

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

**REFORMATTING GRANT – PROJECT DESCRIPTION AND REQUIREMENTS**

Reformatting vital and historically significant records can be undertaken to secure the informational content of a record, to increase access to the record, and to preserve the artifactual integrity of an original document by providing an electronic copy and retiring the original.

- Applicants must contact a consulting archivist prior to submitting a reformatting grant for loose records 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.
- Projects must be performed by a reputable vendor. Grant funding cannot be used to pay, reimburse, or hire staff to do work (i.e., scanning/indexing).
- A vendor providing a quote for services must perform an in-person, onsite assessment of the items to be reformatted.
- **Grant request should not exceed \$10,000.**
- 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](https://www.lva.virginia.gov/sites/default/files/2025-06/digital_imaging.pdf)

**Scanning of permanent records of historical and/or informational significance (primarily land records, will books, vital records, and court order books) for access by land records management system, secure remote access system, computer terminal maintained by your office, and/or a publicly accessible site.** Volumes must be properly identified prior to reformatting. Loose original records must be flattened and properly arranged (alphabetical, chronological, or numerical.) If suit papers are being reformatted, each case must be filed in an acid free folder. Images can be generated from original records or microfilm. Minimum resolution for digital images must be **300 dpi tiffs**. Different levels of indexing can be included in a scanning project, however, it is the applicant's responsibility to ensure that the indexing system provided by the vendor adheres to the existing indexing systems and be compatible with existing land records management system, secure remote access system, and/or a computer terminal maintained by your office. 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: Records to be Submitted**

Enter the following: name of vendor, title and date range of records, line item total from vendor's price proposal quote, and total grant amount/project cost requested.

Grant requests should not exceed \$10,000.

**Name of Vendor:** \_\_\_\_\_

Title and date range of records	Line Item Total
Total Project Cost	

**Part 3: Project Information**

Complete the four project information questions on the next page, explaining the importance of the records, how the digital images will be made available to the public by your office, how you plan to ensure the long-term preservation of the records that have been reformatted, and the overall benefits of the project once completed. If further explanation is necessary, provide additional information in support of this grant application.

1) Describe the content and significance of the records to your office and the public.

2) Explain how the digital images will be made available to the public by your office.

3) Explain what actions your office will take to ensure the long-term preservation of the original and digital records after they are returned to your office. Please address storage, security, and access in your response.

4) Please summarize the benefits of this project to your office and the public once completed.

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

Be sure to attach the vendor's proposal of work with costs for each record group and date range, and total amount requested. If the reformatting is being performed by more than one vendor, a separate grant application must be submitted with each proposal of work.