

STATE HISTORICAL SOCIETY OF IOWA

TAN

Technical Advisory Network

What It Is, and How It Works

600 East Locust Street, Des Moines, Iowa 50319-0290

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WHAT IS TAN

The purpose of the Technical Advisory Network (TAN) is to provide assistance to **potential** REAP/HRDP grant recipients and to those who require guidance once the grant has been awarded. TAN advisors are individuals who have many years of experience in working with museum, historic preservation and documentary collections projects. Through this program, you can have a TAN advisor visit your community or project site to offer you specific advice on you REAP/HRDP grant project.

Potential grant applicants may request advice about the identification and development of grant projects and application of appropriate professional standards.

Technical advisors may assist you once **they** take the following factors into consideration –

- Their level of professional expertise concerning your needs and area of requested assistance
- The geographic proximity of the advisor to the client
- Availability of the advisor

TAN advisors **will not** write grant applications*

Nor will they provide any professional services to you as your employee.

TAN advisors **will** help you determine the scope of your grant and the proper methods and procedures you should use.

Program funds will be allocated on a first-come, first-served basis to potential grant applicants as long as funds are available.

**Individuals who are TAN advisors could assist in writing a grant application, but they cannot do this as part of their TAN work. You would have to work with them as a private consultant.*

HOW TAN WORKS

You must write or call:

1. Kristen Vander Molen, Grants Manager at State Historical Society of Iowa
600 East Locust Street, Des Moines, Iowa 50319-0290
Phone: 515-281-6913. E-mail: Kristen.VanderMolen@iowa.gov

Your eligibility for a TAN advisor will be assessed at this point.

2. If your project fits with HRDP requirements, Kristen will briefly discuss your project with you and recommend potential TAN advisors. You will then contact the TAN advisor(s).
3. If the TAN advisor thinks he/she will be of assistance, the TAN advisor will initiate a letter of agreement in triplicate, sign all three and send them to you.

The letter of agreement will state

1. The nature of the consultation
 2. Length of consultation
 3. Written reports
 4. Travel expenses (You will be responsible for covering the costs of travel, meals and lodging for the TAN advisor).
4. Upon your receipt and your approval of the letter of agreement, sign and send two copies of the agreement to the advisor. Keep a copy for your file.
 5. TAN advisors will be available to you for a maximum of twenty-four hours total. This amount of time may be divided among (but is not limited to) on site visits, research, writing, phone calls and grant review.

The REAP/HRDP office monitors TAN through Client Feedback Forms that are mailed to you by the State Historical Society of Iowa. The State Historical Society may share the evaluations with TAN advisors in order to improve the administration of the program.

If you have additional questions please e-mail Kristen Vander Molen.

PLEASE NOTE!!

REAP/HRDP does not guarantee TAN Advisor work. In addition, the use of a TAN advisor does not assure future receipt of a REAP/HRDP grant.

Thanks for using TAN !

An educational/mentoring program brought to you by the State Historical Society of Iowa's REAP/HRDP Grant Program.