

**CIRCUIT COURT PRESERVATION PROGRAM  
GRANT CYCLE FY2027  
ESSENTIAL EQUIPMENT AND STORAGE – GRANT APPLICATION  
To Be Completed by Circuit Court Clerk or designated staff**

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

- All grant applications must be completed by the clerk or a designated staff member.
- It is the responsibility of the clerk to ensure that all applicable state and local procurement guidelines are adhered to during the grant application, award, and settlement process.
- All equipment and storage units must be new, not used, and procured from a reputable vendor. Grant funding cannot be used to pay, reimburse, or hire staff to do work.
- A vendor providing a quote for services must perform an in-person, onsite assessment of the proposed equipment and storage units, including the shelving design and specifications, created by the vendor.
- **Grant requests may not exceed \$10,000.**
- The maintenance cost for mobile (or compact) 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.

The following are eligible for grant funding:

**1) Shelving (permanent records)** – New shelving that promotes improved preservation of or access to permanent records. Shelving can be static or mobile (compact) and must meet archival standards. Applicant must identify in grant application permanent records that will be stored in new shelving.

**2) Shelving (office records)** – New shelving needed for daily office recording and filing may be made to the grants program for 50% of the total purchase price. The amount awarded by the grants program will not exceed \$10,000, with matching funds coming from local sources. **The locality will fund excess cost beyond the cost share above that amount.**

**3) Plat cabinet** – System may be either a cabinet or drawers, depending on the need of the locality.

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

**Part 1: Applicant Information**

Name of Locality:		
Name of Applicant/Primary Project Contact:	Position Title:	Phone Number:
E-mail:		
Mailing Address - if different (Street, City, State, Zip Code)	Physical Address (Street, City, State, Zip Code)	
Signature of Circuit Court Clerk (or Designee):	Date:	

**Part 2: Equipment and Storage Units to be Submitted**

Enter the following: name of vendor, equipment and/or storage system needed (shelving, plat cabinet, etc.), cost share by locality (if applicable), line-item total from vendor's price proposal quote, and total project cost.

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

**Select equipment/storage for which you are requesting funding**

- ☐ Shelving (permanent records)
- ☐ Shelving (daily office records) – 50% matching grant
- ☐ Plat cabinet
- ☐ Environmental monitoring and control equipment

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

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

### **Part 3: Project Information**

Complete the four project information questions on below. If further explanation is necessary, provide additional information in support of this grant application.

1) Please summarize your office's need for the equipment and/or storage for which you are requesting grant funding.

2) Please summarize the benefits of this project to your office.

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

4) 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.

### **Part 4: Vendor Proposal**

Be sure to attach the vendor's proposal of work with costs for equipment and storage units, including the shelving designs and specifications when appropriate. If equipment and storage units are being supplied by more than one vendor, a separate grant application must be submitted with each proposal of work.