



WESTERN NEW YORK  
LIBRARY RESOURCES COUNCIL

Questioning existing practices. Testing new ideas.  
WNYLRC: a leader in library innovation.

Airport Commerce Park East | 4950 Genesee Street | Suite 170 | Cheektowaga, NY 14225-5528  
phone 716.633.0705 | fax 716.288.9400 | www.wnylrc.org

## 2020 Access and Innovation Grants Application

PARTICIPATING LIBRARY / LIBRARY SYSTEM APPLICATION  
(Due Friday, November 1, 2019 by 4:30 pm. Send 6 copies)

Library/Library System/ Organization	
Address 1	
Address 2	
City	
Zip	
Name of Project Coordinator	
Email address	
Telephone #	(    )
Name of Organization/Library Director/Exec. Director (Please print)	
Signature of Organization/Library Director/Exec. Director	
Email address	
Telephone #	(    )

List libraries if more than one library is requesting funding or participating in project: (Please include library name, contact person, phone number, and signature):

Library	Contact Person	Telephone #	Signature
		(    )	
		(    )	

### About the Project:

Title of Project	
Amount Grant Funds Requested	\$
Amount of In-Kind funds	\$
Total Project Amount	\$

### Verification of Library System Director

Signature	
Date	



## Narrative

### Part 1. Project Overview

Provide a narrative description of the project's goals/objectives including:

- how the project will impact the region,
- how the project will improve access to information
- how the project will promote resource sharing
- how the project will advance the goals of the *WNYLRC 5 Year Plan of Service July 1, 2016 – June 30, 2021*.

### Part 2. Budget Narrative

Describe in narrative form your budget for this project including institutional support such as in-kind services, monetary contributions, or cost share as well as any other grant funding you might have received. List any partner organization who will contribute materials, assistance or other resources. You must still complete the PROJECT BUDGET IN TABLE FORM.

### Part 3. Digitization Proposals Only – complete the following questions.

- A. Describe the collection to be digitized and its intended audience. State whether the project is comprised of an entire collection or a sample of the collection with specific number of images, rolls of film, titles, or number of newspaper issues if possible. The collection description should provide detailed information on the historical significance, historical context, and/ or geographic importance to New York. The description should also include the approximate number of images and the approximate cost per image. This information may be available by referring to a vendor quote.
- B. Provide assurances of ownership and/or rights to the materials to be digitized. Also provide assurances of the copyrights to reproduce in digital format as well as in print from digital format.
- C. Describe how the users will access and search the collection. Remember, you are required to load the images as a collection into New York Heritage or New York State Historic Newspapers.
- D. Describe how you will evaluate your project. This should be directly tied to the goals and objectives listed in A1.
- E. Describe how the digitized collection and online access will be maintained after the grant funding ends. Also, describe how the institution will continue the project's activities with reduced funding or after the grant funding ends.

### C. Project Plan:

- Part 1. List principal tasks required to complete the project, including the person/position responsible for its completion, outsourcing needed, purchasing, or training required.
- Part 2. Chart a timeline for completing the project.
- Part 3. Would you accept partial funding for this project? \_\_\_\_\_ No \_\_\_\_\_ Yes  
If yes, how would partial funding impact this project?



## PROJECT BUDGET IN TABLE FORM

**Use whole dollar amounts throughout this section. Round up or down to the whole dollar amount.**

Estimates should be realistic and show evidence of investigation to enhance accuracy, e.g.: model numbers, vendors. Not all budget components will apply to all libraries requesting grant funding. We suggest you request quotes from different vendors for comparison if possible.

**Table 1 - Contract Services.** List the vendor(s) or the supplier(s) of services (other than equipment and supplies) with the dollar amount (i.e. OCLC, consultants, other vendor companies). **Note:** for projects being outsourced to a vendor, please attach an official quote from the vendor/vendors with this application that details the work to be performed and the vendor's cost of doing so.

Table 1. Contract Services				Total Contract Costs in Table 1
Vendor Name	Amount	Requesting Grant Funding ✓	Cost share/ In Kind ✓	
	\$			
	\$			
	\$			
	\$			
	\$			
<b>Totals</b>	\$			\$

**Table 2 - Provide a breakdown of Personnel Services.** List the names of the individuals working on the project that will be paid either through grant funds or as in-kind expenses.

Table 2. Personnel Services							Total Salary Costs in Table 2
Name/Title	FTE	Benefits in Whole Dollar Amounts	Salary in Whole Dollar Amounts	Totals	Requesting Grant Funding ✓	Cost share/ In Kind ✓	
		\$	\$	\$			
		\$	\$	\$			
		\$	\$	\$			
<b>Totals</b>		\$	\$	\$			\$



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\*(FTE is based upon \_\_\_\_ # hours per week, \_\_\_\_ # hours per year)

**Table 3- Equipment and Supplies.** List equipment and supply items including software with the quantity and dollar.

Table 3. Equipment and Supplies						Total Equipment and Supplies Cost in Table 3
Item	Quantities	Unit Cost (per item)	Total Cost	Requesting Grant Funding ✓	Cost share/ In Kind ✓	
		\$	\$			
		\$	\$			
		\$	\$			
		\$	\$			
<b>Totals</b>		\$	\$			\$

**Table 4: Other Expenses.** Specify expenses not reported elsewhere.

Table 4. Other Expenses		Requesting Grant Funding ✓	Cost share/ In Kind ✓	Total Other Expenses in Table 4
Expense	Amount			
	\$			
	\$			
	\$			
	\$			
	\$			
	\$			
<b>Totals:</b>	\$			\$

**Summary Table:** Provide a summary of the budget components. Indicate how much you are requesting to be covered in the from the Grant under **Column A “Requested Funding”** for each budget component. Indicate in **Column B** the amount of funding the library will incur in-kind or that will provide a cost-share amount after each budget component.

Summary Table Budget Components		Column A: Requested Grant Funding	Column B: Cost-share/In-kind
<b>Table 1</b>	Contract Services Total		
<b>Table 2</b>	Personnel Services Total		
<b>Table 3</b>	Equipment and Supplies Total		
<b>Table 4</b>	Other Expenses Total		



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<b>Total Dollar Amounts (Whole Dollar)</b>	\$	\$
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**For digitization projects only.** Please provide the cost/image ratio in the table below and an explanation on how you arrived at this number.

<b>Number of Images Expected to be digitized</b>	<b>Estimated Project Costs</b>	<b>Estimated Cost per image</b>
	\$	\$
<b>Explanation:</b>		



### STATEMENT OF ASSURANCE

The applicant hereby gives assurance to the Division of Library Development, NYS Library that:

- a. The applicant will make such reports of expenditures by categories and such other reports as may be required.
- b. The applicant hereby gives assurance to the Western New York Library Resources Council that all monies will be spent as outlined in the grant application and as approved by WNYLRC and will provide an interim report with an updated status on the grant as well as a final report.
- c. Applicant also understands that 75% of the awarded amount will be paid once WNYLRC has received funding and that the remaining 25% of the awarded amount will be paid once the project is completed and a final report filed.

#### SIGNATURES OF LIBRARY/LIBRARY SYSTEM DIRECTOR(S):

Name	Signature	Date