

**CIRCUIT COURT PRESERVATION PROGRAM
GRANT CYCLE FY2027
ITEM CONSERVATION – GRANT APPLICATION
To Be Completed by Circuit Court Clerk or designated staff**

ITEM CONSERVATION GRANT – PROJECT DESCRIPTION AND REQUIREMENTS

- Applicants must contact a consulting archivist prior to submitting a reformatting grant to determine if records are eligible for grant funding.
- 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.
- An item conservation project would contract the services of a professional book and paper conservator to perform conservation treatments on volumes and/or loose papers of major historical, administrative and/or informational significance.
- A vendor providing a quote for services must perform an in-person, onsite examination of the items to be conserved. **Final titling of conserved items should be determined by the clerk and the vendor.**
- All projects involving the conservation of original paper records must conform to the conditions stated in the Guidelines for Conservation Contractors. The Guidelines are available online at <https://www.lva.virginia.gov/services/ccrp>
- All projects that reformat records from any medium to digital must conform to appropriate state standards and Library of Virginia guidelines, copies of which may be obtained on the Library of Virginia website at https://www.lva.virginia.gov/sites/default/files/2025-06/digital_imaging.pdf
- Grant funding includes covering 100% of the reformatting cost of generating digital images (**minimum resolution – 300 dpi tiffs**) for conserved materials **only if they are made accessible** on a secure remote access system, a computer terminal maintained by your office, and/or a publicly accessible site. Applicants are recommended to retire the original records from public use following completion of project.

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: Items to be Submitted

Enter the following: name of vendor, title and date range of records. i.e. *Deed Book 12, 1814-1816*, reformatting preference, line item total from vendor's price proposal quote, and total project cost.

Clerks are encouraged to list records to be conserved in order of preference; however, the CCRP Grants Review Board is responsible for deciding which items will receive funding.

Enter no more than five volumes or no more than 1000 leaves of loose papers, or a combination thereof.

Name of Vendor: _____

Title and date range of records:	To be Reformatted?	Line Item Total:
	Yes <input type="checkbox"/> No <input type="checkbox"/>	
	Yes <input type="checkbox"/> No <input type="checkbox"/>	
	Yes <input type="checkbox"/> No <input type="checkbox"/>	
	Yes <input type="checkbox"/> No <input type="checkbox"/>	
	Yes <input type="checkbox"/> No <input type="checkbox"/>	
Total Project Cost:		

Are the items listed above in order of preference? Yes ☐ No ☐

Part 3: Project Information

Complete the three project information questions on the following page.

Part 4: Vendor Proposal

Be sure to attach the vendor's proposal of work with costs for each item, to include itemized specific treatments and costs proposed, submitted to the clerk by the vendor. If the conservation work is being performed by more than one vendor, a separate grant application must be submitted with each proposal of work.

Project Information Questions

1) Please explain how you will ensure the long-term preservation of the records following completion of this project.

2) If items are to be reformatted, explain how the digital images will be made available to the public by your office. (If you indicated on p.1 that items are not to be reformatted, write “n/a”.)

3) Please provide any additional relevant information in support of this grant application.