

Local Records

Grant Application Checklist



The following checklist is designed to serve as a helpful tool for all grant applicants. This checklist does not replace the grant guidelines, but provides an extra tool to help you submit a complete and eligible grant application package.

AT THE START OF THE GRANT CYCLE

Determine your project based on improving the management and preservation of your office's public records — grant applicants are strongly advised to consult with their Regional Administrator during project specification development.

Complete the Invitation for Bid Proposal found on the KDLA website.*

<https://kdla.ky.gov/records/recmgmtservices/Pages/LocalRecordsProgramGrants.aspx>

Complete an Invitation for Bid Proposal Attachment.

Be specific (include record series, dates, quantity of books/files, etc.).

Itemize your projects allowing for multiple vendors to bid on each project (ex: 1.Scanning 2.Digitizing 3.Indexing).

Set time frame for vendor site visits and submitting bids. Request that qualified vendors who choose not to bid submit an official NO BID to you.

Advertise Invitation for Bid Proposal and Bid Attachment.

AFTER BIDS ARE RECEIVED

- Complete the current application found on the KDLA website.

<https://kdla.ky.gov/records/recmgmtservices/Pages/LocalRecordsProgramGrants.aspx>

Complete application with lowest bid vendors. Use separate sections on application to list the lowest bid for each separate task. Only selected vendors are listed on application.

- Verify that the authorized official or head of the local government agency signs the application. Also, no contracts should be signed with vendors during the application process.

GRANT PACKAGE SUBMISSION

- Submit Grant Package to KDLA by the application deadline. Submit by mail, FAX or e-mail (e-mail is preferred method). Verify that all parts of the grant package are included:

Invitation for Bid Proposal*
Invitation for Bid Proposal Attachment.
Copy of Advertisement or Notices of Bid
All vendor bids in their entirety.*
Completed and Signed Grant Application.

Kentucky Department for Libraries and Archives P.O. Box 537 300 Coffee Tree Road Frankfort, KY 40602-0537 Fax: 502.564.5773 Email: LRB.Application@ky.gov
--

***No invitation for bid or vendor bids required for Salary Grants**