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**Missouri Secretary of State**  
**LOCAL RECORDS PRESERVATION GRANT**

James C. Kirkpatrick State Information Center  
PO Box 1747, Jefferson City, MO 65102-1747

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Applicant Agency:

Agency Head Name, Title:

Address:

Telephone:

Email:

Web Address:

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State Senate District:

State Representative District:

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Vendor Number (Issued by State, if you need one, please complete Vendor Input Form):

Federal Employee Identification Number (FEIN):

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Authorizing Agency:  
(If different from above)

County:

Official Name, Title:

Address:

Telephone:

Email:

Web Address:

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Primary Project Contact Name, Title:

(The individual responsible for monitoring project and completing reports)

Address:

Telephone:

Email:

(Required)

(Required)

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**1. Grant Request**

- 2. Budget Details.** Supply a breakdown of your grant request. What supplies/commercial vendor services/shelving/essential equipment/other services or commodities will be funded through this grant?

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- 3. Accounting Methods.** Provide a brief description of your accounting and auditing practices.

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- 4. Project Description.** Present a brief statement of purpose for this project and describe how it will support the goals and plans of your organization.
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