



RBDB Grant Applications Best Practices

1. Please be sure to read the guidelines each year before submitting an application. The guidelines do change and projects that may have been acceptable a year ago may not be fundable this year.
2. If your library is planning on submitting a digitization grant there are several ways you can enhance your application:
 - a. Contact Jaclyn McKewan, (jmckewan@wnylrc.org) immediately to set up a consultation to review proposed project.
 - b. Include in the grant application photocopies of the objects, photographs, or print material you plan on including in your digital collection. A sample helps the RBDB Reading Team (the grant reviewers) understand the regional value of your particular collection.
 - c. Your digital collection must enhance regional resource sharing. Does your digital project include materials that are not readily available elsewhere and provide historical value to Western New York? Is your collection unique to the region or state? Is the collection you are planning to digitize already heavily used in its current format? Is the current format of these materials deteriorating? If so, this is one reason to digitize them and guarantee the collection's future accessibility.
 - d. Have you carefully reviewed the collections AND images included in the collection for potential copyright infringements? Can you assure WNYLRC that you have digital rights to the items in the collection? Be sure to submit the Copyright and Use Agreement with your application.
 - e. Each digitization project funded through RBDB must be uploaded into one of two platforms depending on the scope of the project: New York Heritage for image collections and compound objects such as yearbooks, manuscripts, and pamphlets and New York State Historic Newspapers for newspapers. For collections being loaded into New York Heritage, the metadata must conform to NY Heritage's metadata template. Please review the template provided. For newspaper collections being loaded into New York State Historic Newspapers, page level PDFs are required.
3. Provide all documentation as requested by the RBDB Reading Team and/or as required in the grant application such as vendor quotes, examples of items to be digitized, support letters, clarifications, etc.
4. Review your budget numbers prior to submission. The RBDB Reading Team has caught several mathematical errors in the past which does not reflect highly on the applicant. Requesting funding for existing staff salaries is not a fundable expense. Complete the online form in one setting to avoid loss of data.
5. A progress report is due to WNYLRC midway through the RBDB grant cycle and is due usually by November or December. This progress report should be in the form of a letter and/or email to update us on your project. There is no formal reporting tool for the progress report.



6. For the final report, however, there is a formal reporting tool that includes 4 questions that must be answered. This is on the RBDB grant page of wnylrc.org. The final report is usually due by March the following year. However, the exact due date for the progress and final report will be listed in the acknowledgement letter the grant recipient will receive over the summer.