Please include supplies quotes and contract work quotes as supplemental material if possible.

Does the grant pay for shipping & handling? Sales tax? Installation fees?

Shipping: Yes

Tax: No, everyone awarded should be a government entity or a nonprofit that is tax exempt.

Installation Fees: No.

Who needs to sign my contract?

The authorizing official for your organization must sign your contract.

For county archives, it must be the county mayor/executive.

Other organizations may have its president, library director, library board director, etc. sign the contract.

All signed contracts should be returned to the grant manager by November 17, 2023.

How do I set up an ACH (direct deposit) account or check if I already have one set up?

Reach out to the grant manager with your official organization name and Edison ID. If you do not have direct deposit set up, you will need to fill out a direct deposit form and submit it to Supplier Maintenance. We can provide that form when needed.

What if prices change from our original proposed budget or an item is no longer in stock?

If individual supplies prices are different when it comes time to place your order, you may still order those items if it does not total more than the amount you were awarded.

If an item is no longer in stock and you wish to replace it with something else, please send a formal request for the replacement item(s) with explanation to the grant manager. Once he replies, you may order the replacement item(s).

If individual prices are lower than what you proposed, you can also send a formal request for additional items to the grant manager for approval to spend your grant award in full.

What if we spend more than the grant award?

The Library & Archives will only reimburse for the total grant amount awarded. If you spend more than your total award amount, your organization is responsible for covering the difference.

What if we spend less than the grant award?

If you think you will spend less than what you proposed, you can send a formal request for additional items to the grant manager for approval. Requested items must pertain to your project and fit within the existing budget categories designated in your contract.

Do I need to actually spend all the money by May 31, or can I have just encumbered them for future payment?

All funds must be spent by May 31. This means any supply orders, contract services, or part-time work hours must be fully paid for by organization by May 31. You will have until mid-June to submit for reimbursement.

What will I need to submit with the interim and final reports?

The required interim report should be a 1-2 page narrative detailing the project process to date. Please format the narrative professionally and on official letterhead if possible. The grant manager will send out specific final report forms towards the end of the grant cycle.

What is the CFDA number for the State Board Programming Grant?

89.003

What other grants are out there?

There are a number of Federal and State opportunities each year. Check the links below to see what is currently available.

Federal:

[NHPRC](#)
[Institute of Museum and Library Services \(IMLS\)](#)
[National Endowment for the Humanities \(NEH\)](#)
[Collections Assessment for Preservation](#)

State:

[Tennessee State Museum](#)
[Tennessee Historical Commission](#)
[Tennessee Arts Commission](#)
[Humanities Tennessee](#)