

**2012 Washington Rural Heritage Grant
 APPLICATION FORM**

Project name	Early Schoolhouses in Adams County
Amount requested	\$6,125
Library or branch submitting this application	Ritzville Library District #2
Type of Library	Public
Person with contracting authority	Ms. <input type="checkbox"/> Mr. <input type="checkbox"/> Dr. <input type="checkbox"/> Other _____ Kylie Fullmer
Title	Director
Organization name	Ritzville Library District #2
Mailing address	302 W. Main Ave
City	Ritzville.
Zip	99169
Telephone	509-659-1222
Fax:	509-659-1232
E-mail	ritzlib@ritzcom.net
Library or system director (if different)	
Project manager	Ms. <input type="checkbox"/> Mr. <input type="checkbox"/> Dr. <input type="checkbox"/> Other _____ same
Title	
Organization name	
Mailing address	
City	
Zip	
Telephone	
Fax:	
E-mail	
Alternate e-mail	

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 16, 2013. We agree to participate in information gathering as a part of a state-administered evaluation of the project.

 Library/System Director Signature/Date

 Project Manager Signature/Date

 Contracting Authority (if different) Signature/Date

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Statewide Vendor Number *	SWV0092964-00
DUNS number *	184356533
Fiscal Agent name	Ms. <input type="checkbox"/> Mr. <input type="checkbox"/> Dr. <input type="checkbox"/> Other _____ same
Title	
Organization name	
Fiscal mailing address	
Fiscal city	
Fiscal zip	
Fiscal telephone	
Fiscal fax	
Fiscal e-mail	
Reimbursement Information	
Payee, if different from library	
Mailing address for reimbursements, if different from fiscal agent	
City	
Zip	

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

* OFM requirement — Grantees must now register with the State of Washington as a “statewide vendor” and also 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.

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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.

<u>CRITERIA</u>		<u>Yes</u>	<u>No</u>
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).	<input type="checkbox"/>	<input type="checkbox"/>
2.	Your library serves a population of 25,000 or less or your library branch serves in an area whose population is 25,000 or less.	<input type="checkbox"/>	<input type="checkbox"/>
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 a Native American tribe (as defined in Sec 213 of LSTA) within the state of Washington.	<input type="checkbox"/>	<input type="checkbox"/>
3.	The application requests \$10,000 or less in grant funding.	<input type="checkbox"/>	<input type="checkbox"/>
4.	You commit to submitting at least 100 items to the Washington Rural Heritage collection by the end of the grant cycle, Friday, August 16, 2013 .	<input type="checkbox"/>	<input type="checkbox"/>
5.	You commit to following the digitization specifications and metadata guidelines developed by Washington Rural Heritage (see application guidelines).	<input type="checkbox"/>	<input type="checkbox"/>
5.	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.	<input type="checkbox"/>	<input type="checkbox"/>
6.	You commit to submitting quarterly reports and a final report at the end of the project.	<input type="checkbox"/>	<input type="checkbox"/>
7.	The official 2012 Washington Rural Heritage grant application 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).	<input type="checkbox"/>	<input type="checkbox"/>
8.	The application is postmarked by Friday, April 27, 2012 or hand delivered no later than 4 p.m., Friday, April 27, 2012 . (Applications posted after Friday, April 27, 2012 will not be accepted for review. Faxed or emailed applications cannot be used to meet submission deadlines.)	<input type="checkbox"/>	<input type="checkbox"/>

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The following criteria will be used to review and evaluate all parts of the application. In general, grant reviewers will look for:

- A clearly represented 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 the following:

1. What is your service area population?

3,665

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

Review and evaluation:

Question is worth 10 points. Ten points will be awarded to those not previously receiving Washington Rural Heritage grant funding.

Yes, We were part of the pilot program in 2007.

No

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

Review and evaluation:

Question is worth 5 points

- Who is involved?
- What collection or items are being digitized?

Ritzville Library District #2, in partnership with the Adams County Historical Society, proposes to select and digitize 100 items belonging to the Historical Society. Selected items will include photographs and documents related to early schoolhouses in Adams County. The Historical Society has over 2,000 items in their collection dating to the late 19th Century related to the history of early Adams County. It is our intention that the Library will continue working with the Historical Society after the conclusion of this grant to digitize items from their collection of local importance and interest.

4. 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).

Review and evaluation:

Question is worth 15 points

- 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 what is their expertise?

Current Access

All items to be digitized for this project are owned by the Historical Society, but are housed in various locations throughout Ritzville and neighboring communities, including in personal homes, meaning that the images are currently inaccessible to the general public. The Historical Society will collect these disparate collections and make them available to the Library who will then select 100 items for digitization. The Library will be responsible for project management and coordination of duties throughout the project as well as recruiting and supervising a paid contractor whose responsibilities will include scanning, optimizing scanned images, and cataloging. The Historical Society will be responsible for collecting information about each item – such as date, location, and creator – and for writing a brief description of the item for use by the cataloger. They will also assist the Library in researching each item's copyright status to ensure that items used in this project do not violate copyright. Both the Library and Historical Society will publicize the project internally and externally.

Significance of Collection

Schools have always been a valuable asset in Adams County. Often used as a community center and local polling place, schools were central to the activities of the small farming communities they served. The first school was built in Ritzville in January 1884, just months after Adams County was formed. Prior to that, Mrs. Roxana White – Ritzville's first teacher—held classes for her 11 pupils in the waiting room of the Northern Pacific railroad depot. Within five years, there were 15 more one-room schoolhouses built throughout the county and by 1904, 90 teachers were serving 2,652 children.

Many of the more than one hundred one-room schoolhouses built in Adams County in the late 19th/early 20th Century are gone, as are the small towns that built up around them. Through this project, we will be ensuring that this important part of our history is not lost. This collection will also be beneficial for students learning about their heritage and the history of the area, and genealogists researching their family history. Including items such as early class rosters and photographs with identifiable individuals, the collection will allow researchers to determine with greater certainty where their ancestors lived in Adams County. Finally, digitization will make these items widely available to people living in Adams County and beyond. We field many genealogy questions from around the country, and this collection will be very useful to those researchers who need access to this information but are unable to visit in person.

Means of Digitization

Hardware and software to be purchased with grant funds will include a flatbed scanner that meets the specifications outlined in the grant guidelines, Adobe Photoshop for image optimization, and an external hard drive to back up images after they have been scanned. The Library will provide a

dedicated laptop for this project with CONTENTdm software to be provided by the Washington State Library. The digitized items will be hosted and maintained by the Washington State Library.

Training on copyright law, scanning procedures, digital imaging, using CONTENTdm, and metadata creation are necessary for this project to succeed. Historical Society volunteers, Library staff involved with this project, and the paid contractor will need to receive training provided by staff of the Washington State Library.

Leadership and Staffing

Library Director Kylie Fullmer will be the project manager and will be directly responsible for coordinating the efforts of the Library, Historical Society, and paid contractor in order to meet project deadlines. She has experience as a project manager on a previous Washington State Library-funded grant as well as two years of experience working on digitization projects using CONTENTdm for the University of Washington.

The paid contractor will be selected based on demonstrated capabilities to successfully implement similar projects and to work with volunteers. Hiring a person with strong skills and experience in digital collections will ensure that best practices are used from the start and will create a strong foundation on which to build an on-going digital initiative at the Library. Volunteer researchers from the Historical Society will draw on their knowledge of local history to identify and organize individual items, and assist the paid contractor in cataloging the items.

5. Please describe consideration of rights and permissions for digital publishing.

Review and evaluation:

Question is worth 15 points

- 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)?
- Other considerations: "Fair Use" as a provision to publish (steps involved in research); Approach to digitizing "orphan works," etc.

We believe that most of the items we are considering for digitization are within the public domain but we will do due diligence to confirm that each item is free of copyright restrictions. If we discover that an item is under copyright, we will obtain written permission from the owner of the copyright using the sample Permissions Form provided by the Washington State Library or exclude it from the project. We will also follow fair use guidelines provided by the American Library Association when selecting items for digitization.

The Library will obtain permission from the Historical Society to use their items. All items for this project are owned by the Historical Society.

Library and Historical Society staff involved with this project will take advantage of copyright training provided by the Washington State Library to ensure that everyone has a complete understanding of copyright law as it applies to this project.

6. What is the impact of having online access to these items?

Review and evaluation:

Question is worth 10 points

- Who is the primary audience?
- How will the project benefit your library and library members/customers/patrons?
- How will your library use and promote the online collection?
- Consideration of or steps planned for increased requests for material (original as well as digital copies).

Audience

The primary audience for this collection is residents of Adams County, whether descendants of original homesteaders interested in their family's history or new arrivals wanting to learn more about the history of the area. Researchers and genealogists, both local and distant, are also a target audience.

Benefits

With this collection, the Library will expand the genealogical and local history resources we have available which will allow us to provide better service to patrons. Through advertising the project throughout the community, we will also drive traffic to our other Ritzville Heritage collections as well as our new library website which highlights additional library services and programs that patrons might be interested in. Finally, through spearheading this project, the community's perception of the Library as a historical resource and center of lifelong learning will increase.

Students, researchers, genealogists, and local residents interested in local history will benefit by having easy access to historically important materials gathered together in one place. Because these items have been stored in various locations throughout the county for so long, there will undoubtedly be items in the collection that most local residents will never have seen before, leading to new connections being made in their understanding of their heritage. Using the Internet to access this collection will also be an opportunity for some of our older residents to learn more about technology and computers.

Promotion

The Library is currently in the process of launching a website with assistance from the Washington State Library. Once the website is live, we will promote this collection with a badge on the front page that will offer a direct link to our Ritzville Heritage page.

In addition to our online promotion, the Library will work with *The Journal* (local weekly newspaper) to run an article about the launch of the collection. We will also produce a limited number of postcards advertising the collection that patrons and visitors can take with them, and place posters advertising the collection in communities throughout the county. Finally, library staff will be trained to teach people how to access and use the Ritzville Heritage site, and will encourage in-library researchers to use the site as a resource.

The Historical Society will include a link to the collection on their website. They will also inform their members and visitors about the collection and encourage them to visit the Ritzville Heritage site.

Providing Copies

All requests for original materials and digital copies will be handled by the Historical Society in accordance with copyright law.

7. Does your library have or plan to develop strategic planning that includes digitization and/or online access to local material?

Review and evaluation:

Question is worth 5 points

- Evidence of project sustainability.
- Evidence of leadership support.

This project helps the Library address one of our primary goals: To provide programs and materials for all age groups, which promote lifelong learning, cultural enrichment, and community belonging. There is a strong interest in local history within our community and providing this online collection will allow community members ready access to items that are currently not easily accessible through the Historical Society. The Library is also dedicated to providing digital collections for our patrons as is evidenced by our earlier Washington Rural Heritage collections as well as two digital collections hosted by the Washington State Digital Archives. The proposed project will also reinvigorate the Library's digitization efforts and, with the purchase of a flatbed scanner and image optimization software, will prepare the Library for future digitization projects.

The Historical Society is committed to this project (see attached letter of support) and is open to partnering with the Library in the future to add additional items to the Ritzville Heritage page. The Library Board is also fully supportive of this project and the need to preserve and make available to patrons items of local historical importance.

8. How will you determine if your project is successful?

Review and evaluation:

Question is worth 10 points

- Describe the desired outcome.
- Level of benefit to library, partner organization, community.
- Use of quantitative evidence.

The desired outcome of this project is that items of local historical importance will be digitally preserved and easily accessible by students, genealogists and other researchers, and local families interested in their ancestry.

The Library will benefit due to increased visibility of our genealogical and local history resources. Successfully partnering with the Historical Society will encourage other historical organizations within our community to collaborate with us on digitization projects in the future, and might encourage local individuals to loan their personal items to be digitized for inclusion in our digital collection.

The Historical Society will receive increased visibility through their support as well as increased interest in visiting their visitor center to view the original items. They also have a limited archival budget and this project will ensure that at least some of their items are permanently preserved.

At present, the items to be included in this collection are stored in various locations throughout Ritzville and neighboring communities and are not easily accessible. The community will benefit by

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having their history preserved in a permanent way that is conveniently available through the Internet and collected together in one place. Specifically, students, genealogists, and researchers will benefit by having access to primary documents, and local families will have opportunities to learn about the community's history. Furthermore, there has been much division within our community in recent years and by partnering with the Historical Society, we will be demonstrating the benefits of working together as a team throughout our community.

The Library will gather the following quantitative evidence to document the success of this project:

- Number of items added to the Ritzville Heritage page
- Number of people trained on copyright, material selection, and digitization best practices
- Number of item views on the Ritzville Heritage page

Subjective responses about this new collection will also be noted.

- 9. List the major activities or steps involved in completing the project. 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.* (Limit response to no more than one page.) Note: see guidelines for sample work plan including all major activities involved in a grant project.**

Review and evaluation:

Question is worth 15 points

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

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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	
Gather together items from various storage places	August 1, 2012	September 30, 2012	Allan Koch, Historical Society President
Perform preliminary selection of items for digitization	August 1, 2012	September 30, 2012	Kylie Fullmer, Project Manager
Purchase equipment and supplies (scanner, hard drive, etc.)	August 1, 2012	September 30, 2012	Kylie Fullmer
Recruit and hire one paid contractor for scanning, image editing, and cataloging	August 1, 2012	September 30, 2012	Kylie Fullmer
Train project staff on copyright law, project workflow, scanning procedures, digital imaging, using CONTENTdm, and metadata creation	October 1, 2012	November 2012 /ongoing	Kylie Fullmer
Research copyright on selected items (document research, obtain necessary permissions, etc.); Research selected items for cataloging purposes (location, date, persons depicted, etc.)	October 2012	January 2013 /ongoing	Kylie Fullmer & Allan Koch
Write first quarterly report	December 2012	December 2012	Kylie Fullmer
Scan selected items	January 1, 2013	March 15, 2013	Contractor, supervised by Kylie Fullmer
Perform image editing and optimization	March 15, 2013	March 31, 2013	Contractor, supervised by Kylie Fullmer
Write second quarterly report	March 2013	March 2013	Kylie Fullmer
Load scanned images to CONTENTdm	April 1, 2013	April 15, 2013	Contractor, supervised by Kylie Fullmer,
Catalog items using CONTENTdm	April 15, 2013	July 31, 2013	Contractor, supervised by Kylie Fullmer
Write third quarterly report	June 2013	June 2013	Kylie Fullmer
Plan and work on promotional materials	June 2013	August 2013	Kylie Fullmer
Upload completed items; Perform any edits and corrections.	July 15, 2013	August 16, 2013	Kylie Fullmer
Write final narrative report	September 2013	September 30, 2013	Kylie Fullmer

10. 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.

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 1 page in addition to the budget form).

Review and evaluation:

Question is worth 15 points

- 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

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BUDGET FORM**

Category	Grant Funds Requested	Other Funding (Describe)	Description (Include a short narrative for each category on a separate page)
All Staff Salary, Wages, and Benefits		\$6,270	Library Director as project manager; Historical Society volunteers (estimated hours as in-kind donation).
Contracts with Others	\$1,875		Paid contractor for scanning, image editing and cataloging
Travel and Training	\$0		Provided by WRH
Equipment Under \$5,000	\$4,100	\$750	Flatbed scanner, Adobe Photoshop, External hard drive (requested from WSL), laptop (in-kind).
Equipment Over \$5,000 *			
Expendable Supplies or Materials			
Other-Itemized	\$150		Postcards and posters advertising collection
TOTAL REQUEST (Grant funds requested are not to exceed \$10,000)	\$6,125	\$7,020	

Narrative Description:

- The Project Manager hourly rates are actual rates paid by the Library to the Library Director. The number of hours allocated is an estimate based on the time it will take to purchase necessary equipment, recruit and supervise the paid contractor, schedule trainings, prepare grant reports, etc.
- The number of hours allocated for Historical Society volunteers is an estimate based on the time it will take to gather photographs and documents, research and identify each item, and clarify any information for the paid contractor during cataloging.
- The paid contractor hourly rates are based on local hourly rates of persons with similar skills, knowledge, and experience.
- The number of hours allocated for the paid contractor for training in the salary section is an estimate based on training sessions provided by WRH in the past.
- The number of hours allocated for the paid contractor for scanning, image editing, and cataloging in the salary section is an estimate based on the Library Director's past experience with digitization projects.
- The equipment prices listed are based on actual costs plus taxes and shipping found online as of April 2012. Equipment meets the specifications recommended for the Washington Rural Heritage project.
- The advertising costs are an estimate based on the amount of money paid to a local printer previously for similar advertisements.

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- All "other funding" is provided through the Library's annual operating budget.

All staff salary, wages and benefits			
Category	Grant Funding	Other Funding	Details
Library Director as Project Manager		\$4,400	4 hrs/wk x 55 weeks = 220 hrs @ \$20/hr = \$4,400
Historical Society volunteers as researchers		\$1,870	170 hrs @ \$11/hr (equal to Library Aide pay) = \$1,870

Contracts with Others			
Category	Grant Funding	Other Funding	Details
Paid contractor to be trained on scanning procedures, digital imaging, using CONTENTdm, and metadata creation	\$375		25 hrs @ \$ 15/ hr = \$375
Paid contractor to scan, edit, and catalog selected items	\$1,500		1 hr. per item x 100 items = 100 hrs @ \$ 15/ hr = \$1,500

Travel and Training			
Category	Grant Funding	Other Funding	Details
Training on copyright law	\$0		Provided by WRH
Training on scanning procedures, digital imaging, using CONTENTdm, and metadata creation	\$0		Provided by WRH

Equipment under \$5,000			
Category	Grant Funding	Other Funding	Details
Epson Expression 10000XL Flatbed Scanner	\$3,250		For documents, photos, etc.
Adobe Photoshop CS 5	\$700		For image quality adjustments
Western Digital Elements 1TB External Hard Drive (or equivalent)	\$150		For backup of scans
Dedicated HP laptop (provided by Library)		\$750	For project hardware & software

Other - Itemized			
Category	Grant Funding	Other Funding	Details
Advertising	\$150		Postcards to hand out at the library and other locations, and posters to place throughout the county to advertise the collection

11. 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.)

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.

Review and evaluation:

- This question is not scored

Duplicate this table for each additional partner.

Partner institution	Adams County Historical Society
Type of institution	Historical Society
Primary staff member involved	Allan Koch
Title of staff member	President
Street address	974 E. Weber
City	Ritzville
Zip	99169
Telephone	509-659-1583
Fax	n/a
E-mail	info@adamscountyhistoricalsociety.com
Alternate e-mail	