



To: SCRLC Membership  
From: Jill Dixon, President, SCRLC Board of Trustees  
Mary-Carol Lindbloom, Executive Director  
Advisory Committee on Information Technologies and Services  
Subject: Grant Opportunity -- 2019 Technology and Digitization Grants (RBDB Program)  
Date: September 27, 2018

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South Central Regional Library Council's (SCRLC) 2019 Regional Bibliographic Data Bases and Interlibrary Resources Sharing (RBDB) Program will include funding for grants for regional technology and digitization projects.

SCRLC members are encouraged to submit creative and innovative proposals to improve regional access and resource sharing through technology. Digitization projects are also encouraged, as they allow materials to be accessed regionally through New York Heritage, DPLA, and New York State Historic Newspapers. For 2019, women's suffrage and newspaper digitization projects are strongly encouraged. All proposals should be submitted to the SCRLC office according to the attached instructions. All proposals received will be presented to a review panel composed of expert individuals from outside the SCRLC region for evaluation and funding recommendations. Individual applications are limited to \$8,000; partnership applications, to \$12,000.

Please read and follow all instructions carefully. Applications must be completed and submitted electronically to the SCRLC office by **Friday, November 2, 2018**; send to Julia Corrice at [jcorrice@scrlc.org](mailto:jcorrice@scrlc.org).

**Note:** This application packet is also available at our website, [www.scrlc.org](http://www.scrlc.org). Is this your first time applying? Feel free to contact Julia for a sample application.

**IMPORTANT!!! DEADLINE FOR APPLICATION:  
November 2, 2018; send to: [jcorrice@scrlc.org](mailto:jcorrice@scrlc.org).**



## **SOUTH CENTRAL REGIONAL LIBRARY COUNCIL 2019 Technology and Digitization Grants for SCRLC's Libraries/Systems & Cultural Organizations**

### **Grant Application**

**Introduction:** Each year, SCRLC receives funds through the New York State Library's Regional Bibliographic Data Bases and Interlibrary Resources Sharing (RBDB) Program. The funds support various aspects of Information Technologies including regional access to such electronic resources as OCLC FirstSearch, EBSCO's Literary Reference Center, and Art Museum Image Gallery. RBDB funds also support virtual reference initiatives and regional digitization. SCRLC's Technology and Digitization Grant Program follows the New York State RBDB *Guidelines*, which are located at: <http://www.nysl.nysed.gov/libdev/rbdb/index.html>.

Both individual and collaborative regional projects are an important means of increasing access and promoting the sharing of resources and knowledge; therefore, for 2019 South Central Regional Library Council will allocate a pool of funding for grants to SCRLC members.

Individual applications are limited to \$8,000; partnership applications are limited to \$12,000. If too few qualifying applications are received, the caps may be lifted or funds may be reallocated for other eligible RBDB programs. There is also the possibility for exceptions to this funding structure depending on the merit and scope of the project.

**All funds must be expended by December 31, 2019.**

**Award Process:** Proposals received are forwarded to an independent review panel comprised minimally of four qualified readers from outside the SCRLC region. The review panel is composed of librarians who work or have worked in a variety of library settings and have extensive experience with information technologies and services. SCRLC's Advisory Committee on Information Technologies and Services (ACITS) receives the panel's recommendations, reviews, and refers them to the Board of Trustees for approval. Committee and Board members whose institutions have an application under consideration are recused from all aspects of the review processes.

**Criteria:** The outside review panel uses a scoring system (*Criteria for Selecting Grant Applications for Funding*) as part of their decision-making process. A copy of the *Criteria* is attached to this application. Please note that it is a guideline and one component that the panel will use to reach consensus on their funding recommendations. **Please note the addition of a diversity element requirement to the application (p. 7, element 4). Applications without this element will not be considered for funding.**

**Fundable Projects:** Projects that *may be approved* for funding include those that improve access, content, or training for regional libraries and meet the priorities identified by the Board, ACITS and SCRLC's *Plan of Service*, which is located at [https://scrlc.org/data/SCRLC\\_PlanOfService2016-2021\\_web\\_version.pdf](https://scrlc.org/data/SCRLC_PlanOfService2016-2021_web_version.pdf)

The following sections of the *Plan of Service* are especially relevant:

- Consulting & Development Services (page 15)
- Collaborative Efforts with other Library Systems (page 16)
- Coordinated Services (page 19)
- Digitization (pages 20-21)
- Educational Services (page 14)
- Resource Sharing (pages 12-13)

Projects must demonstrate a minimum 20% in-kind contribution and may include overhead.

**Funding categories are as follows:**

**1. Digitization:** Projects must meet the criteria of SCRLC's digitization program (see <https://scrlc.org/Digitizing-Program-Information>).

- Digitized materials must be added to or linked to New York Heritage Digital Collections (<http://www.newyorkheritage.org>), or NYS Historic Newspapers (<http://nyshistoricnewspapers.org>). Participants also must be willing to include their materials in the Digital Public Library of America ([dp.la](http://dp.la)). Finding aids created as part of funded projects must be added to the Empire Archival Discovery Cooperative ([empireadc.org](http://empireadc.org)).
- Preference will be given to digitization projects with a defined project plan. Applicants may download a sample [Digitization Project Plan Outline](#) for assistance.

**2. Resource Sharing Hardware/Software:** Subsidy of up to 80% for software or hardware (e.g., ILLiad, scanners, etc.) to improve access to regional, state, or national databases and particularly to improve access to your resources (library must show a minimum local cash match of 20%).

**3. Information Technologies:** Innovative projects using new information technologies to improve regional information access or regional resource sharing such as: virtual reference, specialized online catalogs or integrated library systems hosting, conversion of local resources into RDF (Resource Description Framework) for publication as Linked Open Data on the Web, patron authentication, etc.) Innovative and creative projects can be finding a unique application for something that already exists. According to Dr. R. David Lankes, "innovation is quite often small improvement and positive change." [2016 SCRLC Board Retreat] Need ideas? Check out [ALA's Center for the Future of Libraries](#) or the [2018 Horizon Report](#) or preview.

**4. Workshops** or other knowledge-sharing programs designed to educate and collaborate with regional library staff in the use of new information technologies or resource sharing.

## 5. Metadata projects:

- Selected based on an assessment of regional value of the collections to be described.
- Metadata records must follow national recognized standards, e.g., MARC, Dublin Core, Encoded Archival Description (EAD).
- Metadata must be freely available to the region.
- Metadata may include enhancements to existing bibliographic records such as additions of tables of contents, summary notes, graphics, annotations, etc. that will enhance the discoverability and use of the material.
- Metadata may include descriptions of non-bibliographic collections to be used regionally.

**6. Retrospective Conversion projects:** Funding will be up to \$1 per record for ubiquitous records or up to \$10 for unique records. Assessment and sampling forms will no longer be required. Other bibliographic enhancement projects may be considered if they improve access for the region.

### Expenses Not Allowed According to NY State guidelines:

- Overhead physical plant costs such as rent, heat, electricity.
- Current acquisitions, which are defined as items acquired during the year in which the application is submitted.
- Delivery of physical items by such means as the US Postal Service, UPS, or a local courier or delivery service.
- Direct payments to libraries for ILL expenses.
- Purchase of an integrated library system for individual libraries.

The final reports for recently funded RBDB grant projects are located at <https://scrlc.org/Grant-information>

**Reporting and Evaluation:** Libraries receiving funding are required to submit a brief interim report, which will be due by June 30, 2019 and a one-page final report describing outcomes of their projects, due by March 31, 2020. Applicants must explain how they will use an outcome-based evaluation process to measure the results of their projects. Final reports will be published to SCRLC's website. Recipients must be willing to provide a short presentation via webinar or in-person to the SCRLC membership regarding their project outcomes and lessons learned (e.g., what worked, what they wish they'd done differently).

**Receipt of Funds:** After the projects have been approved for funding by the SCRLC Board of Trustees (generally at their December meeting), SCRLC will notify all grant applicants of the outcome. Recipients will need to sign a grant agreement letter; those with digital projects may be also be required to complete a project plan outline. After SCRLC has received the required paperwork, 90% of project funds will be issued; the remaining 10% will be sent after the recipient has completed the interim report and SCRLC has received its annual RBDB funding.

The application must be completed and sent by email to Julia Corrice, [jcorrice@scrlc.org](mailto:jcorrice@scrlc.org) by **November 2, 2018**. **Late applications cannot be considered.**



## SOUTH CENTRAL REGIONAL LIBRARY COUNCIL

### 2019 Technology and Digitization Grants Project Application

Include this cover sheet with your application.

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#### Part A – General Information

*[For projects involving multiple libraries/systems, provide information for the lead agency].*

Name of Institution: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Telephone: \_\_\_\_\_ Email: \_\_\_\_\_

Name of Project Director: \_\_\_\_\_ Title: \_\_\_\_\_

Library Director or Authorized Person: \_\_\_\_\_ Title: \_\_\_\_\_

Today's Date: \_\_\_\_\_ \$ Amount Applied For: \_\_\_\_\_

**Title of Proposed Project:**

\_\_\_\_\_

**Type of Project (select one or more categories, if appropriate):**

Digitization  Women's Suffrage  Newspapers  Metadata  Resourcing Sharing  
Equipment/Software  Information Technologies  Workshop  Retrospective Conversion

Is this a collaborative project with other organizations?  Yes  No

If this is a collaborative project, list the names of the cooperating organizations below. Include as attachments letters of support from directors of each participating institution.

Name of Library/System/Organization	Type (Academic, Public, School, Special/Hospital)

Is this the first time you have applied for SCRLC grant funding? \_\_\_ Yes \_\_\_ No

If answering "No," when did your organization last receive SCRLC grant funding? \_\_\_\_\_

### Part B -- Project Components

Provide a narrative of *no more than five pages in 12 point typeface* that addresses each of the following questions in the order listed. All questions and components must be addressed.

**1. Project Description** - Describe the proposed project and its significance to the region. This overview should present a compelling case for the project.

- How will the project benefit the region; e.g. what value or rarity do records or objects have, and to what audience?
- If this is a collaboration or partnership, what are the roles of each partner? Collaborative projects that enhance the benefits to the region or achieve greater efficiency in use of grant funds may be given priority.
- How does the project improve regional access to your records or improve access to information sources by multiple libraries/system?
- How will converted records be made available to the region?
- Is any training needed to successfully carry out your project? If so, please describe.
- What needs assessment or use or assessment data have been gathered?

**2. Goals** - List the goals of the project.

**3. Outcomes** - List the desired outcomes.

**4. Diversity, Equity & Inclusion-** Diversity, equity and inclusion mean different things to different libraries and library systems, depending on the communities served and how “community” is defined. *We ask that applicants address some aspect of diversity, equity, and inclusion.* It may be a discussion of the strides made to provide services to members of underrepresented groups and how they would be included in the proposed project, e.g. through outreach, marketing, programming, team membership, etc. Diversity might be reflected in the digitization of items pertaining to historically underrepresented groups. It might mean including a description of your efforts to serve people of diverse geographic, cultural, and socioeconomic backgrounds; persons with disabilities; underserved urban and rural communities; and children from families with incomes below the poverty level. This could also be reflected in strategies to improve access to collections and information. It might be the construction of inclusive research teams, advisory panels, or leadership/project management teams. *Please address how your project incorporates this component.* Contact Julia Corrice if you need help with this element.

**5. Evaluation** - Describe the methods that will be used to evaluate the results of the project. How will you determine whether this project has met its goals and produced the desired outcomes?

**6. Timetable** - Outline the project’s proposed timetable. Recipients will need to submit a brief, interim report by June 30, 2019, indicating the project’s progress and expenditure of funds; final reports, including outcomes, will be due by **March 31, 2020. All funds must be expended by December 31, 2019.**

**7. Institutional capacity and commitment** - Describe the institution’s ability to successfully execute the project, and the institution’s commitment to the project.

**8. Staffing** - Describe personnel who will work on the project (please note that there should only be one person listed as Project Director) their qualifications, and relevant experience. Discuss relevant staff training taken or needed to complete the project.

**9. Project Continuation** - Describe if and how the project will be maintained beyond the grant period. Indicate funding sources, if known.

**10. Funding** - Cost-sharing, matching support and in-kind contributions must be included on the budget sheet. Are there other sources of funding contributing to the project? If yes, please list. Explain why this project cannot be funded from your regular operating funds.

**11. SCRLC’s Plan of Service** - How does implementation of this project support the vision, mission, strategic directions, and goals outlined in SCRLC’s *Plan of Service* or the regional digitization plan? The 2016-2021 Plan of Service can be found here: [https://scrlc.org/data/SCRLC\\_PlanOfService2016-2021\\_web\\_version.pdf](https://scrlc.org/data/SCRLC_PlanOfService2016-2021_web_version.pdf). (see also page 3 of this application).

**Part C – Budget Summary**

1. Provide a budget summary indicating your RBDB program request and your library's proposed contribution in each of the following categories:

Category	RBDB Request (\$)	Your 20% minimum in-kind contribution*
Personnel		
Supplies		
Equipment		
Contracts		
Other (Describe):		
<b>TOTAL</b>		

\*You can include personnel hours and overhead. Please note that overhead may be used as part of your 20% minimum in-kind contribution but are not an allowable grant expense.

2. Please provide a narrative of *no more than one page* that addresses each part of the budget summary and offers a justification for the requested expenditures in each category. *Detailed information will enhance the budget proposal*, so be sure to obtain and attach as appendices vendor quotes or supporting documentation for proposed purchases.
3. Partial Funding: Would you accept partial funding for this project if it is offered? If so, what percentage of funds requested would be the minimum acceptable? Describe how partial funding would impact the project.

**Priority for Funding:** Projects with broad, regional benefits will be considered a priority for funding. Collaborative projects having broad, regional benefits are especially encouraged. If all other considerations are equal, priority for funding may be extended to new or less recently funded applicants, as well as to those applicants with a solid track record for completion of other funded projects.

**Email your completed application by Friday, November 2, 2018 to Julia Corrice at [jcorrice@scrlc.org](mailto:jcorrice@scrlc.org).**

## Criteria for Selecting Grant Applications for Funding

Criteria	Meets Fully (6 points)	Adequate (3 point)	Incomplete (0 points)	Score
<b>Value to the SCRLC Region</b>	Grant application has a plan and clearly shows how the project will improve access, content, or training for SCRLC libraries. It contains clear and realistic goals, activities, outcomes, and a timeline with specific dates. .	Grant application is relevant and lists the program, activities, or outcomes. The plan is outlined; a timeline is included.	Incomplete or not addressed.	
<b>Relationship to SCRLC's Plan of Service (did they address?)</b>	Application is strongly linked to several strategic goals.	Grant activities are linked to one strategic goal.	Incomplete or not addressed.	
<b>Funding Request/ Budget</b>	Proposed budget is realistic as per stated activities; may include a narrative with justification.	Budget is documented and included in proposal.	Incomplete or not addressed.	
<b>Outcomes</b>	Outcomes are realistic achievable, and sustainable. They will improve access, content availability, or knowledge.	Includes outcomes but no projection on long term effects or sustainability.	Incomplete or not addressed.	
<b>Evaluation</b>	Assessments, evaluations and reporting tools are defined and relevant to the project's goals.	The evaluation process is provided but are not specific or linked to the project's goals.	Incomplete or not addressed.	
<b>Collaborative grant?</b>	Yes---6 points	No—0 points		
<b>First time applying?</b>	Yes—6 points	No—0 points		
<b>Newspaper Project?</b>	Yes—3 points	No—0 points		
<b>Women's Suffrage Project?</b>	Yes--3 points	No—0 points		
<b>Innovative Project?</b>	Yes--3 points	No—0 points		
<b>Diversity addressed?</b>	Yes--Application considered	No--Application not accepted without this component		
<b>TOTAL</b>				