

2022 State Board Programming Grant



Tennessee Historical
Records Advisory Board

Tennessee State Library and Archives
Department of State
State of Tennessee
1001 Rep. John Lewis Way North
Nashville, TN 37219



Application Procedures and Documentation

The Tennessee Historical Records Advisory Board is pleased to provide a grant opportunity for improving the preservation of and digital access to Tennessee's historical records, educating and training records custodians, and supporting archival program development and enhancement.

In fiscal year 2023, grants are available up to \$5,000 per institution. There is no match requirement.

*All projects must be digitization focused and all grantees are required to create a fee-free digital/online collection.

Grant funds are available for the following:

1. Technology equipment

- a. This category provides funding for hardware, software, peripherals, and other technology items used to create online digital collections.
- b. Items requested may not exceed \$5,000.

2. Training

- a. This category provides funding for registration costs for webinars or workshops related to conservation, digitization, and digital project-planning for archivists and museum personnel.

3. Contracted Services

- a. This category provides funding to hire a vendor or independent contractor for the purpose of digitization or conservation services.
- b. You must include a quote for these services from a specific vendor as part of your application.

4. Contract/Part Time Archivist

- a. This category provides funding to hire a contract or part-time archivist for the duration of the grant period to scan documents and create corresponding metadata.
- b. This person cannot already be employed by or paid by your organization. This cannot be supplemental to an existing salary or hourly employee.

5. Supplies

- a. This category provides funding for archival shelving units, acid-free, lignin-free folders and boxes, and other necessary archival supplies or environmental monitoring devices.
*Supplies are only eligible in conjunction with properly storing items that are being digitized as part of this project.

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.



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- **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:

- **Statement of Need:** Explain the significance of the records involved in the project, why they need to be preserved, processed, and digitized, and how those scans will be made accessible. For proposals that also include training, explain how the training increases the archival knowledge and/or skills of archivists and other historical records custodians and how it will aid them in creating the required fee-free digital/online collection.
- **Plan of Work:** What equipment will be used? How will scans be stored? Who will create the accompanying metadata? What platform will host the images and metadata and who/if anyone (such as an IT dept.) needs to be involved? How will the project result in increased public accessibility to archival collections through digitization? 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?

The grant contract will **begin on October 1, 2022, and end on May 31, 2023**. Please be aware that no grant payments will be processed until the contract is in place.

Applications can be sent via e-mail or mail, as we do not require original signatures to be submitted. Please email or mail all applications to the following:

Sara Baxter
Archives Development Program
Tennessee State Library and Archives
1001 Rep. John Lewis Way N.
Nashville, TN 37219
Ph: 615-741-2083
sara.baxter@tn.gov

Deadline for applications is close of business **September 23, 2022**



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***Organizations must complete every section of the application**

Legal 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
Authorizing Official Contact Information <i>(phone and email)</i>			
Fiscal Contact <i>(name and title)</i>			
Fiscal Contact Information <i>(phone and email)</i>			
Title VI Contact <i>(name and title)</i>			
Title VI Contact Information <i>(phone and email)</i>			
Federal Congressional District(s) to be Served (http://capwiz.com/nra/dbq/officials/)	<i>(District Number only)</i>		
State House District to be Served (http://capwiz.com/nra/dbq/officials/)	<i>(District Number only)</i>		
State Senate District to be Served (http://capwiz.com/nra/dbq/officials/)	<i>(District Number only)</i>		
End of Fiscal Year	Month:	Day:	
Full Name of the Entity that is registered for the below FEIN number			
FEIN (Federal Employer Identification) Number*			
Edison ID Number**			
UEI (Unique Entity Identifier @SAM.gov) Number***			



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**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.*

***** Unique Entity Identifier (UEI)**

Starting in April 2022, the Federal government requires that any grantee of Federal funds provide a UEI instead of a DUNS number. UEIs are free to register for and to renew and are available through <https://sam.gov>.

Please note that you will have to have a login to access the system.

Whose UEI should I use?

- If you are a department of the city or county, you can use the UEI of your city or county.
- If you are a department of your university, you can use the UEI of your university or college.
- Please check with your financial officer regarding what UEI you should use, or if you should register for your own.
- 501-C-3 libraries should either have their own UEI or have permission from their funding body to use theirs.
- All other 501-C-3 groups (historical societies, museums, etc.) should have their own UEI and FEIN, if not funded by their local library or county's funding.

From the U.S. General Services Administration:

If you are new to the federal marketplace, you may not know what it means to “register” in SAM.gov versus just getting a unique entity identifier (or “UEI” as we sometimes call it).

First, what is a UEI?

Today, the federal government uses the DUNS Number, issued by Dun & Bradstreet, to identify businesses and organizations as unique. Each unique business or organization is referred to as an “entity” on SAM.gov. Each entity that does business with the government by bidding on contracts or applying for grants, and certain subawardees, need a DUNS Number to conduct business with federal agencies.

Effective April 4, 2022, the federal government will stop using the DUNS Number and start using a new identifier, the Unique Entity ID (SAM), to identify businesses and organizations as unique. Like the DUNS Number, the UEI will be required to do business with the government.



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What Does it Mean to Get a UEI?

Getting a UEI is a validation that your entity is what you say it is: a unique organization with its own physical address. *Just getting a UEI assigned does not mean your organization is eligible for federal awards.* SAM.gov will validate and assign a UEI to your organization even if you do not intend to register your entity in SAM.gov. “Getting a UEI” in SAM.gov refers to just that—getting a UEI only, not registration. If you are only interested in participating in the award process as a sub-awardee or other situations when registration is not required, then getting only a UEI is the right option for you.

Unique Entity IDs (SAM) do not expire, and if you choose to register your entity later, you will keep the same Unique Entity ID (SAM).

What Does it Mean to Register Your Entity?

“Entity Registration” is a more involved process where you provide certain information about your organization and get a UEI along the way (if you don’t already have one). “Register” in SAM.gov always refers to entity registration. If you are interested in participating in the award process as a primary contractor or awardee—the one that bids directly or applies for the award—then registering is the right option for you.

Registration requires you to provide detailed information about your organization, potentially including representations and certifications (we call them “Reps & Certs”), tax information, assertions (organization size metrics, NAICS codes, etc.), and more. Your registration must be updated (renewed) every year to remain active and keep you eligible for federal awards.

Where Do I Go to Get a Unique Entity ID (SAM)?

- If you have an entity registration (even if your registration has expired), you already have a Unique Entity ID (SAM). You can find it by selecting the Entity Management widget in your Workspace on SAM.gov or by signing in and searching entity information.
- If you are a sub-awardee now or want to be one in the future, choose “Get Started” on the SAM.gov homepage and “Get a UEI.” Do not choose “Register Entity.”
- If you want to bid as a primary awardee on a contract or grant now or in the future, you need to register your entity. A Unique Entity ID (SAM) will be assigned to you as part of registering. Choose “Get Started” on the SAM.gov homepage and “Register Entity.”

[Check out this FAQ](#) for more on the difference between getting a UEI and registering your entity. And if you have more questions about the transition from the DUNS Number to the Unique Entity ID (SAM), please check out our list of [FAQs](#) on FSD.gov.

There is also a [help area](#) on the SAM.gov website if you need assistance.



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

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

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 Number 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.





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The following sections, I-III, must be completed on individual pages as attachments.

I. Organization Description: No more than one (1) page (single-spaced). Please answer questions and include any additional information that you feel would be helpful to the THRAB's review of your request.

1. Provide your organization's mission statement.
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, full-time, part-time, volunteer).
 - (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 (an average estimate is ok!). Include a description of the physical condition of the historical records or collection that the grant project will address and whether the historical records or collections are available to the public.

II. Project Description and Scope of Work: No more than three (3) pages (single-spaced). Provide a project description and scope of work by answering all the following questions.

1. What is the historical significance of the materials involved? Does the informational content of your records exist elsewhere, or in another format?
2. What steps will you take during your project? Describe how you will use any equipment, programs, or software. Provide a timeline. How/where will you host your digital images? Will you need to cooperation of your IT department? Etc.
3. Who will complete these actions or perform these activities?
 - (a) Identify the project staff and summarize their 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, include their qualifications and a resume.
4. Identify the results (products) of this project (for example: 100 scans, 100 cubic feet of processed collections, 5 volunteers trained in basic archival practices, etc.).
5. What is your organization's ability to implement the project and sustain the results?
6. How will you evaluate the effectiveness of the project? How will the award of this grant change the use of these records? What are the long-term benefits?
7. How will you publicize your digital project to your community and what will you do to build on the project accomplishments?

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

1. Include any quotes from outside vendors.





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Certifications

To help streamline our grant process and provide as much information as possible up front, we ask that you certify that the applicant is compliant with and understands the following:

Please check one

		Yes	No
1.	Title VI, Civil Rights Act of 1964		
2.	Applicant has either attended the virtual grant workshop or watched the recording and has made themselves familiar with all grant documentation, including accounting, project management, and reporting, provided by the TSLA Archives Development staff.		
3.	Organization's historical records are public records that are available for public use.		

Signature of Project Director

Date

Signature of Authorizing Authority

Date

Printed Name and Title Authorizing Authority

Please note: Authorizing Authority refers to someone that has fiscal authority. This can include the board chair, mayor, city, or county financial officer, etc.





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Ineligible Items

Items not eligible for direct purchase through this grant include (but may not be limited to):

- Refurbished equipment (desktops and laptops included)
- Salaries
- Construction or Capital Improvements
- Network cabling
- Device stands
- Security systems
- Phones or phone charges
- Hotspots
- Website hosting
- Non-digital microfilm readers or reader/printers
- Database subscriptions
- Items costing \$5,000 or more
- Taxes/Sales tax
- Utilities
- Basic office supplies
- Furniture
- Subscription services or licensing fees that fall outside the grant period

Note: *If you are not sure if the item you are interested in is eligible, please feel free to ask.*

Note: *Televisions are eligible, however, a detailed explanation on how it will be used and where is required. This can be provided on an additional page.*

Minimum Specifications for Windows Desktops and Laptops

Windows Desktop

Operating System: Windows 10 Professional Edition 64-bit
 Processor Speed: Intel Core i5-9600 or equivalent processor
 Memory: 8 GB
 Hard Drive: 512 GB (either HDD or SSD)
 Warranty: 3-year next day parts and labor on-site warranty

Windows Laptop

Operating System: Windows 10- Professional Edition 64-bit
 Processor Speed: Intel i5 or equivalent processor
 Memory: 8 GB
 Hard Drive: 512 GB (either HDD or SSD)
 Warranty: 4-year next business day parts and labor on-site warranty





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State Board Program Grant PROPOSED GRANT BUDGET

In support of the grant application and contract, grantees are required to provide budget information on how the funds, if granted, are to be spent. **Grantees are accountable to the Tennessee State Library and Archives for the expenditure of the budgeted funds for the objects identified in the budget. Any changes the grantee wishes to make that require the expenditure of the granted funds on any object, item, or service other than those declared in this budget must receive the prior written approval of the Tennessee State Librarian and Archivist or his designated representative.**

(Annual fees/licenses and subscriptions for software will be prorated to the start/end dates of the grant contract)

Technology

		Purpose (replacement, new purchase, etc.)	Cost per Item	# Requested	Total
<input type="checkbox"/>	Windows Desktop				
<input type="checkbox"/>	Windows Laptop				
<input type="checkbox"/>	Apple Desktop				
<input type="checkbox"/>	Apple Laptop				
<input type="checkbox"/>	Flatbed Scanner				
<input type="checkbox"/>	Digital camera				
<input type="checkbox"/>	Digital microfilm reader				
<input type="checkbox"/>	Adobe Photoshop				
<input type="checkbox"/>	External Storage				
<input type="checkbox"/>	Other:				
<input type="checkbox"/>	Other:				

Total for Category	\$
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Training

All training must be pre-approved and must be completed within the grant period's start/end dates. Grantees will be responsible for securing and paying for all registrations in advance of reimbursement.

Training Request #1

Title of training program or class	
Name of organization presenting the training	
Subject/Topic of training	
Method of delivery (online or in person)	
Date(s) of Training	
Registration cost per person	
Number of registrations	
Justification for attendance	
Cost of training #1	





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Training Request #2

Title of training program or class	
Name of organization presenting the training	
Subject/Topic of training	
Method of delivery (online or in person)	
Date(s) of Training	
Registration cost per person	
Number of registrations	
Justification for attendance	
Cost of training #2	

Total for Category	\$
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Contracted Services

<input type="checkbox"/>	Vendor Name (Attach a quote to your application)	Cost
	<p><i>*Note: Services can only take place during the grant period of Oct. 1, 2022 - May 31, 2023</i></p>	

Explanation of project (what do you want this contractor to do?)

Outcome of project (where will the scans be hosted, stored, accessible, etc.)

Total for Category	\$
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Contract/Part Time Archivist

If you wish to hire a contract/part-time archivist, please note the following:

- a. This person cannot already be employed by or paid by your organization. This cannot be supplemental to an existing salary or hourly employee.
- b. The duration of the contracted work can only be the grant period (Oct. 1, 2022 - May 31, 2023).
- c. Please provide a basic plan of work including an anticipated hire date, number of hours to be worked, and hourly rate as part of your narrative.

Position with start date	Hourly Rate or Contract Payment Amount	Time (Number of Hours or Length of Contract)	Total

Total for Category	\$
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Supplies

In your request, please feel free to include links to the item(s) that will help us understand what you are requesting and an explanation of use. Please duplicate this page if you need more spaces.

Item Description	Cost per Item	# Requested	Total

Explanation of use, including link to the item.

Item Description	Cost per Item	# Requested	Total

Explanation of use, including link to the item.





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Item Description	Cost per Item	# Requested	Total

Explanation of use, including link to the item.

Item Description	Cost per Item	# Requested	Total

Explanation of use, including link to the item.

Total Requested Budget	\$
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Summary Page

Total request for Technology	
Total request for Training	
Total request for Outside Contract Services	
Total request for Contract Archivist	
Total request for Archival Supplies	
Total Request for Grant Application	

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 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

As the project archivist/manager, I certify that I have attended the virtual grant workshop or watched the recording and am in full understanding of all project requirements, including accounting, project management, and reporting.

Signature of Project Archivist/Manager _____
Date





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Important Dates

Date	Activity
August 1, 2022	Application available
August 9, 2022	Informational webinar with Q&A session will take place via Zoom
September 23, 2022	Application deadline; Applications due by 4 pm (CST)
October 3, 2022	SBP grant awards announced on or around this date
February 17, 2023	Interim reports due by 4 pm (CST)
May 31, 2023	SBPG grant projects completed; spending of funds complete
June 1, 2023	Report outstanding reimbursement amounts to grant manager
June 15, 2023	Final day to submit reimbursement requests
June 30, 2023	Final reports due by 4 pm (CST)
July 28, 2023	Title VI Reporting Due

