Northern NY Library Network Special Collections Grant

2024-25 PROJECT GRANT APPLICATION

This grant intends to support increased access to special content and collections in member organizations, especially for projects outside the scope of NY [Conservation and Preservation grants](http://www.nysl.nysed.gov/libdev/cp/) and/or programs of Documentary Heritage and Preservation Services for New York ([DHPSNY](https://dhpsny.org/)). Digitization projects should indicate how they fit into larger platforms like NYS Historic Newspapers, NY Heritage, or Empire Archival Discovery Cooperative, for maximum discovery and access.

⇥ Send completed applications to grants@nnyln.org by August 8 2024⇤

|  |  |
| --- | --- |
| APPLICANT INFORMATION | |
| Name of Organization (must be a [NNYLN member](https://nnyln.org/about/members/)) |  |
| EIN |  |
| Street Address |  |
| City, State, Zip |  |
| Library Director |  |
| Email address |  |
| Telephone # |  |
| Project Coordinator | [if different from above] |
| Email address |  |
| Telephone # |  |
| PROJECT INFORMATION | |
| Title of Project |  |
| Funding Amount Requested ($3,000 min - $12,000 max) | $ |

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# 1. PROJECT DESCRIPTION

Narrative (500-800 words)

Provide an overview of the project, observing how it will improve discovery and use of historical records or material. Identify the project's intended audience(s) and relate the material in question to its historic or cultural importance. Describe anticipated outputs for the proposed project and their respective impacts. Place your project in context: state how this proposal aligns with your organization’s mission and strategic direction, and addresses goals of your greater community, users, or environment.

Team (<250 words)

Outline the skills and qualifications of current or projected project staff necessary to undertake the initiative. Identify any members of partner organizations who will be involved. Note any progress already made on this project, or precursors to this work.

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# 2. PROJECT PLAN (400-700 words)

List principal tasks and timeline required to complete the project, including the person/position responsible for each.

If digitizing materials, indicate how you intend to make the digitized materials freely available for public use on the Internet. Note that the digital collections created with these funds must be made accessible without charge to the general public via the Internet. A stated commitment in the proposal to contribute digitized collections to the New York Heritage project or the NYS Historic Newspapers project is required. Also indicate the rights status for all materials to be digitized. Source materials must be in the public domain, or applicants must clearly address their rights management strategy for materials under copyright in the proposal.

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# 3. ASSESSMENT AND SUSTAINABILITY (200-400 words)

Reiterate the performance objectives, and detail how the project will be assessed, what data will be collected, the methods and tools used to capture evidence, and what benchmarks will be used to determine success.

Please indicate how the organization will sustain this project after grant funding is expended.

# 4. BUDGET

Budget Tables (below)

* Please use whole dollar amounts throughout this form. Estimates should be realistic. Quotes can be attached to indicate accuracy.
* Complete the Summary table as well as a detail for each component included. Add rows as needed. Not all budget components will apply to all projects requesting grant funding.
* Indicate how much you are requesting to be covered in the grant under “Funding Requested” for each budget component. Indicate the contribution from your organization in the cost-share/in-kind column. No matching funds are required.
* Grant funds may not be used to pay for the normal operations of the library, equipment upgrades, or to replace current staff salaries with grant funds.

|  |  |  |  |
| --- | --- | --- | --- |
| **BUDGET COMPONENTS: SUMMARY** | **FUNDING REQUESTED** | **COST-SHARE/OTHER SOURCE** (not required) | **TOTAL COST** |
| Personnel (grant funds may not replace regular staff salaries) | $ | $ | $ |
| Equipment | $ | $ | $ |
| Supplies | $ | $ | $ |
| Software | $ | $ | $ |
| Other Expenses | $ | $ | $ |
| **TOTAL** | **$** | **$** | **$** |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **PERSONNEL DETAIL:** List people, contractors, and consultants whose labor will be paid, and the cost for each | | | | |
| **Description** | | **Funding Requested** | **Cost-share** | **Total Cost** |
|  | | $ | $ | $ |
|  | | $ | $ | $ |
| **TOTAL Contracted Services Expense** | | $ | $ | $ |
| **EQUIPMENT, SUPPLIES, SOFTWARE DETAIL** | | | | |
| **Item & Quantity** | **Unit Cost** | **Funding Requested** | **Cost-share** | **Total Cost** |
|  | $ | $ | $ | $ |
|  | $ | $ | $ | $ |
|  | $ | $ | $ | $ |
|  | $ | $ | $ | $ |
|  | $ | $ | $ | $ |
|  | $ | $ | $ | $ |
| **TOTAL Equipment, Supplies, and Software** | | **$** | **$** | **$** |
| **OTHER EXPENSES NOT REPORTED ELSEWHERE (SPECIFY)** | | | | |
| **Item & Quantity** | **Unit Cost** | **Funding Requested** | **Cost-share** | **Total Cost** |
|  | $ | $ | $ | $ |
| **TOTAL Other Expenses** | | **$** | **$** | **$** |

*Budget Narrative*  (250-500 words)

Describe in narrative form the budget entered into tables above, providing explanation and/or rationale for items listed. Any institutional support such as in-kind services and support, monetary contributions, or cost share should be described here but is not required for funding. List any partner organization that will contribute materials, assistance or other resources.

Partial Funding: Indicate if you could accept partial funding for this project, and if so, how partial funding would impact this project.

# 5. STATEMENTS OF AGREEMENT

1. All projects funded with the assistance of NNYLN Special Collections Grants require a mid-year report by January 31st, and all final receipts/invoices by June 20th, 2025.
2. Awardees must present or share findings with NNYLN membership in a format arranged with NNYLN staff for the Fall Member Meeting in October 2025.
3. Grant funds will be distributed as reimbursements upon submission of receipts to NNYLN at grants@nnyln.org
4. All projects must state “Funding for this project provided by the Northern New York Library Network” on all relevant materials.

Please indicate agreement with the above four requirements: