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