



Tennessee Archives Management Advisory

Secretary of State, Tre Hargett

Direct Grants to Non-Government Archives Guidelines for 2016-2017 Applications

- Grant applications must provide **all** detailed information. Significant omissions will be cause to reject an application.
- To give your program the best chance to be considered for a grant:
 - read these instructions carefully;
 - comply with them fully;
 - focus your grant request and justification carefully and be specific.

Background. In 1998, the Secretary of State initiated a program to encourage development of local archives. The Tennessee State Library and Archives (TSLA) is the action agency, and the Assistant State Archivist is the action officer for this Archives Development Program (ADP).

In fiscal year 2016-2017, \$95,500 has been made available for grants up to \$7,000 for improvements to local archives. **In addition to county and municipal archives, eligibility for these grants has been extended to museums, libraries, non-profit organizations, historical societies, religious archives, colleges and universities, and other repositories of historical records in Tennessee.** We appreciate Secretary of State Tre Hargett for his commitment to the grants for the current FY 2016-2017.

The amount of funding is too small to subsidize major investments such as reconditioning space or the fees of engineers and architects or staff compensation. The amount of funding available is most effectively concentrated on purchases or activities that improve the storage conditions of archival collections, operations, or public accessibility. Eligible projects could include purchases of: archival shelving units, folders, boxes, or other necessary archival supplies or environmental monitoring devices. Other potential projects might also include: indexing of collections, hiring professional consultants for a specific project, training or conservation, creating a disaster preparedness plan, or digitizing collections to improve access.

Policies, Guidelines, and Procedures

The current round is for grants to be awarded in fiscal year 2016-2017 (that is in the year beginning 1 July 2016 and ending 30 June 2017). **Successful applicants will receive their awards by the reimbursement method and will be required to submit receipts with a reimbursement request form. Reimbursements are paid through direct deposit normally within 15 to 20 days from the date they are received by TSLA.**

Although having received a grant in previous years does not automatically eliminate an archive from funding, it is more likely to be considered for a grant in FY 2016-2017 if:

- the new proposal is within the selection criteria,
- there is an overwhelming case for urgent need, and
- new applicants do not present a stronger case for funding.

Only those that best meet the grant criteria can be considered seriously for funding.

The following are policies and procedures for non-government archives, museums, not-for profit operations, historical societies, libraries, universities, colleges, and religious archives (in other words, those applicants who are not an official county or municipal archives) applying for the 2016-2017 round of Archives Development Grants.

1. A museum, not-for-profit archive, historical society, library, university, college, or religious archive must show a clear, existing commitment, both financially and institutionally, to nationally accepted archival collections care and management.
2. Provide proof of their not-for-profit status.
3. Archival assistance grant proposals must come from the office of the executive director, board chairperson, department chair or another official of the governing body designated to administer grants and enter into a legally binding contract (though the application may be prepared by an archivist, curator, librarian, or designated project manager).
4. A performance contract is required for each grant awarded.
5. Grants are to help institutions with archival collections with their **own** efforts to improve the care, management, storage environment, and public accessibility of the historical records, documents, manuscripts, and photographs which have been entrusted to their care.
6. So far as merits of applications permit, TSLA will take reasonable care to distribute grants equitably.

7. Within thirty (30) days after the end of the grant period (grant period ends 30 June 2017), a grantee **must file a report of how the funds were spent and what resulted to improve the archival collections**. Those that fail to do this become ineligible for future grants until the report is filed and accepted. **TSLA will reject grant review reports that fail to justify use of funds**. TSLA may inspect the improvements claimed.

8. Grants will be awarded **only** for the following purposes:

8.1 Procurement of archival supplies, devices, furnishings, or services that directly help to salvage, restore, preserve, or improve access to significant historical archival collections held within the state of Tennessee. **Equipment or devices costing more than \$5,000 apiece are NOT eligible for purchase.**

8.2 Procurement of supplies and services that directly help to achieve and maintain location, collections management or inventory control of significant historical archival collections so that they may be more readily researched by the general public.

9. Grants **will not** be awarded for the following purposes:

9.1 Major capital improvements such as land or structure purchases or renovations.

9.2 The care, rehousing, or exhibition of three-dimensional artifacts.

9.3 The purchase of exhibition cases, mounts, or other items associated with permanent or temporary exhibitions.

10. Organizations that have an archivist, curator, librarian, or collections manager who has received training from TSLA's Tennessee Archives Institute, the Society of Tennessee Archivists, the Tennessee Association of Museums, an archival or museum program of an accredited institution of higher education, or a recognized national organization such as AASLH, SAA, or Lyrasis have a significant advantage in obtaining grants.

11. Applying organizations most likely to be awarded grants are those that:

- Follow the grant application procedures and meet grant application deadlines;
- Demonstrate a commitment to nationally accepted standards for archives care and management;
- Keep historically significant records, documents, manuscripts, or photographs;
- Are open to the public and provide convenient public service during reasonable hours;
- Demonstrate confirmed commitment to improve the storage, environment, and general management and care of archival collections according to archival standards, and a careful development plan;

- Demonstrate a clear ability and designated personnel to administer the grant responsibly;
- Need to acquire archival supplies, devices, furnishings, or services to carry out their duties according to archival standards;
- Present a clear and well-focused plan to salvage, preserve, and arrange significant historical archival collections so that they may be readily available for public examination.
- Present realistic cost/funding estimates and budgets under \$7,000 for the grant objective.
- Offer well-focused, specific project proposals that identify specific objects, services, or supplies to be procured, and that concentrate on the preservation, arrangement, and description of permanently valuable historical archival collections.