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## Local Records Grants: 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 questions:

### 1. What is the severity of the problem?

- 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 workarounds you are having to employ, etc.
  - b. **OR 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 is your likeliness of success?

- 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?
- How will your agency meet any ongoing costs (such as annual fees, software licenses, etc.)?

### 3. How will your project positively impact the public and your agency?

- What improvement in response time to public records requests is expected?
- What improvements in records retention and management are expected?
- What are the specific results you expect to see, and are they sustainable?
- Will your project get you to a place where you can continue with a stronger records management program going forward?

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

**[www.sos.wa.gov/archives](http://www.sos.wa.gov/archives)  
[recordsmanagement@sos.wa.gov](mailto:recordsmanagement@sos.wa.gov)**