

Georgia Archives Month "Spotlight on Archives" Grant 2017

Purpose: The Georgia Archives Month "Spotlight on Archives" Grant is meant to help archives, museums, or heritage institutions in Georgia promote public awareness of their archives and manuscript collections. This grant will help selected organizations fund their events during Georgia Archives Month in October.

Grant parameters: The 2017 award amount will be two awards for \$250; award monies are intended to be used by the selected institution to offset publicity costs to promote archives and manuscript holdings during Georgia Archives Month. Approved publicity costs can include posters, flyers, handouts, print advertising, media advertising, social media advertising, mailings, etc. Any questions about suitable uses of the grant should be directed to the Georgia Archives Month Committee.

Selection process: The Georgia Archives Month Committee will accept applications for Spotlight nominees until May 30, 2017. The application includes a narrative describing how the funds will promote archives and manuscript collections of the archives, museum, or heritage institution during Georgia Archives Month. Only completed applications will be considered.

The grant may be used to support the advertising of existing programs or exhibits, but a new program or exhibit created for Georgia Archives Month is preferred. Extra consideration will be given to institutions that are promoting diverse collections and to outreach efforts directed towards underrepresented groups.

Applicants will be notified of their status by mid-June. The GAM committee will award the grants to the successful applicants at this time and coordinate publicity about the awards with the award recipients.

Grantee responsibilities: The grantee will use the funds to promote the program or event outlined in the original application. The GAM committee realizes that some change of details can take place, but a radical departure from the original application will result in a withdrawal of funds. The grantee agrees to mention the 2017 sponsors of the Georgia Archives Month Committee for their support in program literature and program scripts (guidelines will be provided). The GAM Committee strongly encourages grantees to send letters to the 2017 GAM Committee sponsors thanking them for supporting the Spotlight program. The GAM Committee will provide the appropriate contact details to the recipient.

The grantee will submit to the GAM committee a summary of their event, photos of the event, and receipts that document expenses by the third week of November of the year the grant is awarded. The grantee will allow the GAM committee to use that information in future newsletter articles, as examples for future applicants, or in the GAM committee's own publicity to raise awareness about this program or Georgia Archives Month.

Application for the Georgia Archives Month “Spotlight on Archives” Grant

Name of Institution:

Address:

Phone number:

Website:

Institution email:

Contact person:

Relationship to institution and contact details:

How are you funded as an organization?

Are you allowed to use discretionary funds for publicity purposes? Yes or No.

Do you receive support from a Friends Group or other entity?

In the grant narrative, please address the following and limit yourself to no more than 1000 words.

- Nature of the institution
- Clientele served
- Archives or manuscript collections to be highlighted
- If a new program or event: please give dates and venues, a plan of work, and the type of publicity the funding will support, and how you will use this event to promote Georgia Archives Month
- If an existing program or event; what type of new publicity or outreach to you plan to employ why you chose this method and how will you use this event to promote Georgia Archives Month.

Please submit this form and your essay as a .pdf file to ga.archivesmonth@gmail.com. Please also use this email if you have any questions.