

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

**NC ECHO DIGITIZATION GRANT  
2009-2010**

**\*\*\*\*\*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  
2009-2010  
Application**

***DUE DATE: Original and required copies must be received by 5:00 p.m. February 19, 2009, in the Library Development Section Office, Room 310A.***

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

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

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

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

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

<b>PROJECT FUNDS 2009-10</b> (whole dollars only)	<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 for requests of \$10,000 and above)		
	<b>2009-2010 Total Costs =</b>	<b>\$</b>

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

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

**ABSTRACT:** Provide a brief abstract of your project **using only the space below**. See instructions on the following page.

**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, library director

\_\_\_\_\_  
Signature, above official

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

SLNC 12/08

## ABSTRACT INSTRUCTIONS

The abstract should ***clearly and concisely*** summarize your project. The abstract must not exceed the space available on the signature page (page 1). Do not include information in the abstract that is not in the body of the proposal. Be sure your abstract does the following:

- states what and how much is to be digitized;
- provides a brief description of the significance of primary source materials to be digitized, and
- lists all partner institutions that will collaborate with you in this project.

## INSTRUCTIONS FOR PREPARING AND COLLATING YOUR APPLICATION

Refer to Section #9 in the *General Information & Provisions* for LSTA Grants 2009-2010 at <http://statelibrary.dcr.state.nc.us/lsta/GenInfoProvs09-10.pdf> .

**It is critical that you review all grant program information and guidelines before completing this application. See:**

- *Program-Specific Information & Guidelines* for LSTA NC ECHO Digitization Grant 2009-2010 at <[http://statelibrary.dcr.state.nc.us/lsta/DIG\\_GL\\_09-10.pdf](http://statelibrary.dcr.state.nc.us/lsta/DIG_GL_09-10.pdf)>, and
- *General Information & Provisions* for 2009-2010 LSTA grants at <<http://statelibrary.dcr.state.nc.us/lsta/GenInfoProvs09-10.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.
- The application must reflect the "What is the basis for selecting projects for funding?" section of the LSTA NC ECHO Digitization Grant *Program-Specific Information & Guidelines*. Reviewers use these factors for evaluating applications, so make certain that your plan is consistent with the criteria.
- Be sure that your application reflects the goals and purposes that are the basis for the LSTA NC ECHO project and the Digitization Grant program.

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

**Please answer the following and provide attachments as requested. In addition to the cover signature page, this application has four parts:**

**Project Narrative**

**Budget Information**

**Applicant Library & Partners: Information & Certifications**

**Submission Instructions**

## **PART I. PROJECT NARRATIVE**

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

### **1. PROJECT OVERVIEW**

*Do not exceed one page*

#### **a. Product**

Summarize the project you are proposing and describe its goals.

#### **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. Audience**

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

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

### **2. COLLABORATIVE PROJECTS**

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

#### **2a. Lead Library**

The applicant library must have a clear understanding and acceptance of its leadership role in a project of this scope, as explained in the *Program-Specific Information & Guidelines* for this grant.

##### **1. Administrative Capacity & Experience**

- Explain why your library is well suited to take the lead in a complex, multi-institutional project.
- Describe the library's previous experience in managing grant-funded projects.

##### **2. Collections**

Provide a brief overview of the significant cultural heritage collections that will form a key part of the proposed project. You will provide collection details using Appendix A as instructed in "Part III. Applicant Library & Partners, Information and Certifications."

##### **3. Staffing**

For each of the following, include succinct but complete information about the experience and qualifications of key project staff in each listed area (please DO NOT attach any additional information; summarize it in your response):

- Special Collections, including general management as well as traditional methods of preservation and access;
- digitization;
- web design;
- web presentation;
- information technology support; and
- management of complex, multi-institutional grant projects.

**4. Technology Infrastructure**

- Describe the library’s technology infrastructure and why you believe it is adequate to support the proposed project and to present and maintain the final product.

**5. Rationale for Project**

- Explain why the lead library decided to initiate the proposed project.

**6. Project Leadership**

- Describe the lead library’s leadership role in this project including the specific responsibilities it will assume.

**2b. 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

**2c. Partner Commitment Letters**

Attach to this proposal a letter (maximum length two pages) from each partner institution detailing

- that 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 (including *both* master digital copies and online access materials). In addition,
  - telling whether this partner will digitize or encode any or all of its material on site at the partner institution’s location, and
  - describing any work this partner will do for the final product besides the contribution and/or digitization of original materials or the donation and/or encoding of finding aids. For example, will this partner contribute to the development of any contextual material that will be used in the online presentation of the digital surrogates or encoded finding aids? Is this institution serving in or providing any other role (e.g. team leader, partner meeting facilitator or host)?
- the activities the partner institutions have employed in their planning of this project; and
- any prior experience the proposed partners have in collaborative ventures.

Include in these letters each institution’s understanding about the

- 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.

*Be sure to be specific about the individual institution’s project processes and activities.*

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

### 3. 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. In collaborative projects planning should be carried out with the participation of all the project partner institutions and result in a clear vision of the final product(s) of the joint effort. If partnering with other institutions, explain the role that each proposed partner played in the planning process.

### 4. CONTENT

#### 4a. Scope & Significance

##### Primary Materials and Collections

- What materials do you propose to digitize and make available to the public in this project? Briefly summarize the materials your library and any partners will contribute to the project.
- How and why were these materials chosen as the focus of the project?
- How will your digitization project provide better access to your primary source materials?

##### Context

- What kinds of contextual information, if any, will your project compile and include in the final product to help researchers understand and effectively use these materials?
- Describe the end product(s) and/or presentation(s) of this project.
- If you plan to address the needs of the K-12 audience, please outline how you will make sure the K-12 material adheres to the recommendations in Chapter 8 of the NC ECHO Digitization Guidelines (<<http://www.ncecho.org/dig/digguidelines.shtml>>).

##### → Tips:

- Content of statewide significance will be favored while that of local import should be demonstrated to be of considerable local significance.
- This project seeks to make more accessible those materials **already held** by the state's special collections. It does not support collection development activities, i.e. oral history interviews, documentary photography, collection of printed materials and artifacts, etc.

##### → Tip:

Greater access is a given benefit of a digitization project—so avoid saying that the benefit is “greater access to the material”. Be more specific.

#### 4b. Quantity & Type of Materials

Use the table in Appendix A to list the specific materials that your library and any partners will make available for digitization. Submit one completed table for each partner (including the lead 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.**

#### 4c. Finding Aids

If you are proposing to encode finding aids and present them online,

- Provide the name and a brief description of the collections to which these finding aids provide access, and
- Note the significance of these collections.

- Briefly describe the extent and comprehensiveness of the existing finding aids to be placed on the Internet.
- Enclose one sample finding aid that you intend to prepare for online access.

## 5. 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>>). Single institution/system applicants, lead libraries, and any 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.

### 5a. 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 and user friendly access to the collections that will be digitized.

### 5b. Rights and Permissions

Briefly describe the steps the lead library and each partner institution 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.

### 5c. Digital Access and Storage

- What **methods of digital access** (cataloging, indexing, online mark-up, etc.) are you planning to use for your proposed project? [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 what kinds of metadata you will use and why.
- 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.

### 5d. Capability to create and maintain the digitized resources

- Describe in-house experience and expertise in digitization projects, or training that will be undertaken, to demonstrate that you can meet the requirements in both creation of the resources and their long-term maintenance.
- Explain the adequacy of information technology infrastructure and institutional support to host and deliver the digital product, and maintain it for the long term.

### 5e. 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**, and

- Note the findings of any **prior experience you have had with this vendor or limited trial or demonstration** you undertook during your application planning activities.

## 6. ACTION PLAN

### 6a. 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.

### 6b. 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.**

## 7. 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? Applicants should explore methods beyond website "hit counters".

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.

(If your evaluation plan includes both outputs and outcomes, you will be well prepared to complete the project report you will submit to the State Library.)

## 8. SUSTAINABILITY AND FUTURE PLANS

### 8a. Long-Term Availability.

Describe the measures that you will undertake to ensure that the product created by the grant will be maintained for long-term use.

### 8b. Future Use of Equipment

If funded, what are some of your plans/proposed projects for the equipment purchased by this grant after the grant-funded period ends (e.g. specific collections to be digitized, finding aids to be made fully Web-accessible, or online exhibits to be created in the near future)?

## 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 (SCSI, USB, IEEE-1394 (FireWire))</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 (JPG, RAW)</i>	<i>Megapixels</i>
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### **3. MATCHING FUNDS**

For projects utilizing LSTA funds of \$10,000 or above, matching funds must meet 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**

**Every public library that submits an application for funding to the State Library must include one original of the Internet Safety Certification document <<http://statelibrary.dcr.state.nc.us/lsta/SafetyCert2009.pdf>> as part of its application package.** However, most libraries will not be subject to CIPA compliance as a result of receiving LSTA funds.

Those interested in compliance information should read the LSTA CIPA Compliance Information document at <<http://statelibrary.dcr.state.nc.us/lsta/compliance09.pdf>>.

If you have questions regarding CIPA certification and compliance, please contact Grant Pair at <[grant.pair@ncdcr.gov](mailto:grant.pair@ncdcr.gov)> or 919-807-7408.

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

## PART IV. SUBMISSION INSTRUCTIONS

### 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 27 copies** (28 total)
- \_\_\_\_\_ **1 original** of the required **CIPA** certification form (public libraries only).

### 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 2009-2010 at <http://statelibrary.dcr.state.nc.us/lsta/GenInfoProvs09-10.pdf>.

### DELIVERY INFORMATION

***DUE DATE: The complete application package must be received by 5:00 p.m. February 19, 2009, in the Library Development Section Office, Room 310A.***

<b>Delivery by commercial service (e.g. FedEx, UPS), or hand delivery: RECOMMENDED</b>	<b>Delivery by US Postal Service:</b>
LSTA Grant Applications Library Development Section, Room 310A 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

**Warning: To be considered for review, applications must be received in the Library Development Office by the 5:00 p.m. February 19, 2009, 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 and Mail Service Center address (even Express Mail) frequently encounter delivery delays, and the US Postal Service does **not** deliver to the Jones Street address. Any application received after the deadline will not be reviewed.

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



## 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.

### 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.

**If you do not use this page, you must present your budget in an identical format.**

*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).

\*\* *LSTA funds of \$10,000 or above require matching funds.* 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, Library Director or CEO

\_\_\_\_\_  
Date