



Local Records Grant Program: What Happens After You Are Awarded a Grant?

Purpose: Provide information about what happens after Local Records Grant awards are announced, including steps that must be taken by successful awardees.

1. Archives Oversight Committee sends award recommendations to the Secretary of State.
2. Office of the Secretary of State sends an email announcement to successful awardees and mails a signed copy of the award letter.
3. Awardee must respond with a written notice (email is preferred) accepting or rejecting the award.
4. Archives emails grant agreement to awardee.
5. Awardee signs and returns grant agreement.
6. Archives signs and executes grant agreement.
7. Archives emails executed grant agreement to awardee.
8. Once grant agreement has been executed, reimbursable work on project may begin. Purchases made or project-related contracts signed prior to execution of the grant agreement **WILL NOT** be reimbursed.
9. Awardees may submit reimbursement requests at any time throughout the grant period.
10. After the final reimbursement request has been submitted, awardees will be asked to complete a short survey regarding their experience with the Local Records Grant program.

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

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