

**Blount County, Tennessee**  
**Grant (Contract) Worksheet**

(adopted February 21, 2013)

Please provide the information below for any Grant being applied for or recently awarded.

Once completed, return the worksheet via e-mail to the Grant Accountant at [accounting@blounttn.org](mailto:accounting@blounttn.org).

Requesting Department: Records Management & Archives Department  
Contact Person's Name, email, phone # (person applying for grant): Logan Tallent, ltallent@blounttn.org, (865) 380-4295  
Financial Reporting Person's information (if different than contact): Jackie Glenn  
Project/Program Director's Name, email, phone #: Jackie Glenn, jglenn@blounttn.org, (865) 380-4295  
Name of Granting Agency: TN State Library and Archives

Grant Name: Archive Development Grant  
Is a grant application required? YES ☒ NO ☐  
Is this a one-time grant? YES ☒ NO ☐ If no, is the grant recurring? ☐

**Grant Funds Requested:** \$5,000.00  
**Are County Funds Required (Match)?** If so when approved, a budget amendment for match will need to be included with this form  
No

**Total Amount of Grant:** \$ 5,000

Brief Description for Use of Grant Funds:  
(Equipment, Gear, Personnel, etc.)

Digitizing and repairing approx 18 books, including Circuit Court Minutes, Estate Records, Birth and Death Records.

If the grant is in the application processes, what is the submission deadline?

September 11th, 2017

Worksheet reviewed by -

Grant Accountant and/or Finance Director:

Angeline Pham

Date of Commission approval

Please provide the remaining information once the Grant is approved.

Grant CFDA# (Catalog of Federal Domestic Assistance):

Date of Grant Award:

Grant Period: (such as: Oct 1 - Sept 30)

Expiration Date of Grant, as established by the Granting Agency:

Anticipated Closing Date of Grant Project:

How will we receive the Grant Funds? (direct deposit, check, other)

How often will the Grant Funds be sent? (monthly, quarterly, one payment, other)

\*\*\*\* Attach Budget Amendment(s) to this form when grant approved \*\*\*\*