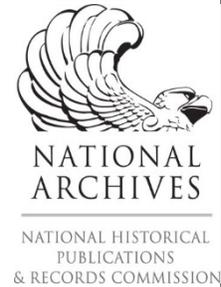


**STATE HISTORICAL RECORDS ADVISORY BOARD**  
**LOCAL RECORDS PRESERVATION REGRANTS**  
**2016 GRANT APPLICATION**



**APPLICANT INFORMATION**

Agency/Entity Applying:		
Federal Employer Identification (FEIN) #:		DUNS #:
Project Director Name:		Title:
Email address:		Phone:
Address:		
City:	State:	ZIP Code:

**GRANT PROJECT INFORMATION**

We are applying for a: Mini Grant <input type="checkbox"/> Major Grant <input type="checkbox"/> StEPs Grant <input type="checkbox"/>		
Grant Project Title:		
Project Start Date:		Project End Date:
Brief Description of Grant Project:		
Grants Funds Requested:	Local Match:	Total Project Amount:
Materials worked on as part of this grant will be open to the public and available for research use:	A copy of our collections inventory is attached or is available for viewing at:	

**CERTIFICATION OF AUTHORIZATION AND SIGNATURE**

To the best of my knowledge and belief, all information on this form and in the narrative is accurate and complete. The document has been duly authorized by the applicant's governing body, and the applicant will comply with all terms and conditions of the grant if funds are awarded.	
Name of Authorizing Individual:	
Title:	Phone:
Signature of applicant:	Date:

Send the completed form (including narrative) to: SHRAB, Alabama Department of Archives and History, P.O. Box 300100, Montgomery, AL 36130-0100 or submit form by fax to (334) 353-4321, or by e-mail (as a PDF attachment) to: [records@archives.alabama.gov](mailto:records@archives.alabama.gov).

Questions? Contact Becky Hébert (334-353-5039 or [becky.hebert@archives.alabama.gov](mailto:becky.hebert@archives.alabama.gov)), Cole Smith (334-353-4605 or [coleman.smith@archives.alabama.gov](mailto:coleman.smith@archives.alabama.gov)) or Tracey Berezansky (334-353-4604 or [tracey.berezansky@archives.alabama.gov](mailto:tracey.berezansky@archives.alabama.gov)).

## BUDGET FORM

**Salaries and Wages:** List names/titles of all project staff, volunteers, and consultants; their payment during the project; and the source of the payment (grant or local funding).

Position (name/title if known)	Grant Funds	Local Funds	Total
<b>Subtotals:</b>			

**Equipment, Supplies, Materials:** List equipment, supplies, and materials to be purchased for the project. Include specifications and vendor price quotations with application.

Item	Grant Funds	Local Funds	Total
<b>Subtotals:</b>			

**Services:** List costs of any vendor-provided services or activities not shown under other budget categories.

Item	Grant Funds	Local Funds	Total

Subtotals:			
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Travel: If travel is part of the project, list anticipated number of trips, number of people participating, and estimated cost. Include per diem, room and board, and travel reimbursement rates, as applicable. (Attach extra page if needed.)

Item	Grant Funds	Local Funds	Total
Subtotals:			

**SUMMARY BUDGET:**

Add subtotal lines to obtain summary budget figures. (All projects require a 25% cost-share of the total project budget from the grant recipient. Cost-sharing can be either cash or in-kind contributions.)

	Grant Funds	Local Funds	Total
Salaries and Wages			
Equipment, Supplies, Materials			
Services			
Travel			
<b>TOTAL GRANT COST:</b>			

<b>Financial Administrator of Grant:</b>	
This person is responsible for actual financial administration of the grant, for ensuring compliance with its terms and conditions, and for preparing financial documentation and reports.	
Name:	
Title:	Phone:
Email address:	Date:

**GRANT APPLICATION NARRATIVE**

Review the instructions in the application guidelines before completing the narrative. The narrative should be no longer than five (5) double-spaced, typewritten pages (8½ x 11" paper) and should be attached to this application form.