

# Digital Imaging Program Fund

## Grant Request Form

**Agency Information**

Agency Name: \_\_\_\_\_

Division/Office: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

Agency Contact Person(s): \_\_\_\_\_

**Project Description**

1. Describe the digital imaging project (purpose and description of project, benefit to the agency, scope of the project, size of the project, timeline for the project completion)

2. Is this project eligible for Federal funding (matching or otherwise)? If so, please describe.

3. Cost estimate of the project. Please include a detailed cost breakdown of the vendor's service costs. Also, provide information identifying when fund disbursements are required to meet vendor payment obligations. A written estimate from the State Use Vendor is required. Applications will not be accepted without a written estimate from the State Use Vendor. The following link provides contact information for the State Use Vendor.  
<http://www.ksstateuse.org/content.asp?MerchantID=KSSTATE1&ContentID=AgencyBTCO>

State Use Vendor Contact Information:

Richard E. Stinnett, President - BTCO

Business Technology Career Opportunities, Inc.

5111 East 21st Street North, Wichita, Kansas 67208

Ph: 316-652-1561

Email: RichS@BTCOinc.com

Website: www.BTCOinc.com

4. Will the agency contract with the vendor to ensure the information will be delivered and handled in a secure manner in accordance with applicable Federal and State of Kansas requirements?

Yes or No

If yes, please describe the security measures used by the vendor to ensure information security.

If no, please describe the security measures the agency will utilize to ensure information security.

5. Does the agency have alternative means of funding for digital imaging projects? If so, please describe.

6. Please include any other information the agency feels is important in the funding decision.

7. How does the agency plan to utilize the digitized documents? Please describe methods of access, agency use, and digital storage

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Agency Contact Signature

Date