



Washington
Secretary of State
SAM REED

**Washington
Preservation Initiative
2004 Application**

**WASHINGTON STATE LIBRARY
GRANTS**



This grant cycle is supported with Library Services and Technology Act funding provided by the federal Institute of Museum and Library Services.

APPLICATION CHECKLIST

The Washington State Library will accept application materials until the deadline of 5 pm, July 16, 2004. Applications will then be reviewed against the application checklist. Upon review by the Washington State Library, if the answer to any one of the questions in this checklist is “no”, the application may be rejected without further consideration.

CRITERIA / QUESTION	YES	NO
An original application and one copy were submitted. An electronic copy was also submitted on disk or as an email attachment.	<input type="checkbox"/>	<input type="checkbox"/>
The application has been signed by the official with contract authority, the project director, and the fiscal agent.	<input type="checkbox"/>	<input type="checkbox"/>
The lead applicant is eligible to apply for this grant—see library eligibility guidelines: http://www.secstate.wa.gov/library/libraries/grants/grants.aspx	<input type="checkbox"/>	<input type="checkbox"/>
If the application is from a public library, public elementary or secondary school library, or if the application is from a group of libraries or a library consortium that includes a public library, public elementary or secondary school library, a completed CIPA certification form is included with the application.	<input type="checkbox"/>	<input type="checkbox"/>
The application contains only eligible activities and costs that conform to LSTA goals (see project eligibility guidelines).	<input type="checkbox"/>	<input type="checkbox"/>
The request is within the funding limit specified within the program guidelines under which application is being made.	<input type="checkbox"/>	<input type="checkbox"/>
The project will conclude prior to August 31, 2005.	<input type="checkbox"/>	<input type="checkbox"/>
All questions have been answered.	<input type="checkbox"/>	<input type="checkbox"/>
The application was received at the Washington State Library prior to the application deadline of 5 p.m., July 16, 2004.	<input type="checkbox"/>	<input type="checkbox"/>

Washington Preservation Initiative
2004 Grant Application

Amount of funding requested:

Library Name _____

Type of library (public, academic, special, research, school, other): _____

Official with Contracting Authority _____ Title _____

Organization Name _____

Address _____

City _____ Zip _____

Telephone _____ Fax _____ Email _____

Project Director _____ Title _____

Organization Name _____

Address _____

City _____ Zip _____

Telephone _____ Fax _____ Email _____

Project abstract (50 words or less):

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 August 31, 2005. We agree to participate in statistical information gathering as a part of a state-administered evaluation of the project.

Contracting Authority Signature/Date

Project Director Signature/Date

**Washington Preservation Initiative
2004 Grant Application**

Federal Employer/Tax ID# (IRS issued) _____

Fiscal Agent Name and Title _____

Organization Name _____

Fiscal Mailing Address _____

Fiscal City _____ Zip _____

Fiscal Telephone _____ Fax _____

Fiscal Email _____

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 Office of Management and Budget (OMB) Cost Principles applicable to the applicant organization, and conformance with generally accepted audit standards.

Fiscal Agent Signature/Date

General Data (Please duplicate and complete this page for additional partners in cooperative proposals.)

What is the population served by the library? _____

How many registered borrowers does the library have? _____

How many volumes are in the library? _____

(For the following questions, indicate yes or no.)

Does the library have in place a program for the preservation of materials? _____

If yes, has the library:

1. Completed an assessment of the overall collection? _____
2. Completed a separate assessment of one or more specific collections? _____
3. Adopted preservation policies? _____
4. Adopted a preservation plan? _____
5. Assigned one or more staff with specific responsibility for implementing preservation policies and/or the preservation plan? _____

Pertaining to the collection subject to this application and the library facility where it is housed:

1. How many hours each week is the collection available for access? _____
2. How is access to the collection provided (e.g., walk-in, appointment, via library Web site)? _____

The following criteria will be used to review and evaluate all parts of the application. In addition, each section of the application will include specific criteria upon which that section will be evaluated.

In general, reviewers will look for:

- A clearly presented and concisely written proposal with sufficient detail to understand the problem, need, or opportunity; to understand what is being proposed; and to understand how the proposal will be implemented.
- Inclusion of pertinent information, significant statistics, and/or anecdotal examples that document facts, support arguments, show interrelationships, and demonstrate participation and support.
- A strong relationship between the problem, need, or opportunity; the proposed solution; and the desired outcomes.
- A strong relationship between the proposed solution and the proposed work plan and budget.
- Evidence that the application is based upon the recommendations within a needs assessment or related document.
- A strong relationship between what is being proposed, and the library's strategic plan. This includes specific goals, objectives, and priorities.

Evidence of conformity with and advancement of federal and state goals and objectives as described in ***Washington State Library Services and Technology Act Five-Year Plan FFY2003 – 2007***, on the Web at <http://www.secstate.wa.gov/library/libraries/dev/LSTAPlan03.pdf>. If unable to access this site, please call the Grants Program at 360.704.5246 for the information.

1. Briefly describe the desired outcome that would result from the implementation of this proposal.

Consider the following items in developing the response:

- What will be preserved?
- Who will benefit?
- How will Washington's cultural heritage be enhanced?

Review and Evaluation

This question is worth 10 points. Reviewers will look for:

- The impact of this proposal on preserving Washington's cultural heritage.

2. Describe the existing situation.

Consider the following items in developing the response:

- What is the problem, need, or opportunity?
- Has this been identified in a local needs assessment?
- What are the consequences for the library as a result?
- If a collection is to be preserved:
 - Describe the collection, its size, significance and enduring value.
 - Why is it important to preserve this collection?
 - How is the collection at risk (see the criteria for evaluation in the guidelines)?
 - Describe the bibliographic control in place to assure wide access to the collection.
 - Are the materials available for public use?
- What other resources were considered or used to address this problem, need or opportunity?
 - Use of local library funding and other resources.
 - Use of other funding from other grants, partners, Friends groups, etc.
- Other factors specific to this situation.

Review and Evaluation

This question is worth 20 points. Reviewers will look for:

- Discussion of what is being done and why it is inadequate.
- Impact of the existing situation.
- If a collection is to be assessed and/or preserved:
 - Significance of the collection to the locality, region, state, or nation.
 - The degree to which the collection is at risk (see the criteria for evaluation in the guidelines for a description of the level of risk).
 - Materials are legally owned by the library and are available to the public for onsite examination or loan.
 - Materials are under bibliographic control to assure wide access to them.
- Concerted efforts to take full advantage of local resources first or if local resources were not available, an explanation of the reasons why.
- A continued need for further assistance.

3. Describe the solution. How does this solution alleviate or resolve the existing situation previously described? Why is this solution the best approach?

Consider the following items in developing the response:

- What is proposed to resolve the problem, alleviate the need, or take advantage of the opportunity?
- What are the specific benefits of using this solution?
- Has other funding been obtained to support this project?
- Will the proposal have cooperative aspects involving more than one library or other cultural organization? If yes, describe the nature of the cooperation.
- Will others benefit (e.g., will models for preservation or reports on preservation techniques be developed that can be shared with other libraries allowing them to develop similar projects)?
- If this is a phased step in preserving a collection, how does the described solution fit into the plan for preservation of the collection?

Review and Evaluation

This question is worth 20 points. Reviewers will look for:

- A proposed solution that is within scope of the guidelines.
- A proposed solution that is appropriate for the problem, need, or opportunity described previously.
- Appropriateness of treatments proposed.

- 4. Does your library have a preservation plan or does your library's long-range plan, strategic plan, policies, or needs assessment include the preservation of library materials? If so, please quote a goal, strategy, or activity that supports the project that is proposed for funding.**

Consider the following items in developing the response:

- Are there needs assessments, library planning, or strategic planning documents that support this proposal? If so, what are they and how is this project referenced?
- Is this a phased step in preserving a collection?

Review and Evaluation

This question is worth 10 points. Reviewers will look for:

- Evidence that the proposal conforms to local library development planning and strategic planning.
- Evidence that this proposal is an identified need or provides an opportunity supporting the planning which has been completed.

5. Describe the ability of the library to implement and support the proposed activity.

Consider the following items in developing the response:

- Who will implement the project and what is their level of expertise?
- What are the qualifications of the vendors, conservators, consultants, and/or staff to do the proposed work?
- What is the availability of vendors, conservators, consultants, and/or staff to assist in completion of the project?

Review and Evaluation

This question is worth 20 points. Reviewers will look for:

- Evidence that the library has staffing (staff, contract resources, volunteers, community resources) and access to technical knowledge/expertise to successfully implement and maintain the project.
- Evidence that the project staff have the appropriate experience and expertise and are qualified to manage and implement the project activities.
- If using a conservator, consultant or vendor, evidence that they are qualified to do the work.
- Evidence that sufficient time has been committed to accomplish the project's goals.

6. How will the library continue a program of preservation after the end of the grant period?

Consider the following items in developing the response:

- How will the library continue to maintain and update this project?
- How will this project be sustained, for example, make the collection available to the public, implement the recommendations of a surveyor, etc.?

Review and Evaluation

This question is worth 10 points. Reviewers will look for:

- Evidence that the library has steps in place that are necessary to continue the service into the future if the project is successful.
- Evidence that the library understands the commitments and costs associated with continuing the project after the grant period.
- If an assessment is being conducted as part of this project, evidence that the institution is committed to implementing the survey results.

- 7. List the major objectives and tasks that are required to accomplish this project. Include timeframes and identify the responsible party who will carry out the task. Include enough information to show reviewers that the process is logical and well thought out. A format for presentation of this information is included on the following page. Copy this format onto additional pages, if necessary.**

Consider the following items in developing the response:

- What tasks are required to accomplish this project?
- What resources are needed to complete these tasks?
- What are the timeframes for completion of tasks?
- Does the grant allow sufficient time to finish the overall project?
- Who is the party who is responsible for carrying out task?
- What procedures will be followed for the procurement of outside services? Are those procedures incorporated into the workplan?
- Are project evaluation and monitoring activities included in the workplan?
- Are grant administration requirements reflected in the workplan?
- Is there enough information included to show reviewers that the process is logical and well thought out?
- Other relevant factors specific to the situation.

Review and Evaluation

This question is worth 20 points. Reviewers will look for:

- A logical and sound process of implementation.
- A description of the tasks to be performed from contract execution to project closeout.
- A project that can be completed in the grant timeframe.
- Recognition of grant administration requirements.

WORK PLAN		
Tasks that Need to Be Accomplished for Successful Project Implementation	Proposed Timeframe with Dates for the Completion of Tasks	Responsible Party for the Completion of Task

- 8. Fill out the budget on the following page. Describe how the budget was determined and why this budget is appropriate. On a separate page, complete a short narrative statement for each of the budget categories, describing what items are included within the proposal.**

Consider the following items in developing the response:

- The cost factors necessary to implement the proposal.
- The process used to arrive at the budget including developing cost estimates or obtaining quotes from suppliers and vendors where appropriate?
- Is relevant documentation included?

Review and Evaluation

This question is worth 20 points. Reviewers will look for:

- A budget that is complete and accurate.
- A short narrative statement for each of the budget categories, describing what items are included within the proposal, and how the budget figure was determined within that category.
- A budget that is realistic for the project, with appropriate project costs relative to the scope of the activities to be performed.
- Evidence of local commitment to the project, including the use of local sources of match.

Washington Preservation Initiative
2004 Grant Application

Category	Grant Funds Requested	Local Match (Cash)	Other Funding (Describe)	Description
All Staff Salary, Wages, and Benefits				
Personal Services Contracts				
Other Contract Services				
Equipment: Library Specific				
Equipment: Non-Library Specific				
Travel and Training				
Expendable Supplies or Materials				
Other-Itemized: _____				
TOTAL REQUEST				

9. Describe the measures that will be used to evaluate the project.

Consider the following items in developing the response:

- Evaluation may address:
 - Completion of the project in relation to the workplan, the specified timeframes and the budget.
 - The impact of the project on the collection.
 - The impact of the project on the library and the larger library community.
 - The impact of the project on customers of the library and users of the collection.
- Incorporation of the evaluation of this project into future planning and implementation efforts.
- Communication and sharing of project successes with other Washington libraries that desire to develop similar projects.
- Consider your response to question 1 pertaining to the desired outcome for this project. What measures will you use to determine if this project is successful?

Review and Evaluation

This question is worth 20 points. Reviewers will look for:

- A clear description of the evaluation procedures.
- Measures that are quantifiable and appropriate to determining whether the project has been successful in achieving the desired outcomes.
- The intention to share project successes with other libraries interested in developing similar projects.