



Local Records Grants: Checklist for Submitting an Online Grant Application

Purpose: A checklist to help local governments gather all the required information before submitting their online Local Records Grant application.

As the online grant application does not allow you to save a partially complete application, please make sure you have all the following information ready before you submit:

Contact information for key agency personnel involved with the grant project

Agency type (county, city, or special purpose district)

Federal Employer Identification Number

Population served by agency/department

Number of employees (number of full-time employees with agency/department)

State Legislative District(s) (list those areas that are served by your agency)

Digital copies of quotes and photos ready to attach (as needed)

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