

Washington Rural Heritage 2007 GRANT CYCLE FAQs

GRANT APPLICATION & ELIGIBILITY

I have a question about the grant or the grant application.

If you cannot find the answer to your question in the Grant Application Guidelines, please contact Laura Robinson (lrobinson@secstate.wa.gov) (360) 570-5568; or Jeff Martin (jmartin@secstate.wa.gov), (360) 704-5248.

Why is this grant titled for 2007?

This grant cycle is supported by funding awarded in federal fiscal year 2007.

Do libraries have to partner with another institution?

No. However, often libraries may benefit from collaborating with a local organization that has items that can benefit the community or has volunteers or staff that understand the history of the community.

Can a museum or other organization from the community take the lead in the project?

No, an eligible public library must be the contracting authority and fiscal agent as fund reimbursement will be administered through the public library. However, it is possible that the project manager is from, or the bulk of work performed by, a partnering organization.

Is CIPA compliance required to apply for this grant?

No. CIPA compliance is required only if LSTA funds are to be used to purchase computers to access the Internet or pay for the direct costs of accessing the Internet. Washington Rural Heritage grant funds cannot be used for computers or pay for access to the Internet.

Washington Rural Heritage is already planning onsite digitization at my institution. Am I eligible for a separate grant?

Yes. Project eligibility for a 2007 sub-grant is not affected by whether your library is already working with the State Library and submitting items to the Washington Rural Heritage collection. However, this grant should be applied to the digitization of new items.

How do I determine if digitization and publication of items online violates copyright?

It is the responsibility of the participating library and organizations to research the copyright of the items they plan to digitize. Items submitted to the Washington Rural Heritage collection cannot violate copyright. Please see the U.S. Copyright Web site for information regarding copyright and "Fair Use." <http://www.copyright.gov/circs/circ1.html>

Do I have to sign over copyright to the State Library if I have items in the Washington Rural Heritage collection?

No. Copyright will stay with the creator or owner. However, a contract permitting the State Library to publish the items online will need to be granted by the contracting library. In turn, your library may need to obtain such permissions from creators or owning organizations. A sample contract can be provided upon request.

Does the lead library have to sign a contract with the State Library?

Yes. In order to ensure proper rights and permissions, the lead library will have to sign a contract with the State Library granting permission to digitally publish and preserve items. This may mean the library needs to first gain permission from copyright owners and owning institutions.

Do our collaborative partners have to sign a “Memo of Agreement”?

No. However, the State Library **strongly encourages** a “Memo of Agreement” or other contractual document be signed between the collaborative partners. A template “Memo of Understanding” can be provided upon request. This document may be customized to fit the needs of all collaborative partners.

PROJECT ADMINISTRATION & MANAGEMENT

Who is the project manager and what are their responsibilities?

The project manager coordinates the activities and communication between the State Library, other members of the grant project, and the grant project’s fiscal agent. This person is responsible to the contracting authority for the work getting done.

Who is the lead library and what are their responsibilities?

The lead library is an eligible public library with contracting authority. The library’s fiscal agent administers fund reimbursement. The lead library will submit the grant application on behalf of the collaborative group and is responsible to make sure this work is finished and submitted.

Who is the contracting authority?

The contracting authority is the person who has the authority to enter into and sign a contract in the amount of the grant (not to exceed \$5,000 for this grant cycle). In public libraries, library districts and systems, it may be a local government department head or the library/system director.

Who are the collaborative partners and what are they responsible for?

This is up to your library and the collaborative group. It is possible that the majority of the work (selection, metadata, and copyright research) be performed by your partner(s). It is also possible that the project manager assigned by the lead library also be from a partner organization. However, **it is the responsibility of the lead library to make sure this work is finished and submitted.** The State Library encourages collaborative partners sign a “Memo of Understanding” or other type of contractual document.

What are the responsibilities of the fiscal agent?

The fiscal agent is the person who pays the bills and maintains the financial records for the lead library with which we will establish a contract. That person may be termed the business manager, the accountant, or something else.

Our library district requires us to furnish it with a CFDA # whenever we apply for a grant.

What is the CFDA # for this grant?

The CFDA # is 45.310 (for the State Library program, Office of Library Services, Institute of Museum and Library Services, National Foundation on the Arts and the Humanities).

If I receive a sub-grant, when may I start spending the grant money?

Libraries must expend local money first and then claim reimbursement. Funds will not be distributed in advance of activities and purchases taking place. Funds will only be distributed on a reimbursement basis. **Please note that costs incurred prior to contract execution are not reimbursable.**

When will my contract be signed and in place?

Once awards are announced, expect that contract establishment will take several weeks to develop, route for review, and obtain signatures needed for contract execution.