



South Carolina State Historical Records Advisory Board (SC SHRAB)
Microgrants Program
2025 Capital Funding Request & Instructions



Instructions

Capital Funding Request documents and related documentation should be submitted via email to: scshrab@scdah.sc.gov. Institutions must complete the fields below and submit the following attachments:

- A statement (maximum 250 words) addressing: Why is the institution requesting funds? How will the institution use the materials purchased to benefit the institution's archival program and aid in improving public access of the records?
- A quantified list of materials purchased.
- Budget Justification, such as invoices or price lists for materials.

Part I: Organization Information

1. Institution Name and Address:	
2. Authorizing Official Name and Address:	3. Title:
	4. Telephone:
	5. Email:
6. Contact Person Name:	7. Title:
	8. Telephone:
	9. Email:
10. Fund Amount Requested:	

Part II: Authorization and Certification

I certify to the best of my knowledge that the information in this document is true and correct, and, if funded, the applicant will spend funds in accordance with procedures described herein.

Signature of Authorizing Official

Date

Send any questions to SCSHRAB@scdah.sc.gov.