

**State Library of North Carolina  
Library Services and Technology Act**

**NC ECHO DIGITIZATION GRANT APPLICATION  
2011-2012**

**\*\*\*\*\*ATTENTION\*\*\*\*\***

**THIS APPLICATION MAY ONLY BE COMPLETED BY A LIBRARY THAT**

- SUBMITTED A LETTER OF INTENT, AND**
- RECEIVED APPROVAL TO SUBMIT A FULL APPLICATION.**

State Library of North Carolina - Library Services and Technology Act

**NC ECHO DIGITIZATION GRANT  
2011-2012  
Application**

**DUE DATE:** Original and required copies must be received by **5:00 p.m. February 17, 2011**, in the Library Development Section Office, Room 310.

**INSTITUTION / LIBRARY:** \_\_\_\_\_

**MAILING ADDRESS:** \_\_\_\_\_

**U.S. CONGRESSIONAL DISTRICT** (in which library is located): \_\_\_\_\_

**PROJECT MANAGER, NAME / TITLE:** \_\_\_\_\_

**PHONE:** \_\_\_\_\_ **FAX:** \_\_\_\_\_ **EMAIL:** \_\_\_\_\_

<b>2011-2012 PROJECT FUNDS</b> (in whole dollars)	<b>Grant Amount Requested</b>	<b>\$</b>
(minimum \$2,500; maximum \$75,000 for single institution/system, \$150,000 when partnering)		<b>+</b>
	<b>Matching Funds</b>	<b>\$</b>
	(Match must be at least 10% of grant amount)	
	<b>Total Costs =</b>	<b>\$</b>

**YEAR #** \_\_\_\_\_ **OF** \_\_\_\_\_

**PROJECT TITLE:** \_\_\_\_\_

**PROJECT ABSTRACT** (clearly and concisely summarize your project in the space provided)

**CERTIFICATION AND SIGNATURES** (please sign in blue ink):

We are aware of, and agree to comply with, all state and federal provisions and assurances required under this grant program. If awarded grant funds, we assure that we will carry out the grant project according to the approved grant proposal. The appropriate authorities of the applying institution/library have authorized this application.

\_\_\_\_\_  
Printed name of library director

\_\_\_\_\_  
Printed name & title of local government or institutional authorizing official

\_\_\_\_\_  
Signature of library director

\_\_\_\_\_  
Signature of above official

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

## **INSTRUCTIONS FOR PREPARING AND COLLATING YOUR APPLICATION**

Refer to Section #9 in the *General Information & Provisions* for LSTA Grants 2011-2012 at <http://statelibrary.ncdcr.gov/lsta/GenInfoProvs11-12.pdf>.

**It is critical that you review all grant program information and guidelines before completing this application. Your application MUST demonstrate that your proposed project complies with the requirements and expectations of the Digitization Grant program. See:**

- *Program-Specific Information & Guidelines* for LSTA NC ECHO Digitization Grant 2011-2012 at [http://statelibrary.ncdcr.gov/lsta/DIG\\_GL\\_11-12.pdf](http://statelibrary.ncdcr.gov/lsta/DIG_GL_11-12.pdf), and
- *General Information & Provisions* for 2011-2012 LSTA grants at <http://statelibrary.ncdcr.gov/lsta/GenInfoProvs11-12.pdf>.

### **Tips**

- This application – not the Letter of Intent – will be the basis for determining whether or not your project is funded.
- When preparing your application, be sure to take into account the State Library's comments on the Letter of Intent you submitted.
- Remember that reviewers may not be familiar with any aspect of your library or with this project, so you must fully describe your project in the application.

**Do not include this instruction page with your application.**

## PART I. PROJECT NARRATIVE

**Answer the following questions and provide attachments as requested.**

### 1. PROJECT OVERVIEW

Briefly summarize the project you are proposing. *Do not exceed one page.* Consider preparing this overview *after* you have completed the remainder of the application so that it serves as a true summary.

#### a. Product

Summarize the project you are proposing and describe its goals. What, briefly stated, is the main topic or subject? Why is this topic or subject important? What materials (including quantity) are to be digitized? Provide a brief description of the materials' significance.

#### b. Partners

Describe any partner institution(s) and why these institutions(s) are appropriate partners for this project. Explain their respective roles in the project.

c. If **multiyear**, explain why your project requires more than one year to implement.

### 2. TOPIC, CONTENT, AND AUDIENCE

#### 2a. Topic

What is the topic or subject of your proposed project? How did you select this topic? Why is it important to the cultural heritage of North Carolina? How have you ascertained the need for your proposed project? How have you determined that your proposed project will not duplicate other existing resources?

#### 2b. Primary Materials and Collections

- What materials do you propose to digitize and make available to the public in this project? Briefly summarize in your narrative the materials your library (and partners, if applicable) will contribute to the project.
- If you are proposing to encode finding aids and present them online,
  - Briefly describe the relevant collections and their significance,
  - Describe the existing finding aids to be digitized, and
  - Enclose one sample finding aid.
- How and why were these materials chosen as the focus of the project?
- Complete the table in Appendix A to list the specific materials that your library and any partners will make available for digitization. Include in your application document one completed table for each partner (including the applicant library) plus one summary table for the entire project. **If the proposed project is intended to be multiyear, for each proposed year submit a completed table for each partner and a summary table.**

#### 2c. Audience

Who will be the primary audience(s) for this project? How and for what purpose do you envision each audience using the resources?

#### 2d. Presentation and Context

- Describe the end product(s) and/or presentation(s) of this project. How will your digitization project provide access to the selected materials?
- What kinds of contextual information, if any, will your project compile and include in the final product to help the primary audience(s) understand and make use of these materials?

**2e. Curriculum Support**

If the proposed project will include activities to support the state’s educational curricula, describe your plans.

**3. APPLICANT LIBRARY QUALIFICATIONS**

**Experience**

What is the library’s previous experience with grant-funded projects? What will the library’s role be in this project?

**Expertise**

List the staff who will participate in the project and describe their expertise in the following areas:

- cultural heritage collections, including general management as well as traditional methods of preservation and access;
- digitization production;
- web design;
- web presentation;
- information technology support; and
- grant management.

**Capacity/Sustainability**

- Describe the information technology infrastructure and institutional support available to host, deliver, and maintain the digital product.
- Demonstrate that you can meet the grant program’s requirements and expectations in both creation of the resources and their long-term maintenance.

**4. PARTNER INSTITUTIONS**

If this will be a collaborative project address the following items regarding partner institutions and their responsibilities. *Skip this question for single institution projects.*

**4a. Project Partners.**

For this collaborative project, provide:

- the name of each partner institution;
- the person who will be that institution's chief representative; and
- contact information for each: mailing address, telephone number, email address.

*Use this format to provide partner information.*

Partner Institution	Project Representative	Contact Information

**4b. Partner Commitment Letters**

Attach to this proposal a letter (maximum length two pages) from each partner institution. The letter should discuss the following:

- the institution's understanding of its role in and support of the proposed project—both during the project’s activities and for the long-term sustainability of the digitized materials;
- whether this partner will digitize or encode any or all of its material on site at the partner institution’s location;
- any additional work this partner will do for the project. For example, will this partner contribute to the development of any contextual material that will be used in the online presentation of the

digitized material? Is this institution serving in or providing any other role (e.g. team leader, partner meeting facilitator or host)?

- the activities the partner institution has employed in their planning of this project; and
- any prior experience the partner institution has in collaborative ventures.

Include in the letter each institution's understanding about:

- ownership of any equipment purchased by the lead project agent using LSTA funds following the completion of the grant project, and
- ultimate supervisory responsibility for any project staff hired.

*Collaborative project proposals lacking Letters of Partner Commitment from each partner will not be considered for funding.*

## 5. PLANNING PROCESS

Applications must reflect an effective planning process. Outline your planning process and major decisions, including an explanation of alternative approaches that have been considered and why the proposed plan is the most desirable. **If partnering with other institutions**, explain the role that each proposed partner played in the planning process. **If the proposed project is intended to be multiyear**, explain how you arrived at that decision.

## 6. STANDARDS AND PRACTICES

Digitization grant projects must follow the standards and practices outlined in the NC ECHO "Digitization Guidelines" (<<http://www.ncecho.org/dig/digguidelines.shtml>>). Applicant libraries, and all partners will be required to certify compliance with the Guidelines (see Appendix C). In addition, answer the following questions. **Detailed** information about each of these aspects for each partner institution is required in Appendix A. Every partner must complete an Appendix A.

### 6a. Conventional Methods of Preservation and Access

**Briefly** describe the status of current conventional preservation and access to the material which each partner plans to contribute to the project (use of preservation enclosures, stable physical environment, existence of sufficient traditional access tools such as card catalogs, MARC records, finding aids to the folder level, full registrar records, etc.). Provide information to sufficiently demonstrate that the materials intended for digitization have been properly housed, and that you and each partner use professionally accepted methods or tools to provide appropriate access to the collections that will be digitized.

### 6b. Rights and Permissions

**Briefly** describe the steps the applicant library and each partner institution have taken to assure that they have full rights and permissions under current law to create and make available to the public digital copies of all materials proposed for the project. *Projects with significant unresolved copyright or permissions issues will not be funded.*

### 6c. Digital Access and Storage

- What **methods of digital access** (cataloging, indexing, online mark-up, etc.) are you planning to use for your proposed project? Describe what kinds of metadata you will use and why. (At a *minimum*, this grant program requires 1) Dublin Core metadata at the collection level on the presentation web site and/or 2) MARC cataloging of library materials in a library online system with the appropriate linkage between the online version and the online catalog record via the MARC 856 field. More robust descriptive metadata and better access points are preferred where appropriate.)
- Describe your plans for long-term **storage and preservation** of the digital master images created during your proposed grant project. If your project involves partners, tell how each partner will provide access to and ensure the longevity of its digital products.

## 6d. Outsourcing

If you are planning to outsource any portion of your project, include the following information.

- State exactly what **services the vendor will be providing** and your **rationale** for selecting these services (including **justification of cost** effectiveness).
- Describe your **selection criteria** and **how you chose your selected vendor**.
- Note any **prior experience you have had with this vendor** and **describe any trial or demonstration** you undertook during your planning process.

## 7. ACTION PLAN

### 7a. Narrative

Provide a narrative describing how the project will be carried out and who will be responsible for each step. Include activities of all partner institutions in collaborative projects. The description should include details such as planning meetings, training, testing, outreach activities to the potential audience(s), and evaluation activities. Identify anticipated significant project targets and milestones.

### 7b. Timeline

In addition to the narrative action plan, outline the sequence of project activities using the timeline format below. Be sure your timetable includes each activity of the plan and expected dates of completion, major milestones, and names/positions of staff that will be responsible for the activities. Remember to accommodate institutional and grant program deadlines.

Deadline	Activity	Responsible Party(ies)	Notes

**If your project is multiyear, provide an action plan table for each proposed year.**

## 8. EVALUATION

Describe your evaluation plan. How will you know if your project is successful? What methods of measuring the success of your project will you employ to determine the project's effectiveness and usefulness?

An effective evaluation plan that will measure your success in reaching project goals should incorporate both quantitative **outputs** and qualitative **outcomes**.

- Project **outputs** provide measures of project or program performance (e.g., number of participants, number of objects scanned, number of workshops taught) to tell numerical results of the project.
- Project **outcomes** describe the changes (or indicators of changes) in the target audience's skills, knowledge, behavior, attitude, status, or life condition brought about in part as a result of this project.

An effective evaluation will be necessary to complete the project report you will submit to the State Library.

## PART II. BUDGET INFORMATION

### 1. BUDGET TABLE

Use the table found in Appendix B of this packet to provide the estimated total costs required to carry out the project. **If your project is to be multiyear, please provide a budget table for each proposed year.**

### 2. BUDGET NARRATIVE

**Provide a clear explanation for each expenditure listed on the Budget Table.** An equipment description grid is provided for your convenience. Include a detailed description of software packages. Justify expenditures (i.e. how expenditures will support the project's outcomes) and show any calculations. Make sure the link to project activities is clear. Do not leave any amount unexplained. Nothing should appear in the budget that has not been included in the narrative of the project.

**The total amount requested for each category should accompany the justification.**

#### Equipment Description Grid

##### COMPUTER

<i>(make, model)</i>	<i>Processor Speed (CPU)</i>	<i>RAM</i>	<i>Hard Disk size</i>	<i>Expansion slot(s)</i>
<i>Optical Disk</i>	<i>Video memory</i>	<i>Monitor</i>		

##### SCANNER

<i>(make, model)</i>	<i>Scanning Area (Bed Size)</i>	<i>Resolution (actual not interpolated)</i>	<i>Bit Depth</i>
<i>Dynamic Range</i>	<i>Scanner Software</i>	<i>Accessories</i>	<i>Computer interface</i>

##### PRINTER

<i>(make, model)</i>	<i>DPI</i>	<i>Color (yes / no)</i>	<i>Capable of using photographic paper?</i>
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##### DIGITAL CAMERA OR SCANBACK

<i>(make, model)</i>	<i>DPI / Max resolution</i>	<i>Available Formats (JPEG, RAW, etc.)</i>	<i>Megapixels</i>
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### **3. MATCHING FUNDS**

Applicants must provide local matching funds totaling a minimum of 10% of the amount of LSTA funds requested. Of that 10%, no more than one-quarter may come from in-kind staff salaries and benefits of existing full-time staff who will work with the project. **Federal funds may not be used as local match.**

Include in the budget narrative an explanation of the source(s) and amounts of the matching funds. Your explanation should also state your understanding that the matching funds must be available when grant agreements are signed.

**Do not include this instruction page with your application.**

## **PART III. APPLICANT LIBRARY & PARTNERS INFORMATION & CERTIFICATIONS**

### **1. INSTITUTION INFORMATION**

Each institution, including the lead library or single institution/system applicants and all partners, must submit a completed copy of Appendix A.

### **2. CERTIFICATION OF LOCAL COMMITMENTS**

All participants in this grant project—single institution/system applicant or lead library, and any partners—must complete the certification found in Appendix C.

### **3. CIPA CERTIFICATION AND COMPLIANCE**

Most libraries will not be subject to CIPA compliance as a result of receiving LSTA funds. However, **every public library that submits an application for funding to the State Library must include one original of the Internet Safety Certification document as part of its application package.** <<http://statelibrary.ncdcr.gov/lsta/SafetyCert2011.pdf>>

Those interested in compliance information should read the LSTA CIPA Compliance Information document at <<http://statelibrary.ncdcr.gov/lsta/compliance11.pdf>>.

If you have questions regarding CIPA certification and compliance, please contact Timothy Owens at [timothy.owens@ncdcr.gov](mailto:timothy.owens@ncdcr.gov) or 919-807-7424.

**Do not include this instruction page with your application.**

## PART IV. SUBMISSION INSTRUCTIONS

### SUBMISSION & FORMAT INSTRUCTIONS

Make sure that your application is prepared according to the recommended format. Refer to instructions in Section #9 of the *General Information & Provisions* for LSTA Grants 2011-2012 at <http://statelibrary.ncdcr.gov/lsta/GenInfoProvs11-12.pdf>.

### APPLICATION CHECKLIST

- \_\_\_\_\_ Application signature page signed by appropriate persons.
- \_\_\_\_\_ Complete proposal that responds to every required section of the application.
- \_\_\_\_\_ Appendix A, one for each participating institution.
- \_\_\_\_\_ Samples of finding media for all material/objects to be digitized in the proposed project.
- \_\_\_\_\_ Complete budget table(s), with figures that add up correctly (Appendix B).
- \_\_\_\_\_ Budget narrative, including explanation of sources/amounts of matching funds.
- \_\_\_\_\_ Certification of Local Commitments – one for each participating institution (Appendix C).
- \_\_\_\_\_ Partner Commitment Letter from each partner institution (if applicable).
- \_\_\_\_\_ **1 original application** with certifying signatures **in blue ink, plus 22 copies** (23 total)
- \_\_\_\_\_ **1 original** of the required **CIPA** certification form (public libraries only).

### DUE DATE

The complete application package must be received by **5:00 p.m. February 17, 2011**, in the Library Development Section Office, Room 310.

### DELIVERY INFORMATION

**To be eligible for consideration, applications must be received in the Library Development Office by the deadline.** To assure on-time receipt by the State Library, applicants are strongly encouraged to use a commercial service and the Jones Street address. Packages sent via US Postal Service to the Mail Service Center address (even Express Mail) frequently encounter delivery delays, and the US Postal Service does **not** deliver to the Jones Street address.

<b>RECOMMENDED by commercial service (e.g. FedEx, UPS) or hand delivery:</b>	<b>Address for delivery</b>	<b>Address for delivery by US Postal Service:</b>
LSTA Grant Applications Library Development Section, Room 310 State Library of North Carolina Archives & State Library Building 109 E. Jones Street Raleigh, NC 27601		LSTA Grant Applications Library Development Section State Library of North Carolina 4640 Mail Service Center Raleigh, NC 27699-4640

**Do not include this instruction page with your application.**

## Appendix A

Submit one completed copy of this appendix, with required attachments, for the single institution/system applicant or lead library, and each partner. For a collaborative project, submit an additional copy of this appendix labeled “PROJECT TOTALS” and complete “3. Collections Table” summarizing totals for the entire project.

### 1. Institution Information

Institution \_\_\_\_\_  
Project representative \_\_\_\_\_  
Address \_\_\_\_\_  
\_\_\_\_\_  
Telephone \_\_\_\_\_  
E-mail \_\_\_\_\_

***Answer the following questions in the space provided:***

### 2. Collections Narrative

- a. List the most significant items or collections this partner will contribute to the project and describe why these materials are important and relevant to the topic. How were these materials chosen for inclusion?

- b. For the material this participant plans to contribute to the project, describe the status of current preservation and access (e.g. use of preservation enclosures, provision of stable physical environment, existence of sufficient arrangement and description of original materials and access tools such as card catalogs, MARC records, finding aids to the folder level, full registrar records, etc.). Provide enough information to demonstrate that materials are properly housed and described.

**Attach a finding aid** or a sample printout or photocopy from this participant’s collection management system (whether electronic or not— analog catalog cards, collection inventories, paper finding aids, etc.). Provide enough detail to adequately show that the materials intended for digitization have been properly arranged and described.

## Appendix A, continued

c. Describe the steps you have taken to assure that you have full rights and permissions under current law to create and make available to the public digital copies of all materials proposed for the project. Your response should clearly demonstrate that you know who owns copyright to the material. *Projects with significant unresolved copyright or permissions issues will not be funded.*

### 3. Collections Table

#### Format / Number of Items

	YEAR 1	YEAR 2	YEAR 3
MEDIA TYPE	APPROXIMATE QUANTITY (# digital images to be created)	APPROXIMATE QUANTITY (# digital images to be created)	APPROXIMATE QUANTITY (# digital images to be created)
Artifacts			
Artwork			
Manuscripts			
Maps			
Microfilm reels	# Reels: # Images:	# Reels: # Images:	# Reels: # Images:
Photographic negatives			
Photographic prints			
Printed materials	# pages:	# pages:	# pages:
Audiotapes			
Videotapes			
<b>TOTAL # of images</b> (or pages of original text digitized into full text)			
<b>TOTAL # of digitized audio/videotapes</b>			
Finding Aids	# pages: # collections:	# pages: # collections:	# pages: # collections:

## Appendix A, continued

### 4. Required Attachments

- Samples of **finding media** for all material/objects to be digitized in the proposed project.
- Appendix C, **Certification of Local Commitments**.
- Partner **Letter of Commitment**, if a collaborative project.

**Do not include this instruction page with your application.**

## Appendix B

**BUDGET TABLE** Estimated total costs of the project. **If your project is to be multiyear, provide a budget table for each proposed year.**

This page provides an overview of the necessary dollars required to carry out the project. Use the required "Budget Narrative" to give a more detailed explanation of the costs in each category and any calculations used.

*Round totals to whole dollars.*

	<u>Quantity</u>	<u>Unit Cost</u>	<u>LSTA \$</u>	<u>Local \$**</u>	<u>Total \$</u>
<b>EQUIPMENT</b>					
a. Computer workstations	_____	_____	_____	_____	_____
b. Scanners	_____	_____	_____	_____	_____
c. Printers	_____	_____	_____	_____	_____
d. Digital camera or scanback	_____	_____	_____	_____	_____
e. Software	_____	_____	_____	_____	_____
f. Computer peripherals	_____	_____	_____	_____	_____
<b>SUPPLIES (specify)</b>					
g. _____	_____	_____	_____	_____	_____
h. _____	_____	_____	_____	_____	_____
<b>PLANNING/ COLLABORATION</b>					
i. Travel	_____	_____	_____	_____	_____
j. Subsistence	_____	_____	_____	_____	_____
<b>PERSONNEL</b>					
k. Salaries/benefits **	_____	_____	_____	_____	_____
l. Training	_____	_____	_____	_____	_____
<b>CONTRACTUAL SERVICES (specify)</b>					
m. _____	_____	_____	_____	_____	_____
<b>OTHER (specify)</b>					
n. _____	_____	_____	_____	_____	_____
o. _____	_____	_____	_____	_____	_____
<b>p. TOTAL PROJECT COSTS (a.-o. above)</b>					
			*	**	
			+	+	=
Total Project Costs = LSTA Grant Funds + Matching Funds					

\* Grant funds requested must be at least \$2,500, but cannot exceed \$75,000 (\$150,000 when partnering).

\*\* Local matching funds must equal at least 10% of the LSTA request (i.e., a 1 to 10 ratio, or 1/11th of total project costs). Of that 10%, no more than one-quarter may come from in-kind salaries and benefits of existing full-time staff who will work with the project.

## Appendix C

### Certification of Local Commitments

All partners (including the lead library or single library applicants) that participate in an LSTA NC ECHO Digitization Grant must certify the following. To do so, the Director or CEO of each partner should **initial to the right of each statement and sign below.**

- The copyright of materials to be reproduced digitally by this grant program are  
a) in the public domain, b) held by the library or one or more of the grant project partners, c) used by the library or project partners with the written permission of the copyright holder for publication on the World Wide Web, or d) materials that will be used pursuant to fair use governed by the Copyright Act, 17 USC § 107 et seq. The entity holding copyright agrees to the publication of digital copies of their materials as specified in this document on the World Wide Web. \_\_\_\_\_
  
- All materials proposed for digital reproduction using funds from this grant are stored in appropriate preservation enclosures and are under stable environmental (humidity, light, and temperature) conditions. \_\_\_\_\_
  
- All materials proposed for digital reproduction using funds from this grant have appropriate forms of "traditional access": finding aids and/or library online catalog records or museum registrar records. \_\_\_\_\_
  
- All materials proposed for digital reproduction using funds from this grant will have master and access images created and stored in appropriate resolution, format, and storage media, as described in the NC ECHO "Digitization Guidelines" document. \_\_\_\_\_
  
- All digital products created using funds from this grant will incorporate appropriate Dublin Core and MARC record forms of access. \_\_\_\_\_
  
- All archival finding aids made Web-accessible using funds from this grant will make use of Encoded Archival Description. \_\_\_\_\_
  
- Any digital products created through use of funds from this grant will be made accessible for the long-term over the World Wide Web. \_\_\_\_\_
  
- Any digital products created through use of funds from this grant will be maintained and migrated according to current standards and best practices in order to ensure sustainability. \_\_\_\_\_

\_\_\_\_\_  
Signature of Library Director or CEO

\_\_\_\_\_  
Date