

2020 Washington Digital Heritage Grant Application

**General Information**

The 2020 Washington Digital Heritage (WDH) grant cycle supports public, tribal, special libraries and academic libraries. We encourage libraries to submit proposals for digital initiatives focused on archival and special collections of cultural and historical significance.

The Washington State Library (WSL) seeks proposals that

1. Develop institutional capacity to carry out and sustain digital initiatives, and:
2. Support regional or statewide approaches to digitization and the use of digital cultural heritage collections.

This WDH grant cycle fulfills the following goal for WSL's Library Services and Technology Act Plan, 2018-2022:

Connect Washingtonians to their history, employing digital initiatives and other preservation strategies to tell the stories of local communities and to celebrate our common heritage.

Proposals may include or involve:

- Digitization/reformatting of archival and special collections.
- Metadata creation, remediation/cleanup, or re-cataloging.
- Development of local standards, practices and policies related to digitization, metadata creation, digital preservation, etc.
- Creation of born-digital multimedia content (e.g., oral histories, digital exhibits).
- Integration of primary sources or archival collections into educational settings by way of lesson plans/curricula, and Open Educational Resources (OERs).

Project outputs should be openly accessible to the public.

WSL encourages collaboration and formal partnerships, but they're not required. Proposals using existing standards and best practices, and supporting a regional approach to the preservation and dissemination of digital collections (e.g., contributing records to a Digital Public Library of America service hub) will receive higher consideration for awards.

Learn more about the Washington State Library, State Library of Oregon, and the Orbis Cascade Alliance's digital collections work for the Northwest here: <https://www.orbiscascade.org/background-on-the-digital-collections-service/>

WSL supports libraries throughout the state to build local capacity to develop and sustain a variety of digital cultural heritage initiatives like the collaborative digitization program, Washington Rural Heritage (WRH), <http://www.washingtonruralheritage.org>. This grant opportunity may be used by existing or prospective institutions to develop Washington Rural Heritage collections. However, institutions are welcome to undertake projects existing outside the WRH program and are free to use

their own local systems, repositories, or platforms to manage and share project outputs.

WSL staff are available to provide consulting, training, and support of awardees throughout this grant cycle. Please note that WSL also offers Professional Development Grants to support professional training and continuing education: <https://www.sos.wa.gov/library/libraries/grants/professional-development.aspx>

To complete this online application you will need to complete and attach some additional documents. You will find instructions, guidelines and all forms needed [here](#).

We will accept applications until 4:00 p.m. on Friday, July 1, 2020.

Please direct any questions to [WSLgrants@sos.wa.gov](mailto:WSLgrants@sos.wa.gov)

Washington Digital Heritage  
Grant Application 2020

Part 1: Organization information

\* District/Organization/System name

\* Branch, if applicable

\* Mailing address

\* City

\* State

\* Zip code

\* Statewide Vendor number

\* DUNS number

\* Tax ID number

\* Washington State Legislative District

\* Federal Legislative District

Date of last award from Washington State Library.

Contract number of last award

\* The Contracting Authority is the person who has the legal authority to commit the applicant to a contractual agreement and to receive federal funding. Remember, these awards are federally funded and must be counted as part of the total federal funds received by the parent entity.

Contracting Authority name

\* Title

\* Email

\* Telephone

Washington Digital Heritage  
Grant Application 2020

Part 1: Organization information (cont'd)

**Library Director (if not same as Contracting Authority above)**

\* Name

\* Title

\* Email

\* Telephone

\* Name

\* Title

\* Email

\* Telephone

Washington Digital Heritage  
Grant Application 2020

Part 2: Criteria

**Your library will qualify to apply if you answer yes to all of the following criteria.**

\* 1. Our application meets the intent of the grant cycle and the goals of Washington Digital Heritage or the Washington Rural Heritage project (see [Grant Guidelines](#), Section 1, Overview.)

Yes

No

\* 2. Our library is a public, academic, special or tribal library within the state of Washington. For eligibility guidance, see: <http://www.sos.wa.gov/library/libraries/grants/eligibility.aspx>.

Yes

No

\* 3. Our application requests \$8,000 or less in grant funding.

Yes

No

\* 4. We will submit quarterly reports according to the schedule outlined in the contract.

Yes

No

\* 5. We will submit the final reimbursement claim and report by September 30, 2021.

Yes

No

Washington Digital Heritage  
Grant Application 2020

\* Please describe your project proposal and process of implementation.  
(40 points)

A good answer might address:

- The type of digitization project or digital initiative you will undertake, a detailed description of the materials and collections covered, and the new content you will produce.
- Who will implement the project phases and activities, including individual staff roles and any partner involvement.

List the major activities or steps involved in completing the project in the

Work Plan

Include the title of the person responsible for implementing each activity and when the activity is expected to be completed.

Include evidence of grant administration requirements.

Note: see guidelines for a sample work plan.

(20 points)

Choose File

Choose File

No file chosen

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

(20 points)

A good answer might address:

- 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 any promotional, programming, or outreach activities not mentioned in the previous bullets.

Describe the project's budget in detail using this [form](#).

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.

(20 points)

Choose File

Choose File

No file chosen

Washington Digital Heritage  
Grant Application 2020

Signature page

**You may either print this page as a screen shot or download and print the facsimile available on our web page.**

\* The official 2020 Washington Digital/Rural Heritage grant application form has been used and is complete:

You answered all the questions.

You are printing and sending this signature sheet with original signatures by mail. (A facsimile is also available online for printing.)

All three components of the application are completed here  
(see [Section 6.F of the Guidelines](#)).

1. This online form
2. The work plan
3. The budget

Yes

No

If you have any questions, we are here to help. Please reach out to us at [WSLgrants@sos.wa.gov](mailto:WSLgrants@sos.wa.gov)

Please send a printed copy of this page with *original* signatures to:

**WSL Grants**  
**PO Box 42460**  
**Olympia, WA 98504-2460**

Contracting Authority signature

Name

Title

Signature

Date