

Washington Rural Heritage 2013 GRANT CYCLE FAQs

GRANT APPLICATION & ELIGIBILITY

1. *We 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 Evan Robb (evan.robb@sos.wa.gov), (360) 704-5228; or Anne Yarbrough (anne.yarbrough@sos.wa.gov), (360) 704-5246.

2. *What is the main purpose for the Washington Rural Heritage Grants?*

To provide grant funds to small rural public libraries to encourage the development of long-term, sustainable digitization programs through the creation of an initial digital collection published as part of www.washingtonruralheritage.org.

3. *We previously received a Washington Rural Heritage grant award. May we apply again?*

Yes, you may apply again. Recognize that applicants who have not previously been involved with a Washington Rural Heritage grant award as either a lead applicant or a partner will receive 10 additional points in this year's grant review process.

4. *What types of digitized materials are suitable for a Washington Rural Heritage collection?*

Some of the typical items already contributed to Washington Rural Heritage include old photos, postcards, scrapbooks, diaries, maps, ephemera, short audio and video clips, and three-dimensional objects. Washington Rural Heritage collections should: 1) specifically reflect cultural and historical aspects of Washington State; 2) tell the "story" of their community; and 3) benefit their institutions and communities as digitized resources vis-a-vis preservation and access. While the term "rural" can be broadly and variously defined, the scope of the Washington Rural Heritage collection is centered around the following topics: native peoples; pioneering and homesteading; agriculture (farming, animal husbandry, etc.); natural resource industries (fishing, timber extraction, mining, etc.); industrial development of rural areas (railroad building, dam and bridge construction, irrigation projects, etc.); recreation in rural settings (hunting and fishing, etc); early town life in small, rural communities; founding/significant figures and families of small, rural communities; significant architectural and geographic features of small, rural communities.

5. *May grant funds be used to purchase original historic documents, photos, or other materials for digitization?*

No. If items to be digitized need to be purchased, other funds must be used.

6. *May grant funds be used to digitize or create new materials and/or resources?*

Yes. However, the primary focus of this initiative is to digitize original, *existing* documents or resources. For example, original photographic prints and paper documents should always be digitized rather than reprints or copies. Recently created or contemporary documents may be suitable if they: 1) do not constitute the bulk of a

proposed collection; and 2) add context to older material in the same collection (e.g., demonstrate the progression of an agricultural process; document a historic structure over time, etc.)

Creation of new documents or resources (e.g., interviews, oral history recordings) is an allowable grant activity. These materials or resources should complement original materials, and should not constitute the bulk of a proposed project. Note: additional training and/or equipment may be required to successfully create new resources such as oral histories. Your grant application should adequately describe how you plan to address these requirements. If your library would like to collect and/or create new materials for inclusion in the Washington Rural Heritage collection, please contact Evan Robb (evan.robbsos.wa.gov), (360) 704-5228.

7. Why is this grant titled for 2013?

This grant cycle is supported by federal fiscal year 2013 LSTA funding.

8. 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.

9. Can a museum or other organization from the community take the lead in the project or apply without a library partnership?

No. An eligible public or tribal library must be the contracting authority and fiscal agent, as fund reimbursement will be administered through the public or tribal library. For definitions of library eligibility, please see the "Applying for a Grant" page on the Washington State Library website:

<http://www.sos.wa.gov/library/libraries/grants/applicants.aspx>

10. Does this mean that the public or tribal library can simply act as contracting authority and fiscal agent?

No. The library must take a lead in the coordination and monitoring of the project. Additionally, the library must be active in one or more primary activities involved in the completion of the project (e.g., selection and copyright research; imaging; cataloging, etc.). However, it is possible that a significant portion of the work is performed by a partnering organization or contractor.

One of the goals of this project is to create long-term sustainable digitization programs within the library. Active involvement in the project is needed to build capacity within library staff such that they have sufficient knowledge and skills to continue the project over time.

11. 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 other technology used to access the Internet, or pay for access to the Internet.

12. Washington Rural Heritage project staff is planning or has performed onsite digitization at our institution. Are we eligible for a separate grant?

Yes. Project eligibility for a 2012 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.

13. How do we 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: <http://www.copyright.gov>

14. Do we 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.

15. 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.

16. Do our collaborative partners have to sign a "Letter of Agreement"?

No. However, the State Library **strongly encourages** a "Letter of Agreement" (LOA) or other contractual document be signed between the collaborative partners. A template LOA can be provided upon request. This document may be customized to fit the needs of all collaborative partners.

PROJECT ADMINISTRATION & MANAGEMENT

17. 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. As the Project Manager is the primary person the State Library will contact, there should be only **one** Project Manager identified as such on the application. This person is responsible for the preparation and submission of quarterly and final reports, communicating deadlines and other tasks to collaborative partners, and for the work being completed. The Project Manager is also responsible for notifying the State Library of any changes to their contracting authority, fiscal agent, or their own position as Project Manager.

18. Who is the Contracting Authority?

The Contracting Authority is the person who has the authority to bind his or her library to a legal contract. In public libraries, library districts and systems, it may be a local government department head or the library/system director. In tribal libraries, it may be another individual.

19. What is the lead library and what are their responsibilities?

The lead library is an eligible public or tribal 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.

20. 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). 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 "Letter of Agreement" or other type of contractual document.

21. 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. The fiscal agent must be from the same organization as the Contracting Authority. Foundations cannot act as fiscal agent.

22. 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).

23. We would like to be reimbursed for our indirect, administrative and overhead costs. Are these costs eligible for reimbursement?

No. The Requirements section of the grant guidelines specifically notes that these costs are not eligible for reimbursement.

24. We would like to offer prizes or incentives to our patrons. Is that allowable?

Prizes and incentives are not allowable costs. See OMB Circular A-87: http://www.whitehouse.gov/omb/circulars/a087/a87_2004.pdf. However, educational items, such as bookmarks which specifically support the project are allowable costs. One solution is to seek out other funding sources for prizes and incentives, such as local businesses, library friends groups or foundations.

25. We would like to offer food or refreshments at our events. Is that allowable?

Food or refreshments are not allowable costs. See OMB Circular A-87: http://www.whitehouse.gov/omb/circulars/a087/a87_2004.pdf. One solution is to seek out other funding sources for prizes and incentives, such as local businesses, library friends groups or foundations.

26. If we receive a sub-grant, when may we start spending the grant money?

Once the contract is fully executed (signed by both parties), costs can be incurred. 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: costs incurred prior to contract execution are not reimbursable.**

27. When will our 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. The Project Manager will be notified by email when the contract has been fully executed and costs can be incurred.