Kentucky Department for Libraries and Archives

Local Records Grant Program

Project Specifications Form

Please select the type of project(s) you are applying for (except for salary grants, multiple projects can be selected)

Security Microfilming	☐	Equipment	☐
Scanning/Digitization	☐	Salary	☐
Indexing	☐	Codification	☐
Preservation/Restoration	☐		

Security Microfilming:

Please list records to be Security Microfilmed

Record Series Name	Book Number(s)	Date Range	Series Number

Additional instructions for vendor:

Scanning/Digitization:

Please list records to be Scanned/digitized:

Record Series Name	Book Number(s)	Date Range	Series Number

Additional instructions for vendor:

Indexing:

Please list records to be indexed:

Record Series Name	Book Number(s)	Date Range	Series Number

Additional instructions for vendor:

Preservation/Restoration:

Please list records to be preserved/restored:

Record Series Name	Book Number(s)	Date Range	Series Number

Please list the type of preservation/restoration work to be completed:

Equipment:

Please list the equipment you would like to purchase. For scanning equipment, please list the records you will be scanning. For storage equipment, please list the records to be housed.

Salary:

Total Hours of Work (Up to 2,000 hrs)	Hourly Pay Rate (minimum of $15.00)	Total Funds Requested

Please list the scope of work to be completed using the salary funds:

Codification:

Please list the ordinances to be codified: