Access and Innovation Grants Project Completion Checklist

For All Access and Innovation Grant Applications

☐ I have read the cover letter.

☐ I have reviewed for errors and provided all supplemental documentation to support the success of my grant and to provide more information for the Reading Team such as vendor quotes, examples of items to be digitized, support letters, clarifications, etc.

☐ I have reviewed the final report template in advance and am prepared to submit the final report on time.

For Digitization Projects Grant Applications

☐ I have indicated in the narrative how my digital collection enhances regional resource sharing because my digital project includes materials that are not readily available elsewhere, are in poor condition, and/or are unique, and will provide historical value to Western New York or New York State in general.

☐ I have completed and submitted the Copyright and Use Agreement, including my institution's consent to allow WNYLRC the use of my collection's digitized images for all purposes relating to promotion, awareness, education, and publicity of the New York Heritage and New York State Historic Newspapers collections.

☐ I understand that I will not receive the final 25% of the awarded grant amount until the collection is uploaded into one or more of the following platforms: Empire State Immersive Experiences, NY Heritage, NYS Historic Newspapers, Empire Archival Collaborative Discovery (EAD Finding aids) and understand and have read the Project Completion Checklist.