



Virginia Genealogical Society Application for Special Grant

Date of submission: _____

The Virginia Genealogical Society has a deep interest in providing access to Virginia related material which would assist genealogical and historical researchers. This special grant program is designed to assist an institution which maintains an archival collection of material of value to researchers of Virginia genealogical and historical information, by supporting a project to make its archival material more available to researchers. The special program grant will generally be made only to one recipient per year, and need not be made every year. The amount of a grant will generally be in the \$1000-\$5000 range, though may exceed this, if funds allow, for appropriate projects.

The total amount of the grant may be used to hire a consultant, or staff, etc. to assist in organizing, arranging, and cataloging manuscripts, photographs, ephemera, and published materials to make the collection more accessible by researchers through cataloging, creating finding aids, internet posting or publication, etc.

Additional information on eligibility and criteria is available on the VGS website (<https://www.vgs.org>) under the About VGS tab.

Organization Information

Name: _____

Address: _____

City/State/Zip: _____

Contact Person: _____

Email: _____

Phone: (____) _____

Best day and time to contact: _____

Year organization joined VGS: _____

Year organized: _____ Total membership: _____ Annual income: _____

Yearly budget: _____ (please attach a copy of your most recent fiscal year budget)

Number of archives staff that are: Full-time _____ Part-time _____ Volunteers _____

Overview of your organization's holdings of historical records. (You may use additional pages if needed).
Include information on subject matter, date range, volume, and formats: paper documents, photographs, printed matter, ephemera, etc.

What public access do you currently provide to your holdings including days and hours of operation?

Do you anticipate any other sources of funds to help with this project? If so, please describe.

How will your organization benefit from this grant? (You may use additional pages.)

President's Signature

I _____ guarantee that any funds received from the Virginia Genealogical Society will be used for the special project described above and that progress reports will be sent as required.

Signature of organization president

Date

Please return this form no later than February 1st to admin@vgs.org.

If you prefer to send by postal mail, please mail to:

Virginia Genealogical Society

PO Box 626

Orange, VA 22960