



**HRAB
LOCAL RECORDS PRESERVATION
2013 GRANT APPLICATION**

ADAH Use Only
Application #:
Award #:

Agency/Entity Applying:

Federal Employee Identification (FEIN) Number:

Project Director:

Name/Title: _____ E-Mail Address: _____

Address: _____ Telephone No.: _____

City/State/Zip: _____ Fax No.: _____

Description of Grant Project:

Title of Project:

Starting Date: _____ Ending Date:

Summary Description of Project (use only space provided; form has space later for project narrative):

Funding Required for Project:

Grant Funds: _____ Local Funds: _____ Total Cost:

CERTIFICATION OF AUTHORIZATION

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.

Signature of Authorizing Individual:

Name/Title of Authorizing Individual: _____ Date:

Send the completed form (including narrative) to:

Government Services Division
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. Questions? Contact Tom Turley or Tracey Berezansky at (334)242-4452.

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
Subtotals:			

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
Subtotals:			

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

Item	Grant Funds	Local Funds	Total
Subtotals:			

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 50% 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			
TOTAL GRANT COST:			

Financial Administrator of Grant:

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: _____ E-Mail Address: _____

Address: _____ Telephone No.: _____

City/State/Zip: _____ Fax No: _____

GRANT APPLICATION NARRATIVE

Review the instructions in the application guidelines before completing this section. 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.

If you have any questions about the application process or need assistance during your grant project, please contact Tom Turley, Local Government Records Archivist, or Tracey Berezansky, HRAB Deputy Coordinator, at:

Government Records Division
Alabama Department of Archives and History
P.O. Box 300100
Montgomery, AL 36130-0100

Telephone:(334)353-4607 (Tom) or (334)353-4604 (Tracey)

Fax: (334)353-4321

A. E-mail: Tom.Turley@archives.alabama.gov

Tracey.Berezansky@archives.alabama.gov

HRAB website: <http://www.archives.alabama.gov/hrb/>