

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

SECURITY SYSTEM GRANT – 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 security systems must be procured from a reputable vendor.
- A vendor providing a quote for services must perform an in-person, onsite assessment of the proposed system, including a professionally designed diagram of the system layout and/or placement and installation of cameras, created by the vendor.
- **Grant requests may not exceed \$10,000.**
- The monitoring and maintenance cost for the first year may be included in the quote and covered by grant funds. Monitoring, 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 security systems are eligible for grant funding:

1) An early warning smoke, fire, and intrusion detection system. This system must be connected to an office monitored 24 hours a day (typically the sheriff's department, a central 911 office, or a paid third-party monitoring firm).

2) Camera monitoring and recording systems. The purpose of this grant is to discourage the unauthorized removal of or damage to historic records stored in the records room(s) and other archival storage areas. It is not for monitoring the security of circuit court staff. This system should include a digital video recorder that does not require the use of videotapes.

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: Security Systems to be Submitted

Enter the following: name of vendor, security system needed (see checkboxes below), and total project cost from vendor's price proposal quote.

Name of vendor - _____

Select security system(s):

☐ Early warning smoke, fire, and intrusion detection system

☐ Camera monitoring and recording

Project cost – _____

Part 3: Project Information

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

1) Provide a summary explaining your office's need for a security system for the records room.

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

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

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

5) Estimated length of project _____

Part 4: Vendor Proposal

Be sure to attach the vendor's proposal of work with costs, including a professionally designed diagram of the system layout **created by the vendor**.