**Part 3: Project Proposal**

Please use the 2019 Washington Digital Heritage grant guidelines (available at <https://www.sos.wa.gov/library/libraries/grants/grants.aspx>) to help you understand the purpose and requirements of this grant.

In general, grant reviewers will look for the following criteria when evaluating your proposal:

* A clear 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 Digital Heritage or Rural Heritage program(s).

**Please respond to all questions.**

**1. In two or three sentences, please describe the project you are proposing.**

*This answer is worth 5 points.*

**2. Please describe in more detail your proposed project and process of implementation.**

*The answer is worth 30 points and should include:*

* The type of digitization project or digital initiative you propose to undertake.
* A discussion of the historical/cultural/education significance of the material or theme on which you wish to focus.
* Current access to original items or collections on which you wish to focus.
* Copyright status of the collections you will digitize or digital resources you will produce.
* Who is your intended audience?
* Who will implement the project phases and activities (e.g., planning, project management, selection, digitization, programming, outreach, etc.)?
* If you are partnering with another institution, please explain your role as well as the role of your collaborative partner.

**3. What standards, guidelines, and/or best practices will you use to carry out your project?**

*This answer is worth 10 points and could address:*

* The specific digitization/metadata/digital cultural history/digital preservation/etc. standard(s) will you use.
* Will your project support a regional approach to the preservation and dissemination of digital cultural heritage content? If so, how?

**4. How will you measure outputs and outcomes for the project?**

*This answer is worth 20 points and should include:*

* How will you measure project *outputs* (e.g., digital collection usage, number of items digitized or created, procedural documents created, publicity materials printed, etc.)?
* How will you measure project *outcomes* (i.e., achievements or changes in skill, knowledge, attitude, behavior, condition, or life status for your intended audience)?
* Describe promotional, programming, and outreach activities not mentioned in the previous bullets.

**5. List the major activities or steps involved in completing the project in the following Work Plan. 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). Note: see guidelines for sample work plan and report deadlines. This form can be expanded as needed.**

*This answer is worth 15 points.*

|  |  |  |  |
| --- | --- | --- | --- |
| **WORK PLAN** | | | |
| Tasks that Need to Be Accomplished for Successful Project Implementation  (list in chronological order) | Proposed Timeframe For Beginning and Completing Tasks | | Responsible Party for the Completion of Tasks |
| Start Date | End Date |
| *Example: Project begins; hold organizational meeting* | *September 2019* | *September 2019* | *Project Manager* |
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**6. Describe the project’s budget using the form below. Please include any digitization 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.**

*This answer is worth 20 points.*

|  |  |  |  |
| --- | --- | --- | --- |
| **Category** | **Grant Funds**  **Requested**  **(dollar amount)** | **Other**  **Funding**  **(dollar amount)** | **Describe Use of Funds**  **(Brief note or reference)** |
| All Staff Salary, Wages, and Benefits1 |  |  |  |
| Contracts with Others |  |  |  |
| Travel and Training2 |  |  |  |
| Equipment Under $5,000 (including software) |  |  |  |
| Equipment Over $5,0003 |  |  |  |
| Expendable Supplies or Materials |  |  |  |
| **Indirect costs** 4 |  |  | **% rate:** |
| **Other-Itemized** |  |  |  |
| **TOTAL REQUEST** (Funds requested are not to exceed $8,000.) |  |  |  |

**1** Grant funds cannot be used to pay staff for hours they are regularly scheduled and budgeted to work.

**2** Travel can include mileage and hotel.

**3** A single piece of equipment over $5,000, made in whole or in part with grant funding, requires prior written approval from Washington State Library.

**4**Federally negotiated or as defined by IMLS: <http://www.imls.gov/applicants/indirect_cost.aspx>.

**6. Describe the project’s budget (continued)**

**On a separate page(s)**, please 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.

**Please note:**

Grant funds **may not** be used for:

* Purchasing items to be digitized.
* Food and other refreshments.
* Advertising and promotion of *libraries in general*. (Advertising or promoting your specific project is fine).
* Prizes and other incentives.
* 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.

Additional budget/funding information:

* 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 not current with reporting there may be delays in processing your reimbursement claims.

**6. Describe the project’s budget (continued)**

**7. List any institutional collaborative partner(s): (Contact information for the project manager should not be listed here, but on the first page of this application.)**  
This answer is not scored. **For each institutional partner of the project, list the primary staff member who is involved in the development or implementation of the project, his/her title, and contact information.**

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

**Signature Sheet**

**Applicant:**

**Contracting authority**

I 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 28, 2020.

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

Name:

Title:

Signature­­­­­­­­­­­­­­­­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Fiscal Agent**

**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 2 CFR 200, Grants and Agreements, and conformance with generally accepted audit standards.

Name:

Title:

Signature­­­­­­­­­­­­­­­­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_