

- WAC 434-670-050 Local records grant program application requirements.** In order to be complete, an application must include:
- (1) Identification of the local government entity;
  - (2) Project personnel;
  - (3) Description of the project (goals, objectives, and final results);
  - (4) An analysis of the project plan;
  - (5) Documentary evidence for the need of the project (photos, testimonies, etc.) if applicable;
  - (6) A timetable;
  - (7) A funding description that includes:
    - (a) A budget layout and explanation;
    - (b) The need for outside funding; and
    - (c) Availability of sustaining funds.
  - (8) Evaluation of results:
    - (a) How will the project be measured a success or failure; and
    - (b) How will the project improve records management, retention practices, and the ability to respond to public disclosure requests.
  - (9) Authorization, including:
    - (a) Being signed and dated by a proper official;
    - (b) Identification of the application preparer.
  - (10) Support material, including:
    - (a) Brief biography and description of the grant-related duties for grant project personnel, consultants, volunteers, etc.;
    - (b) Identification of necessary services, equipment, supplies, etc.; and
    - (c) Other relevant information.

[Statutory Authority: RCW 40.14.020(6), 36.22.175(1), and chapter 40.14 RCW, as amended by 2017 c 303. WSR 18-05-003, § 434-670-050, filed 2/7/18, effective 3/10/18. Statutory Authority: RCW 36.22.175(1). WSR 03-06-069, § 434-670-050, filed 3/3/03, effective 4/3/03.]