**CCRP FAQ’s**

**Who comprises the CCRP Grant Review Board and how are they selected?** The board is comprised of at least three circuit court clerks selected by the President of the Virginia Circuit Court Clerks’ Association. The State Archivist of Virginia and the Government Records Services Division Director are permanent members.

**What projects are eligible for grant funding?** Item conservation, Reformatting, Security Systems, Digital Microfilm Reader/Scanner, Storage, and Preservation Supplies.

**How are vendors for grant projects selected?** Clerks are responsible for the procurement of vendor services for Item conservation, Reformatting, Security Systems, Digital Microfilm Reader/Scanner, Storage, and Preservation Supplies grant projects. State and/or local procurement guidelines must be followed. Please review your procurement guidelines prior to applying for a grant.

**How are grant funds disbursed to the locality?** Grant funds will only be disbursed to the **fiscal office** of the locality upon verification of the successful completion of the project. As determined by instructions from the Auditor of Public Accounts, these funds must be released to the locality’s fiscal office (i.e. Treasurer’s Office or Department of Finance). The clerk should notify their local fiscal office prior to applying for a grant in order to determine what information the local fiscal office will need should a grant be approved.

**Can a locality apply for more than one grant project in a cycle?** Yes, but as part of the evaluation process, the Grants Review Board considers the amount of grant funds available as well as the number of grants and the amount of funding a locality has received. All other factors being equal, there are no restrictions regarding multiple grants for a locality, but the principle of equity will influence final decisions. A locality may prioritize the projects it submits; however, the Grant Review board is responsible for determining what project will receive funding.

**What records may be submitted for item conservation grants?** Endangered records of major historical, artifactual, administrative and/or informational significance. Examples - deed books, will books, order books, general index to deeds, and plats. Records submitted must exhibit physical damage due to constant public use, environmental conditions, pest damage, fire and/or water damage, mold damage, or past efforts to repair records using lamination, tape, or other adhesives. Records that have been laminated without first being deacidified are eligible for grant funding.

**What records are not eligible for item conservation grants?** Local use copies of records compiled and preserved by the state government are not eligible for grant funding. Records compiled by private organizations, such as churches, historical societies, and fraternal organizations are not eligible for grant funding.

**What records may be submitted for reformatting grants?** 1) Endangered records of major historical, artifactual, administrative and/or informational significance that only exist in the original format. 2) Deed books that contain marginal notes added **AFTER** they were microfilmed are considered unsecured permanent volumes and are candidates for a reformatting grant.

**How do I determine whether my records have been reformatted or not?** Check the inside cover of the volume for a stamp placed there by the Library of Virginia or a microfilm vendor stating that it was microfilmed. Or, you can contact your Consulting Archivist or the Local Records Program Manager.

**Can I apply for a reformatting grant to create digital images of previously microfilmed records for the purpose of making them accessible to the public on my records management system?** Yes. However, given that the purpose of the requested project is for access and not preservation it would be subject to 50% matching funds and considered a lower-priority project by the Grants Review Board.