WNYLRC Access and Innovation Grants (AIG) Guidelines

Grant Application Overview and Eligibility

- The minimum grant request is $1000, and the maximum is $12,000.
- Grant applicant must be a WNYLRC member or belong to a member library system. WNYLRC members can partner with non-members on a grant application project, but the member takes the lead and is responsible for the grant completion and fiscal oversight.
- Governing and Standard member libraries and library systems can submit up to **2** grant applications each. Members should indicate which grant has the highest priority for their institution.
- Member project grant applications should not include funding requests for projects from multiple categories. (e.g., if requesting funding digitization of materials, do not request funding for finding aids as well. These are separate project categories and should be requested in separate AIG grant applications.

Application and Review Process

All projects submitted for grant funding must adhere to the following:

- The project funding year is July 1 through June 30. Funds will not be released until WNYLRC has received its NYS funding. If you choose to begin your project prior to the funds being received, you do so at your own risk. Please confer with WNYLRC staff prior to planning any grant project.
- The review process will be carried out in two steps: first through an independent reading team and second, final approval by the assigned WNYLRC Committee.
  - Collaborative project proposals among multi-type libraries will be given greater consideration in the application process. Special consideration will also be given to first-time applicants.
  - Projects involving multiple libraries from more than one system of the same or different types will receive greater consideration and have a better chance of being funded. These types of projects promote connections and cooperation within the region which aligns with WNYLRC goals and objectives.
- The application must be completely filled out. Any missed sections will delay its possible approval. Errors in the application may result in the project not being funded.
- All applications must have a comprehensive narrative that describes the collection and its historical context, historical significance, and/or geographical information which gives the viewer a complete picture of the importance of the collection to the Western New York region and/or New York State OR gives examples of the project's benefits to the region and other libraries.
  - Please remember, the first set of readers may not know anything about the region.

- ○ Any applications that constitute a continuation of a past project must be disclosed in the narrative.
- All grants involving an outside vendor must include a link to the vendor's website (if applicable) and a justification describing their contribution to the project in the application narrative.
- Outside consultants must include a resume and/or a link to their professional website. The member must disclose in the narrative any past relationships with the consultant and what projects they were a part of.
- Applicants should demonstrate institutional commitment to the project. This can be in the form of cost-share, in-kind support, or integration with other activities at the institution. Cost-share is preferred, but not required. Additional sources of funding outside of AIG that will support the proposed project should be listed on the grant application.
- Grant recipients must describe how they plan on marketing the collection to their end users and/or institution.
- *WNYLRC reserves the right to develop supplemental materials such as online exhibits, lesson plans, or marketing materials for any project funding through this grant program. WNYLRC will actively seek input from the submitting institution for this purpose.*

Approval and Recipient Responsibilities

- Once the project has been awarded, a letter of agreement will be mailed to the director and copied to the project coordinator. This agreement stipulates that:
    - ○ A project update via email is required mid-way through the grant year
    - ○ A final report is due by the end of the grant cycle. WNYLRC must be apprised immediately of any deviation from the original grant proposal. Any changes to the grant proposal will need to be approved by the WNYLRC grant program liaison.
    - ○ Submit updates and final reports to the WNYLRC grant program liaison.
- 75% of the grant award will be distributed once the project has been awarded. Grant recipients will receive the remaining 25% once WNYLRC approves the final grant report.
- Recipients should submit the final grant report AFTER the grant project has been completed or before the end of the grant cycle.
- If any recipient fails to submit a final report by the deadlines listed in the Letter of Agreement, the final payment may be forfeited and jeopardize future grant opportunities.
- Grant recipients are responsible for maintaining and storing master or archival digital files and metadata as applicable.
- Grant recipients who cease membership in WNYLRC risk having their collections pulled from WNYLRC/ESLN digital portals.

Fundable WNYLRC Member Project Grant Activities

Projects or activities submitted for grant funding must support enhancements that will improve information access and facilitate resource sharing in the region. Eligible Project Categories:

1. **Metadata Projects: Metadata Enhancement, Inclusive Cataloging, or Encoded Archival Description (EAD) Finding Aids**
   - Funding for these projects will be selected based on assessment of regional or statewide value of the collections described in the narrative and through the required provided sample copies.
   - All Metadata Projects must conform to the minimal standards as set forth through established professional standards or by those required by the digital platform.
   - All EAD finding aids funded through this grant must be contributed to the Empire Archival Discovery Cooperative (Empire ADC). EAD projects must include collection level online MARC bibliographic records loaded into the recipient's local ILS that links to the EAD. Links must also be added to the collection landing pages in New York Heritage as appropriate.
   - Updating cataloging and metadata to reflect new/updated terminology as part of institutional DEI practices.

2. **Digital Projects: Contributing to New York Heritage, NYS Historic Newspapers, or Empire State Immersive Experiences**
   - Funding for digitization projects will be selected based on assessment of regional or statewide value of the collections described in the narrative and through the required provided sample copies.
   - Regional and statewide value of the collection can include historical context, historical significance, and/or geographical information, giving the viewer a complete picture of the importance of the collection to the Western New York region and/or New York State.
   - All digitization project applications must have a transcript, optical character recognition (OCR), or manual translation.
   - All digitization project applications must include a completed *Copyright and Right to Use Agreement* form with their grant application. Applicants must demonstrate either that: 1) the applicant has the right to reproduce the materials and make them available online; OR 2) the materials are in the public domain and not protected by copyright.
   - All digitization funded through this grant must be contributed to either New York Heritage or New York Historic Newspapers, depending on the nature of the materials to be digitized.
   - Empire State Immersive Projects must include the necessary releases for documenting space.
   - Grant recipients must also include on institution websites links to these newly funded collections on NY Heritage, Empire Archival Discovery,

Empire State Immersive Experiences, or NYS Historic Newspapers and/or include these links in their list of available resources.

- All digitization projects must conform to the minimal standards as set forth by professional standards or by those required by the digital platform.

3. **Innovation through Information Technologies that enhance the profession**
   - Planning projects, studies, pilot projects, or the implementation or development of new and/or existing technologies that enhance regional information access or sharing or improve library functions are all potential projects that could be considered for funding.
   - Your Innovation through Information Technologies grant proposal will be stronger if your project meets one or more of these criteria:
     - Can be replicated by others
     - Encourages risk-taking and experimentation
     - Takes practices/ideas from other industries and applies them to libraries
     - Improves library services and/or operations
     - Not easily funded through traditional means

4. **ESLN's Academic Institutional Repository (ESLN Air)**
   - For members who are or will be participating in ESLN Air with Ubiquity, they can apply for reimbursement of the required vendor set-up fee. A library can only request this once. Members will still be responsible to pay for the annual fee on their own.

Eligible Grant Funded Requests

New York State developed by WNYLRC indicate these items can be funded to support these projects:

- Personnel and benefits paid to individual employees who work above and beyond their regular schedule (be it a full time or part time employee) to complete the work as stipulated in the grant proposal. **Using grant funds to offset existing staff's current full-time salary is not allowable.**
- Supplies and materials, hardware, software, and equipment with prior approval from WNYLRC
- Approved vendor expenses and other outsourced services. If you have questions about these services, contact WNYLRC
- Approved shipping of materials for digitization
- Consulting services
- Professional development/training

Non-eligible Grant Funded Requests

These areas are not fundable:

1. Retrospective conversion of catalogs
2. Overhead costs including physical plant (e.g.: rent, heat, lights, payroll costs, etc.)
3. Salaries of existing full-time staff who would manage the AIG funded project on time normally funded by the institution
4. Cataloging of current acquisitions
5. Delivery of physical items for interlibrary loan by such means as the US Postal Service, UPS, or a local courier or delivery service
6. Direct payments to libraries for ILL expenses
7. Supporting the ongoing cost of local automated systems – e.g., Innovative Interfaces Inc., Destiny – for individual libraries
8. Grant administration fees

Grant recipient's obligations

Any materials developed for publicity and promoting events or that include links to the resources and collections funded by an Access and Innovation Grant must include the following statement:

> *This project was funded under an Access and Innovation Grant – a member grant awarded by the Western New York Library Resources Council (WNYLRC).*