Local Records Grant Program: Tips for Applying for a Technology Tools Grant

Purpose: Provide guidance to local governments on how to prepare a solid, competitive Technology Tools Local Records Grant application.

**Talk about your proposed project with Washington State Archives before applying for the grant.**

Solid, competitive grant applications need to clearly answer the following three (3) questions:

1. **What is the problem you want to fix?**
   - Explain how not having specific hardware/software is impacting your agency’s ability to either:
     a. **Respond to public records requests in a timely manner**
        - Include measures of the impact such as the number of requests for affected records per year, how long it is taking to fulfill these requests, what work-arounds you are having to employ, etc.
     b. **Capture, retain and manage records for their minimum retention period**
        - Include measures of the impact such as number of affected records, how these records are being created/received, length of retention period, etc.

2. **What will your project do?**
   - What hardware/software will be purchased and installed by the end of the grant period?
   - How many sections and staff in the agency will be able use this hardware/software?
   - What is the basic plan/project schedule to purchase, install, roll-out and train staff in using this new hardware/software?
   - What is the cost-breakdown/budget for the hardware/software, licenses, vendor/consultant costs, training, etc.?
   - Is your proposed choice of hardware/software the most cost-effective solution?

3. **How will the completion of your project fix the problem?**
   - What improvement in response time to public records requests is expected?
   - What improvements in records retention and management are expected?
   - How will the agency meet any ongoing costs (such as software licenses, etc.)?

Additional advice regarding the management of public records is available from Washington State Archives:

www.sos.wa.gov/archives
recordsmanagement@sos.wa.gov