

Grants for Archives Archives Development Program



**Tennessee State Library and Archives
Secretary of State Tre Hargett**

August 2023



Archives Development Program Direct Grants

Oct. 1, 2023 – May 31, 2024

- Funded by the 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, 2023 – May 31, 2024

- Funded by the National Historical Publications and Records Commission (NHPRC)
- Open to any institution that holds historical records:
 - govt. archives, museums, libraries/special collections, historical societies, and other non-profits
- Collections must be publicly accessible
- Must be a 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.
- UEI: a 12-alphanumeric obtained by SAM.gov. 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.

Page 5 of 14



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 county 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 11, 2023
4 pm (CST)
- State Board Grant: September 11, 2023
4 pm (CST)
- Email or Postmarked



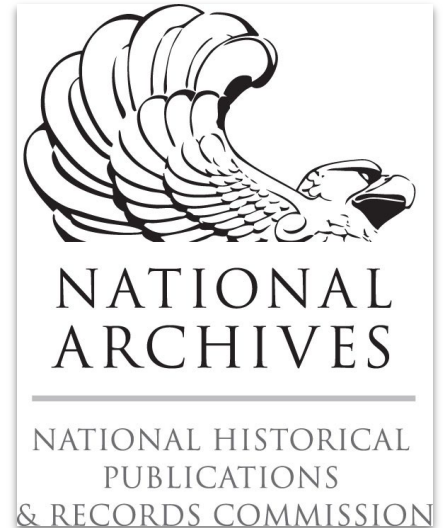
Important Dates

Date	Activity
August 1, 2023	Application available
August 8, 2023	Informational webinar with Q&A session will take place via Zoom
September 11, 2023	Application deadline for ADP Direct Grant Application deadline for SBP Grant
October 2, 2023	Grant awards announced on or around this date; Projects begin
February 16, 2024	Interim reports due by 4 pm (CST)
May 31, 2024	Grant projects completed; spending of funds complete
June 13, 2024	Final day to submit reimbursement requests
June 28, 2024	Final reports due by 4 pm (CST) on or before June 28, 2024
July 26, 2024	Title VI Reporting due by 4 pm (CST)



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 it in your application
- Acknowledge NHPRC (text or logo)



Past Projects

- [Tennessee Projects Funded by THRAB
Regrants from the National Historical
Publications and Records Commission
\(NHPRC\) | Tennessee Secretary of State
\(tn.gov\)](#)



Contact Information

Jami Awalt, Assistant State Archivist
jami.awalt@tn.gov 615-253-3458

Sara Baxter, Maps, Archives Institute
sara.baxter@tn.gov 615-741-2083

Nat Taylor, Grants, Archives Directory, Archives
Institute, Grants nathaniel.l.taylor@tn.gov
615-253-3470

Corinne Dune, TSLA Conservator
Corinne.dune@tn.gov 615-253-6460

