

CCRP GRANTS PROGRAM APPLICATION CERTIFICATION

Locality: Dinwiddie County

Date: December 14, 2015

Project Type: Item Conservation

Amount of Grant Request: \$21,049.50

J. Burnett Chappell Jr.
Signature of Circuit Court Clerk

J. Burnett Chappell Jr.
Typed or Printed Name of Circuit Court Clerk

Statement regarding expenditure of funds:

I will abide by applicable state and local procurement rules and agree that funds granted under the Virginia Circuit Court Records Preservation Program will be spent only in accordance with the plan of work and budget statement presented in this application, and that any changes in the submitted proposal of work and/or budget will be submitted in writing to the grants office for approval in advance. I understand that grant funds will only be released upon receipt of verification form indicating that the proposal of work has been fully completed. I will ensure that any agreements for goods or services to be paid for with grant funds will be consistent with the project requirements set forth in the CCRP Program Manual.

Statement regarding archival and records management policies and procedures:

I agree to comply with all policies and procedures required by the *Code of Virginia*, and the decisions of the Circuit Court Records Preservation Grants Review Board and the Library of Virginia concerning the management, preservation, reproduction, and storage of public records, as well as those pertaining to the official recording of such records in government offices, whether on paper, microfilm, digital image, or any other medium.

Statement regarding project status and financial expenditure reports:

I agree to submit program status and financial expenditure reports as required by the Library of Virginia. I also agree to account for all grant funds, to maintain separate financial and programmatic records on this project, and to retain such source documentation as canceled checks, paid bills, payroll, or other accounting documentation, in conjunction with the fiscal office of this locality, that would facilitate an audit. I understand that failure to submit the status and financial reports will result in grant funds not being released and this office becoming ineligible to receive future grant funding, until such time that the delinquent reports have been successfully submitted.

By signing below I agree to the three statements above as well as the decision of the CCRP Grants Review Board:

Project Number: 2016A-21

Amount of Grant Award: \$17,890.00

J. Burnett Chappell Jr.
Signature of Circuit Court Clerk

Date: 2/10/16



LIBRARY OF VIRGINIA

Sandra Gioia Treadway
Librarian of Virginia

January 21, 2016

The Honorable John B. Chappell, Jr.
Clerk of the Circuit Court
Dinwiddie County
P. O. Box 63
Dinwiddie, VA 23841

Grant Agreement Number: 2016A-21

Dear Mr. Chappell,

The Circuit Court Records Preservation Grants Review Board met on December 14 to consider sixty-nine applications submitted from sixty-one localities, making it the most competitive cycle yet. It is our pleasure to inform you that your Item Conservation grant application to the Virginia Circuit Court Records Preservation Program has been **approved at a reduced amount of \$17,890.00 (conserve Deed Books 41, 42, 43, 44, and 45)** by the review board, subject to the stated amount, availability of funds, and any provisos listed in this letter or on the enclosed CCRP Grants Program Application Certification form. Please review these provisos carefully to determine the scope and/or limitations of the project.

You will find the Application Certification form enclosed. This agreement, along with the original grant application details the term of your project, the portion of your project supported with grant funds, and the specific work that is to be accomplished. It will also indicate your fiscal and program reporting requirements. Please read the agreement carefully and return it to Michelle Washington at the Library of Virginia in the prepaid envelope included in this mailing. If you have any questions regarding this award or agreement, please contact Greg Crawford at (804) 692-3505.

Please accept our congratulations on the approval of your application. We appreciate your interest in preserving Virginia's documentary heritage and extend our best wishes for a successful project.

Sincerely,

Sandra G. Treadway
State Librarian and State Archivist of Virginia

Chaz W. Haywood
President, Virginia Court Clerks' Association

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