

Kentucky Genealogical Society Digitization Grant Process



Date	Action
10 July	KGS Grant Committee kicks off the annual process, updates forms, etc.
1 August	Post grant application, policies and process information on KGS website and publicize via social media and email to KGS members.
1 November	Deadline for submitting grant applications
30 November	KGS Grant Committee completes review and selects finalists
31 December	KGS Board approves grant recipients, projects to be funded and amounts
16 January	Grant recipients will be notified and asked to complete Grant Agreement Form
30 January	Signed Grant Agreement Form returned to KGS
1 February	Initial checks mailed to grant recipients
<u>Recipient Progress Report Dates</u> 16 April (three month) 16 July (six month) 16 October (nine month)	Grant recipients submit to KGS Grant committee progress reports and budget expenditures. KGS sends second half checks to recipients upon Grant Committee approval of six month reports.
Throughout the year	Based on contact with grant recipients in progress reports, KGS Grant Committee assesses need for help by the grant recipient and Grant Committee Chair brings request to Board and membership to find advice/assistance if needed.
16 January FOLLOWING YEAR	Grant recipient delivers copy of digitized records to KGS for placement behind the member wall of KGS' website.