



**Tennessee Historical Records Advisory Board (THRAB)  
State Board Programming Grants  
Regrant Program**



**Application Form**

*Please follow instructions in the THRAB Regrant Application Guidelines*

**Application Deadline: October 30, 2015**

**Organization Information (all fields are required)**

Organization Name:

County:

FEIN:

DUNS:

Web site URL:

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Contact person (name and title):

Mailing address:

Telephone:

Email:

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Authorizing official (name and title):

Mailing address:

Telephone:

Email:

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**Project Information**

Project Title:

Brief Description of Project:

**Grant 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. 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.*

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**Signature of Authorizing Official**

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**Date**

**Tennessee Historical Records Advisory Board (THRAB)**  
**Tennessee State Library and Archives**  
**403 Seventh Avenue North Nashville, TN 37243 Tel. (615) 253-3470 Fax (615) 532-5315**

**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.**

**Mission Statement: Provide your organization's statement of mission or purpose.**

## ***Narrative Requirements***

**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 five (5) 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. 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. 2. 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.).
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 the 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).

## Budget Form

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 \$1049.50).

### 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		

### III. Consultant Fees

Item	Grant Funds	TOTAL
TOTAL		

**IV. Supplies**

Item	Grant Funds	TOTAL
TOTAL		

**V. Training and Consultation**

Item	Grant Funds	TOTAL
TOTAL		

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**PROJECT COSTS**

**Requested Grant Funds**

**Total Project Cost**