## CIRCUIT COURT PRESERVATION PROGRAM

## ESSENTIAL EQUIPMENT AND STORAGE

## GRANT CYCLE FY2022

|  |
| --- |
| Name of Locality |
| Name of applicant | Position Title | Phone Number |
|
| Name of Primary Project Contact (if different from applicant) | Position Title | Phone Number |
|
| E-mail – Primary Project Contact | Fax Number |  |
|
| Physical Address (Street, City, State, Zip Code) | Mailing Address - if different (Street, City, State, Zip Code) |
| Signature of Circuit Court Clerk | Date |

**ESSENTIAL EQUIPMENT AND STORAGE - PROJECT DESCRIPTION AND REQUIREMENTS**

The following are eligible for grant funding:

**1) Shelving (permanent records) –** Shelving that promotes improved preservation of or access to **permanent** records. Shelving can be static or mobile and must meet archival standards. Applicant must identify in grant application permanent records that will be stored in new shelving. **Submitted vendor proposal must include the shelving design and specifications.**

**2) Shelving (office records)** – Shelving needed as a result of daily office recording and filing may be made to the grants program for 50% of the purchase price, with matching funds coming from local sources.

***Note:*** *All shelving must be procured from a reputable vendor. State and/or local procurement guidelines must be followed. The maintenance cost for mobile shelving the first year may be included in the grant request and covered by grant funds. Maintenance and repair costs after the first year are the responsibility of the clerk and/or locality. The locality must agree to incur the yearly costs thereafter.* ***Contact a Consulting Archivist or Local Records Program Manager prior to submitting a shelving grant.***

**3) Plat cabinet** must be procured from a reputable vendor. State and/or local procurement guidelines must be followed. The purchase and installation of a plat cabinet will receive 100% grant funding. The system may be either a cabinet or drawers, depending on the need of the locality. Vendor proposal must accompany the grant application.

**4)** **Digital Scanner** –Purchase of digital scanner to preserve and make accessible **permanent** records. Grant covers 100% of the purchase price.

**5) Environmental monitoring and control equipment** – Equipment for monitoring and improving storage conditions to ensure proper environmental conditions in areas where archival records are stored will receive 100% grant funding. Examples would be dehumidifiers and temperature/humidity monitors.

## ESSENTIAL EQUIPMENT AND STORAGE – GRANT APPLICATION

**To Be Completed by Circuit Court Clerk or designated staff**

Enter the following: name of vendor, storage system needed (shelving or plat cabinet), cost share by locality (if applicable), and total project cost.

**Name of vendor** - \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

|  |  |  |  |
| --- | --- | --- | --- |
| **Equipment/Storage****Requested** | **Estimated Cost (Vendor)** | **50% Cost Share (Locality)** | **Total Grant Amount Requested** |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
| **Total Cost** |  |  |  |

**If 50% matching grant request, subtract the locality’s 50% cost share from vendor’s estimated cost and enter the remaining amount in the Total Grant Amount Requested column. If not a 50% matching grant request, enter -0- in the 50% cost share column.**

1. Select equipment/storage you are requesting funding for.

[ ]  Shelving (permanent records)

[ ]  Shelving (daily office records) – 50% matching grant

[ ]  Plat cabinet

[ ]  Digital Scanner

[ ]  Environmental monitoring and control equipment (e.g., dehumidifiers and temperature/humidity monitors)

2. Is local funding being applied to cover a portion of the cost of the project?

 [ ]  Yes [ ]  No

3. Provide a brief summary explaining your office’s need for the equipment and/or storage you are requesting grant funding.

4. Please summarize the benefits of this project to your office.

5. What previous actions have you taken to improve the preservation and management of records in your custody?

6. Once the project is complete, what future actions will you take to ensure the long-term preservation of the original records in your custody? Be specific.

**Be sure to attach the following with application:**

If applying for shelving grant, vendor proposal must include the shelving design and specifications.

and estimated costs.