

2014 Washington Rural Heritage Grant APPLICATION FORM

Project name	
Amount requested	
Library or branch submitting this application	
Type of Library	
Person with contracting authority	Ms. <input type="checkbox"/> Mr. <input type="checkbox"/> Dr. <input type="checkbox"/> Other _____
Title	
Organization name	
Mailing address	
City	
Zip	
Telephone	
Fax	
E-mail	
Library or system director (if different)	Ms. <input type="checkbox"/> Mr. <input type="checkbox"/> Dr. <input type="checkbox"/> Other _____
Project manager	Ms. <input type="checkbox"/> Mr. <input type="checkbox"/> Dr. <input type="checkbox"/> Other _____
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 Friday, August 14, 2015. 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

**Washington Rural Heritage
2014 Grant Application Form**

Statewide Vendor Number *	
DUNS number *	
Taxpayer Identification Number (TIN)/Employer Identification Number (EIN)	
Fiscal Agent name	Ms. <input type="checkbox"/> Mr. <input type="checkbox"/> Dr. <input type="checkbox"/> Other _____
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

* **Office of Financial Management (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.

Washington Rural Heritage Grant

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 50,000 or less, your library branch serves in an area whose population is 50,000 or less, or your library system is proposing a project focused on a locale or community of 50,000 or less.	<input type="checkbox"/>	<input type="checkbox"/>
3.	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.	<input type="checkbox"/>	<input type="checkbox"/>
4.	The application requests \$10,000 or less in grant funding.	<input type="checkbox"/>	<input type="checkbox"/>
5.	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 14, 2015 .	<input type="checkbox"/>	<input type="checkbox"/>
6.	You commit to following the digitization specifications and metadata guidelines developed by Washington Rural Heritage (see application guidelines).	<input type="checkbox"/>	<input type="checkbox"/>
7.	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"/>
8.	You commit to submitting quarterly reports according to the schedule outlined in the contract and the final report by September 30, 2015.	<input type="checkbox"/>	<input type="checkbox"/>
9.	You commit to submitting the final claim by September 30, 2015.	<input type="checkbox"/>	<input type="checkbox"/>
10.	The official 2014 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"/>
11.	The application is postmarked by Friday, May 9, 2014 or hand delivered no later than 4:00 p.m., Friday, May 9, 2014 . (Applications posted after Friday, May 9, 2014 will not be accepted for review. Faxed or emailed applications cannot be used to meet submission deadlines.)	<input type="checkbox"/>	<input type="checkbox"/>

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? If you are a part of a library system, what is the service area population of the community or locale primarily served by this grant?

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 (10) points will be awarded to those not previously receiving Washington Rural Heritage grant funding.

Yes

No

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

Review and evaluation:

Question is worth 5 points.

- What organizations are involved?
- What specific collection(s) or items are being digitized?

- 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.

- 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)?

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

Review and evaluation:

Question is worth 10 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)?
- 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.

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

Review and evaluation:

Question is worth 10 points.

- 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.

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

Review and evaluation:

Question is worth 10 points.

- 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)?

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

Review and evaluation:

Question is worth 10 points.

- 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).

**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 (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.**

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.

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	
<i>Example: Project begins; hold organizational meeting</i>	<i>August 2014</i>	<i>August 2015</i>	<i>John Smith, Project Manager</i>

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 one 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.

Washington Rural Heritage Grant BUDGET FORM

Category	Grant Funds Requested (dollar amount)	Other Funding (dollar amount)	Describe Use of Funds (Be specific; itemize)
All Staff Salary, Wages, and Benefits ¹			
Contracts with Others			
Travel and Training ²	N/A		
Equipment Under \$5,000 (including software)			
Equipment Over \$5,000 ³			
Expendable Supplies or Materials			
Other-Itemized			
TOTAL REQUEST (Grant funds requested are not to exceed \$10,000)			

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 Equipment over \$5,000, made in whole or in part with grant funding, requires prior written approval from WSL

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.
 - Overhead expenses, and administrative and indirect costs.
 - 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 current with reporting there may be delays in your reimbursement claims.

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