



TEXAS BAR HISTORICAL FOUNDATION

*Dedicated to the research, collection, preservation and presentation of
information, documents and objects relating to the
Bench, Bar and Judicial System in the State of Texas*

Court Records Preservation Grant Application Packet

Spring 2021
Applications Due May 31, 2021

TEXAS BAR HISTORICAL FOUNDATION COURT RECORDS PRESERVATION GRANT PROGRAM

GRANT APPLICATION GUIDELINES

Background

In 2009, the Texas Supreme Court commissioned the Texas Court Records Preservation Task Force to assess the status of Texas' historical court records and develop a plan to address their preservation needs. The Task Force concluded that Texas' historical state district and county court records, dating back to the Republic of Texas, are among the most important and endangered historical documents in the State.

These records contain important information about famous Texans, record the lives of ordinary Texans during historic eras (such as the Republic of Texas, the Civil War, and the Great Depression), and may contain the only written records that exist about the ancestors of African Americans whose ancestors were enslaved in the State.

Despite their importance, however, many of these records are decaying or being destroyed due to a confluence of events and conditions, including improper storage and handling, the effects of moisture and temperature fluctuations in their storage environment, the ravages of pests, and the acidity of the ink and paper used to create them.

One result of the Task Force was the establishment of the Court Records Preservation Grant Program with the goal of helping county and district courts preserve their valuable historic court records. The Texas Bar Historical Foundation, which administers the Grant Program, was established to engage in and support the research, collection, preservation, and presentation of information, documents, and objects relating to the Bench, Bar, and judicial system within the State of Texas.

Preferences

The Texas Bar Historical Foundation prefers to fund projects that support and reflect its dedication to the research, collection, preservation and presentation of information, documents and objects relating to the Bench, Bar and Judicial System in the State of Texas.

For its Court Records Preservation Grant Program, the Foundation prefers projects that **take preservation and conservation action to prolong the life of historically significant and/or vulnerable public records.**

- Examples of common preservation activities include:
 - Archival rehousing, such as refolding and reboxing in supportive, acid-free housing.
 - The creation of custom acid-free book boxes for large minute books
 - Environment improvement, such as temperature, humidity, and pest control.

- The purchase of shelving to store records off the floor
- Archival encapsulation and preservation binding
- Examples of common conservation activities include:
 - Surface cleaning and mold remediation
 - Humidification and flattening of folded records
 - Deacidification
 - Page mending
 - Binding repair

Additionally, TBHF prefers to fund:

- Projects that have secured additional funding, such as preservation fees or donation pledges.
- Projects that have been previously approved by required authorities, such as Commissioners Courts.

TBHF prefers not to fund:

- Projects focused solely on digitization and indexing.
- Reformatting or the creation of physical facsimiles of historical documents.
- Preservation of non-court government records.
- Organizations that in turn make grants to others.
- Fund-raising events or mass appeal solicitations.

As a rule, the Foundation will consider only one application from an organization within a six month period. Absent good cause, subsequent proposals from organizations previously funded by the Foundation will not be considered until a full report of the previous grant has been submitted to and accepted by the Foundation.

Previous Grant Award Amounts

Due to limited available funds and the high demand for preservation funding throughout the State, the Texas Bar Historical Foundation is typically able to awards grants of between \$3,000 and \$8,000.

Eligibility

Court Records Preservation Grants are primarily made to Texas governmental entities and subdivisions, specifically state district and county courts. Grants to Texas nonprofit organizations recognized as charitable organizations by the Internal Revenue Service under Section 501(c)(3) of the Internal Revenue Code may also be considered.

The Texas Bar Historical Foundation does *not* award grants:

- To individuals.
- To be used to influence legislation or support candidates for public office.
- To be used solely for memorials (such as a statue or plaque).
- As additions to endowments.
- For general operating expenses, unless used exclusively for a qualifying project.

Conditions of Grants

- The Texas Bar Historical Foundation reserves the right to approve or deny any application solely in its own discretion.
- The Foundation reserves the right to request additional documentation or support materials to evaluate grant requests.
- The Foundation requires that any organization receiving a grant must give credit to the Foundation in any report, publication, or press release it issues regarding the project.
- Grant awards must be used strictly in accordance with the proposal and budget submitted in writing to the Foundation. A grantee must petition the Foundation for permission to make any changes to the project or project budget.
- Semi-annual progress and financial reports will be required.
- A final report that includes a description of the project's outcome will be required, including a statement of the original goals and the progress made toward these goals.
- Grant funds must be used within the grant period as set forth in the grant award. Any funds not used during this period must be returned to the Foundation.
- The Foundation, in its sole discretion, may grant a six-month extension of a grant period upon a showing of good-faith effort to complete the project.

GRANT APPLICATION INSTRUCTIONS

The Foundation considers and awards grants semiannually. The application deadlines are May 31st and November 30th at 5:00 p.m. (Central Time) of each year.

At the sole discretion of the Foundation's Trustees, the Foundation may consider grant applications submitted outside of its annual grant application process.

Application Packet – Required Contents

To be eligible for consideration, grant applications must contain 1 original and 1 copy of the completed Texas Bar Historical Foundation Grant Application, executed by a duly authorized representative. This includes:

- Cover Letter describing the project, its needs, and its historical significance
- Part A: Grant Application Form
- Part B: Questionnaire
- Part C: Project Budget
- Part D: Certification and Signature, executed by a duly authorized representative
- Photographs documenting the current condition of records proposed for preservation

Application Packet – Optional Contents

Applicants may also submit any of the following in support of their applications (2 of each).

- Vendor quotes (*Required, if proposed project will be completed by a vendor.*)
- Documentation of project approval from Commissioner's Court, if required and previously attained
- Brochures or other printed materials about the organization or project
- News clippings or media releases about the organization or project

Send completed, signed application and all required and optional attachments together in ONE ENVELOPE or PACKAGE to:

**Texas Bar Historical Foundation
c/o State Bar of Texas Archives Department
P.O. Box 12487
Austin, TX 78711-2487**

TEXAS BAR HISTORICAL FOUNDATION
COURT RECORDS PRESERVATION GRANT PROGRAM

A. GRANT APPLICATION FORM

Project Information			
Applicant Organization			
Project Title			
Brief Project Description	<input type="checkbox"/> New Project <input type="checkbox"/> Ongoing Project		
Amount Requested	\$	Total Budgeted Cost	\$
Project Start Date		Completion Date (Projected)	
Has the applicant previously received a grant from the Foundation?			<input type="checkbox"/> Yes <input type="checkbox"/> No
Contact Information			
Address			
Web Address		Phone	
Clerk Name		Title	
Email Address		Phone	
Primary Contact		Title	
Email Address		Phone	
Address			
Please check/list all supporting documentation included with this application:			
<input type="checkbox"/> Vendor quotes <input type="checkbox"/> Photographs documenting the current condition of records <input type="checkbox"/> Documentation of project approval from Commissioner's Court	<input type="checkbox"/> Brochures or other printed materials <input type="checkbox"/> News clippings or media releases <input type="checkbox"/> _____ <input type="checkbox"/> _____		

B. QUESTIONNAIRE

Records Description

- 1. Please describe the records selected for preservation and conservation treatment, including the information contained, dates created, and physical format (bound, formerly bound, case files, etc.).**

- 2. Please describe the current condition of the records selected for preservation and conservation treatment (e.g. fragile, brittle, tri-folded, water damaged, moldy). (Please note that applicants are encouraged to attach photographs of the current records condition with the application.)**

- 3. Please describe the current storage environment of the records, including details such as climate control, shelving, fire suppression systems, and security access.**

Records Use

- 4. Please explain the significance of the historical information contained in the records.**

- 5. What are these records currently used for? Who commonly uses them?**

- 6. Please describe any potential future uses and users of these records.**

- 7. Do preservation and storage conditions of the records selected currently impede their accessibility for use? If yes, please explain.**

Project Description

- 8. What are the project's goals and expected outcomes?**
- 9. Please describe how the organization plans to accomplish the project, including procedures, staffing, hiring of vendors, etc.**
- 10. If you will be using a third-party vendor to complete this project, have you selected a vendor? Please identify the vendor, if so. (If a vendor quote is available, please submit it with this application and note in this space that the quote is attached.)**
- 11. Where do you plan to store the records after they have received the proposed preservation and conservation treatment? Please describe the details of this storage environment, such as climate control, shelving, fire suppression systems, and security access.**

Project Funding and Approval

- 12. Does your organization require Commissioner's Court approval of this project prior to its commencement? If so, please indicate whether you have received approval, or when you anticipate seeking approval. (If you have received approval and documentation of the approval is available, please submit it with this application.)**

13. If the proposed project is a smaller part of a larger project, please describe what portion of the larger project Foundation funds will be used for. How does the applicant plan to fund the remainder of the project?

14. If the Foundation awards only a portion of the grant funds requested, will you be able to use the funds to complete a portion of the proposed project within the grant period? Please explain.

15. If the Foundation does not award this grant, how will this project be funded?

16. Are you aware of any financial donations that have been made to the Texas Bar Historical Foundation for this project or county? If so, please list the donors and donation amounts below:

C. PROJECT BUDGET

EXPENDITURES – Please list all anticipated project expenses in each category below. Insert new rows as needed.	
Description	Total
Vendor-Quoted Expenses (If available, please submit vendor quotes with application)	
	\$
	\$
	\$
Sub-total Vendor Expenses	\$
Supplies (Including archival storage supplies, such as boxes and folders)	
	\$
	\$
	\$
Sub-total Supplies Costs	\$
Equipment (Durable equipment including shelving and other storage furniture)	
	\$
	\$
	\$
Sub-total Equipment Costs	\$
Facilities Improvement Costs (Such as climate- and pest-control measures)	
	\$
	\$
	\$
Sub-total Facilities Improvement Costs	\$
Personnel Costs (Including training and project-specific hourly pay)	
	\$
	\$
	\$
Sub-total Personnel Costs	\$
Other Project-Related Expenditures (Please specify)	
	\$
	\$
	\$
Sub-total Other	\$
TOTAL EXPENDITURES	
	\$

INCOME – Please list all other funding sources available for the proposed project, including preservation fees collected, and any grants or donations received. Insert new rows as needed.

Funding source	Amount of funding
	\$
	\$
	\$
<i>Subtotal of all other funding</i>	\$
<i>Funding Requested from TBHF</i>	\$
TOTAL INCOME	\$

