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| --- |
| **Part 1: Organization information**  District/System name Click to enter text Branch Click to enter text  Mailing address Click to enter text  Statewide Vendor number\* Click to enter text  DUNS number\* Click to enter text  Tax ID number Click to enter text  **Contracting authority**  Name Click to enter text Title Click to enter text  Email Click to enter text Telephone Click to enter text  I affirm that the information included in this application is true. If this application is funded, we will sign a funding agreement and complete the activities in this application by Friday, August 18, 2017. We agree to participate in information gathering as a part of a state-administered evaluation of the project.  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Signature Date  **Fiscal Agent**  Name Click to enter text Title Click to enter text  Email Click to enter text Telephone Click to enter text  **As the Fiscal Agent,** I am authorized by the applicant organization’s governing body to obligate it to financial liabilities and I am accountable for the integrity of the official accounting system and the financial statements that system provides. I declare that the necessary fiscal policies and procedures exist to assure compliance with the Federal regulations in general and specifically with the 2 CFR 200 as applicable to the applicant organization, and conformance with generally accepted audit standards.  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Signature Date **\* Office of Financial Management** (OFM) requirement ― Grantees must now register with the State of Washington as a “statewide vendor**”** and provide a DUNS Number.If you do not have these numbers, you will be provided with the necessary information and forms to obtain them if awarded a grant. |
| **Part 1: Organization information (cont’d)**  **Library Director (if not same as Contracting Authority above)**  Name Click to enter text Title Click to enter text  Email Click to enter text Telephone Click to enter text  **Project Manager**  Name Click to enter text Title Click to enter text  Email Click to enter text Telephone Click to enter text  We affirm that the information included in this application is true. If this application is funded, we will sign a funding agreement and complete the activities in this application by Friday, August 18, 2017. We agree to participate in information gathering as a part of a state-administered evaluation of the project.  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Signature Date  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Signature Date |
| **Part 2: Criteria**  Your library will qualify to apply if you answer ***yes*** to all of the following criteria. This completed form must be returned with your application in order for the application to be accepted for review.   |  |  |  |  | | --- | --- | --- | --- | |  | | **Yes** | **No** | | **1** | **The application meets the intent of the grant cycle and the goals of Washington Rural Heritage project (see Grant Guidelines, Section 1, Overview―Introduction, Purpose, and Goals).** |  |  | |  |  |  |  | | **2** | **Your library is a public library within the state of Washington (see list of public libraries in the state of Washington http://www.sos.wa.gov/library/libraries/libDev/downloads/directory/PublicLibraries.pdf) or a library which is part of an Native American tribe (as defined in Sec 213 of LSTA) within the state of Washington.** |  |  | |  |  |  |  | | **3** | **The application requests $5,000 or less in grant funding.** |  |  | |  |  |  |  | | **4** | **You commit to digitizing, cataloging, and submitting at least 100 items to the Washington Rural Heritage collection by the end of the grant cycle, Friday, August 18, 2017.** |  |  | |  |  |  |  | | **5** | **You commit to following the digitization specifications and metadata guidelines developed by Washington Rural Heritage (see application guidelines).** |  |  | |  |  |  |  | | **6** | **Your library will sign an intergovernmental agreement stating it has all rights and permissions to the material and grants permission to the Office of the Secretary of State, Washington State Library to publish the submitted items online.** |  |  | |  |  |  |  | | **7** | **You commit to submitting quarterly reports according to the schedule outlined in the contract and the final report by September 29, 2017.** |  |  | |  |  |  |  | | **8** | **You commit to submitting the final claim by September 29, 2017.** |  |  | |  |  |  |  | | **9** | **The official 2016 Washington Rural Heritage grant application form has been used and is complete—all questions have been answered, all signatures obtained, all three components of the application submitted (see Section 6.F of the Guidelines).** |  |  | |  |  |  |  | | **10** | **The application is postmarked (by USPS, FedEx, UPS, etc.) by Wednesday, May 25, 2016 or hand delivered no later than 4:00 p.m., Wednesday, May 25, 2016. (Applications posted after Wednesday, May 25, 2016 will not be accepted for review. Faxed or emailed applications cannot be used to meet submission deadlines.)** |  |  | |

**Part 3: Project justification**

In general, grant reviewers will look for the following criteria when evaluating your proposal

* A clear and concisely written proposal.
* Sufficient detail to understand the problem, need or opportunity.
* Sufficient detail to understand how the proposal will be implemented.
* Evidence of planning for the future in terms of project sustainability.
* Evidence that your project and library fits within the scope of the Washington Rural Heritage initiative and collection.

**Please respond to all questions.**

**1. Was your library previously involved with a Washington Rural Heritage grant award as either a project lead or partner?**

Yes  No *A ‘no’ answer receives 10 points.*

**2. In two or three sentences, briefly describe the digitization project that you are proposing.**

*This question is worth 5 points. The answer should include which organizations are involved and what collections or items will be digitized.*

**3. Please describe in more detail your proposed project and process of implementation. If you are partnering with another institution, please explain your role as well as the role or involvement of your collaborative partner. Note: Equipment used for this project must be able to produce items to the specifications noted (see grant guidelines).**

*This answer is worth 15 points and should include*

* + Additional details regarding the materials slated for digitization (e.g., status as original primary sources versus second-generation copies, material format condition, and current storage conditions).
  + Current access to original items or collection you’re proposing to digitize.
  + Significance of items or collection to community.
  + Means of digitization (list equipment or training needed, services contracted, etc.).
  + Who will implement the project phases and activities (planning, selection, copyright vetting and documentation, digitization and file optimization, publicity and programming, administrative tasks)?

**4. How will your library evaluate and document rights and permissions for digital publishing?**

*This answer is worth 10 points and should include the following*

* + Will your library only digitize material judged to be in the public domain/unencumbered by copyright restrictions, or will you be acquiring necessary permissions for items still under copyright?
  + Will your library gain rights and permission from collaborative partner(s)?
  + Please describe other considerations that may be of relevance to your proposal: “Fair Use” as a provision to publish (steps involved in research); approach to digitizing “orphan works,” etc.

**5. How will this project help you to meet the needs of library patrons and/or serve the mission of your library?**

*This answer is worth 10 points and should include*

* Alignment with library goals, mission, collection policy, strategic planning including digitization, etc.
* Who is the primary audience?
* Consideration of, and plans to address, increased requests for material (original as well as digital copies).
* Evidence of leadership support.
* Evidence of sustainability over time.

**6. How will you determine if your project is successful, and of value to the community you serve?**

*This answer is worth 10 points and should include*

* What is the desired outcome and how will you measure its impact beyond meeting the minimum requirements of the grant?
* How will you measure the level of benefit to your library, your library staff, partner organization(s), and the community? What specific tools or methods will you use (e.g. surveys, patron requests, group interviews)?

**7. How will your library use and promote the online collection?**

*This answer is worth 10 points and should include*

* Description of planned publicity and promotional activities during and immediately following the grant period.
* Description of outreach activities, public programming, etc.
* Plans for sustained promotional activities following the grant period.
* Incorporation of both traditional promotional activities (e.g., press releases, library programs, printed materials) and online promotional activities (e.g., prominent links on library website, use of social media).

**8. List the major activities or steps involved in completing the project in the following Work Plan. Include the name of the person responsible for implementation of the activity and when the activity is expected to be completed. Include evidence of grant administration requirements (e.g. quarterly reports). (Limit response to no more than one page.) Note: see guidelines for sample work plan including all major activities involved in a grant project.**

*This answer is worth 15 points and should include*

* + A logical and sound process of implementation.
  + A description of the tasks to be performed from contract execution to project closeout

|  |  |  |  |
| --- | --- | --- | --- |
| **WORK PLAN** | | | |
| Tasks that Need to Be Accomplished for Successful Project Implementation | Proposed Timeframe For Beginning and Completing Tasks | | Responsible Party for the Completion of Tasks |
| (list in chronological order) | Start Date | End Date |  |
| *Example: Project begins; hold organizational meeting* | *August 2016* | *August 2017* | *John Smith, Project Manager* |
|  |  |  |  |
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**9. Describe the project’s budget using the form below. Please include any digital imaging equipment provided by your library or another institution under ‘Other Funding.’ Each line of the budget form will contain two numbers; one number for “Grant Funds Requested” and one number for “Other Funding”. Round amounts listed to the nearest dollar. Use the column labeled “Description” for very brief notes or to reference the narrative included on a separate page.**

*This answer is worth 15 points.*

***On a separate page****, describe how the budget was determined and why this budget is appropriate. Also complete a short narrative statement for each of the budget categories, describing what items are included within the proposal. (No more than one page in addition to the budget form).*

**Please note:** Grant funds **may not** be used for:

* Purchasing items to be digitized.
* Purchasing digitization equipment that does not meet the minimum requirements outlined in the Grant Guidelines.
* Food and other refreshments.
* Advertising and promotion of libraries in general.
* Prizes and other incentives.
* Computers or other technology used to access the Internet or to pay for direct costs associated with accessing the Internet.
* Conference registration or conference travel.
* In-kind matching funds are not required for eligibility; if you list “other funding,” be prepared to document the use of those funds.
* Incomplete reimbursement claims will cause delays in reimbursement.
* It is important that you keep up-to-date with reporting requirements. If you are not current with reporting there may be delays in processing your reimbursement claims.

**BUDGET FORM**

|  |  |  |  |
| --- | --- | --- | --- |
| Category | Grant Funds  Requested  (dollar amount) | Other  Funding  (dollar amount) | Describe Use of Funds  (Brief note or reference) |
| All Staff Salary, Wages, and Benefits1 |  |  |  |
| Contracts with Others |  |  |  |
| Travel and Training2 | N/A |  |  |
| Equipment Under $5,000 (including software) |  |  |  |
| Equipment Over $5,0003 |  |  |  |
| Expendable Supplies or Materials |  |  |  |
| Indirect costs 4 |  |  | % rate: |
| Other-Itemized |  |  |  |
| TOTAL REQUEST  (Funds requested are not to exceed $5,000.) |  |  |  |

**1** Grant funds cannot be used to pay staff for hours they are regularly scheduled and budgeted to work.

**2** Training is provided by WRH staff.

**3** A single piece of equipment over $5,000, made in whole or in part with grant funding, requires prior written approval from Washington State Library.

**4**Federally negotiated or as defined by IMLS: <http://www.imls.gov/applicants/indirect_cost.aspx>.

**10. In the table below, list any institutional collaborative partner(s): (Contact information for the project manager should be entered on the first page of this application.)**

*This answer is not scored.*

For each institutional partner of the project, list the primary staff member who is involved in the development/implementation of the project, his/her title, and contact information.

|  |  |
| --- | --- |
| Partner institution |  |
| Type of institution |  |
| Primary staff member involved |  |
| Title of staff member |  |
| Street address |  |
| City |  |
| Zip |  |
| Telephone |  |
| Fax |  |
| E-mail |  |
| Alternate e-mail |  |