



Kentucky Department for Libraries and Archives

Local Records Branch

Records Management Guidance — Local Records Program Grant

Who is eligible to apply for a Local Records Program Grant (LRPG)?

725 KAR 1:050 Section 1 states that, “[a]ny local government office interested in improving the management and preservation of its public records” is eligible to apply for a grant. Successful applications will clearly demonstrate how the grant funds will be used to preserve or provide greater access to records in local governments.

Reminder: Grant applicants with an open LRPG are not eligible to apply for another grant until all prior projects are officially closed. Work with your Regional Administrator to determine the status of your grant.

What types of projects are eligible to be funded?

725 KAR 1:050 Section 3 states that “[a]ny project to improve the management and preservation of local public records shall be considered” for a Local Records Program Grant project. This includes but is not limited to: security microfilming vital and/or archival records; creating digital counterparts and/or digital indexes of born-analog permanent, vital, and/or archival records; records preservation, conservation, or restoration projects for at risk or affected permanent, vital, and/or archival records; purchasing supplies and equipment that promote preservation, conservation, or restoration of permanent, vital, and/or archival records; establishing a local government records management program or archives; arranging and describing permanent, vital, and/or archival records, according to generally accepted professional standards of records management and archival theory and practice; and the codification of ordinances, orders, resolutions, motions, etc. for cities and counties.

What are the steps to complete the grant application?

1. Develop the project and create itemized specifications
 - What are the priorities of the office? Are there any particular record series in need of preservation?
Tip: Your Regional Administrator can assist in creating a priority list
 - Review the LRPG Guidelines to ensure your project meets minimum criteria.
 - Create a Project Specifications Form located on the KDLA website.
Tip: Ensure that all portions of your project are itemized by record series in order to facilitate specificity in vendor bids and project funding.
2. Follow local procurement requirements to obtain and select bids/quotes
 - All LRPG projects must follow your agency’s local procurement rules.
Reminder: All vendors must complete an onsite visit as a requirement of the LRPG. You will be asked to submit the date of the visit when completing the grant application.
3. Complete Local Records Program Grant Application
 - The link to the online submission portal can be found on the KDLA website.
Tip: You will need your complete Project Specifications Form as well as a copy of your selected vendor quotes for each section of your project.

4. Submit application package

- Once submitted, KDLA may reach out to your agency to gather any missing or additional info that may be needed. You will be notified when any funding decisions are made by the State Libraries, Archives, and Records Commission.

Can my Regional Administrator help me write the grant application?

Regional Administrators may not create grant applications for an agency, but project applicants are strongly advised to consult with their Regional Administrator prior to and during the grant application process. Regional Administrators are available for consultation, including discussions and assistance with the creation of the Project Specifications Form.

What if I don't have a grant writer and have never written a grant application?

You do not need a grant writer to apply for the LRP. The application is done through an online portal and no grant writing experience is necessary. Your agency must still make sure to completely answer all application questions in detail and in their entirety.

Tip: While helpful and a good starting point, do not rely exclusively on previously submitted grant application text. Include information on current projects and policies in your office. As always, be specific.

How do I fill out the Project Specification Form?

Be specific. Give as many details as possible and itemize each section by the records that section is supporting. Each grant can have multiple sections for different portions of the project (i.e., microfilming, digitization, equipment purchase can all be done on a single grant project). The separate sections allow appropriate vendors to bid on the sections that apply to them as well as allow for partial funding rather than outright denial of certain projects.

Tip: The grant application follows the Project Specification Form. If you complete the Project Specification Form completely then that portion of the grant application will simply be transcribing the form.

How do I select bids or quotes for the grant project?

All LRP grants must follow local procurement rules. A completed Project Specification Form will allow vendors to see which portions of a project they're interested in and can be provided to prospective vendors to inform them of the tasks that will be necessary to complete a grant project. After choosing bids or quotes based on your agency's local procurement rules, you will be asked to provide the winning quotes for each section of the project in order to complete the grant application.

Who signs the grant application?

The grant application should be signed by a certifying official or head of the local agency. The signer is someone that needs to be able to enter in contract agreements.

What documents are submitted with the grant application package?

The grant application will require the following documents to be uploaded:

- a. Project Specification Form
- b. Selected vendor quotes for each project section with date of site visit.

- c. Any supporting documents (i.e., photos of records)

Where do I submit the grant application package? And how?

The grant application is entirely online. The portal can be accessed via the KDLA website. Please reach out to your agency's Regional Administrator for any questions you may have about the online portal submission.

What is the process once grant applications are submitted?

Once the application is submitted, your application will undergo an initial prescreen by KDLA staff in order to ensure that all necessary documents have been submitted and that the project meets eligibility requirements per 725 KAR 1:050. Once the grant application cycle closes, the Advisory to the State Libraries, Archives, and Records Commission will score each application that was submitted in the application cycle per the criteria set in 725 KAR 1:050. Afterwards, each scored project will be reviewed by the State Libraries, Archives, and Records Commission (the Commission). The Commission has the sole authoritative power to make funding decisions. After their decision, your agency will be notified of an acceptance or rejection of its proposed project.

Can I receive partial funding for my project?

Projects may be fully funded, partially funded, or denied funding.

Tip: Ensure any vendor quotes are itemized to allow for greater ability of partial funding.

What happens if my office is awarded the grant?

Final grant award determinations will be made by the Commission. If your project is chosen for funding, you will be notified by email outlining the next steps. Additionally, a contract will be sent to the certifying official designated in the grant application. As the grant project progresses, KDLA staff will send out report forms to update the status of your project. Your agency's Regional Administrator will remain available to answer any questions or issues that may arise during the project period.

What happens if my office is NOT awarded the grant?

Final grant award determinations will be made by the Commission. If your office's project is not chosen for funding during the current cycle, you will be notified by email. It is suggested to contact your Regional Administrator to determine the next steps in re-submitting an application.

Additional information regarding records management for Local Government Agencies is available from the Local Records Branch at Kentucky Department for Libraries and Archives: www.kdla.ky.gov