



## **2020 Access and Innovation Grants (AIG)**

*The grant formerly known as RBDB Member Project Grants*  
Developed and administered by the Regional Advisory Committee

### **Background Information**

Funds for the Regional Bibliographic Data Bases and Interlibrary Resources Sharing Program (RBDB) may be used for a variety of purposes with the primary goal being the promotion of resource sharing and improved access through use of information technology throughout the region. This funding is a state grant program provided to the NY 3Rs and whose regionally funded projects and activities are overseen by WNYLRC's Regional Advisory Committee (RAC). Projects funded under this grant program include WNYLRC regional programs such as Ask Us 24/7 and participation in New York Heritage as well as WNYLRC member projects that contribute to regional resource sharing, coordinated services, and professional development. All funded projects, including ongoing WNYLRC programs and initiatives and WNYLRC member grant projects, need to show how the project will enhance access to information and promote resource sharing within the region and must adhere to the WNYLRC Guiding Principles and regional purposes as stated in *WNYLRC's Strategic Plan of Service: July 1, 2016 – June 30, 2021*. A copy of the complete plan is available on our web site at: <http://www.wnylrc.org> and includes the following goals and objectives that these grants may adhere to.

### **Grant Application Guidelines**

- Funding for Access and Innovation Grant projects is contingent on approval of the annual New York State budget. For this reason, the project funding period is July 1, 2020 through December 2020. Although the projects are for the calendar year 2020, funds will not be released until after New York State has adopted its 2020/2021 budget, usually in April. If you choose to begin your project prior to the funds being received, you do so at your own risk.
- The minimum grant request is \$1,000 and the maximum is \$15,000.
- 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.
  - Special attention will be paid to member grant projects that include the participation of multiple libraries from more than one type of system because this enhances cooperation within the region. Projects involving multiple libraries from more than one system of the same type may also be awarded funding if these projects contribute to the overall good of the region.
  - Special consideration will be given to first-time applicants.
- 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 RBDB grant applications.)
- Cost-share is preferred, but not required. Additional sources of funding outside of RBDB that will support the proposed project should be listed on the grant application.
- 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.
- WNYLRC has contracted with independent individuals from outside of WNYLRC's service region to evaluate each submitted member grant proposal. These individuals comprise the "Reading Team," The Regional Advisory Committee will consider the Reading Team's recommendations and votes on the submitted grant proposals to forward to the WNYLRC Board of Trustees for final approval. Both the Regional Advisory Committee and the Board of Trustees may adjust funding levels for any individual applications during the review process.



### **Fundable WNYLRC Member Project Grant Activities**

Projects or activities submitted for grant funding must support information enhancements that will improve access and facilitate resource sharing in the region (as prescribed by NYSED Guidelines for the RBDB and Interlibrary Resources Sharing Program).

Eligible Project Categories:

- a. **Metadata projects** including Finding Aids - will be selected based on assessment of regional value to the collections described by the metadata. Metadata projects must conform to the minimal standards as established by WNYLRC and the Empire Archival Discovery Cooperative (Empire ADC) project and its supporting documents, located under Digital Services on wnylrc.org. Projects that include creation of resources such as those utilizing Encoded Archival Description (EAD) must include collection level online MARC bibliographic records that link to the EAD. Links must also be added to the collection landing pages in New York Heritage as appropriate. All EAD finding aids funded through this grant must be contributed to Empire ADC.

- b **Digitization projects.**

Digitization Projects considered for grant funding must adhere to the following:

1. Please confer with Heidi Ziemer ([hziemer@wnylrc.org](mailto:hziemer@wnylrc.org)) prior to planning any digitization project.
2. Applicant must be a WNYLRC member or belong to a member library system.
3. All funded digitization projects must include a comprehensive collection description that provides 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.
4. A proposal with examples of items to be digitized must be submitted for review and approved by the Regional Advisory Committee.
5. Applicants must submit 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.
6. All digitization projects must include a cost per image analysis. The analysis is included in the Project Budget section of the application.
7. Grant recipients must describe how they plan on marketing the collection to their end users and/or institution. Grant recipients must also include a link to NY Heritage, Empire Archival Discovery, Empire State Immersive Experiences, or NYS Historic Newspapers either on their library's website and/or included in their list of available resources.
8. All projects must meet minimal metadata and imaging best practice standards. See wnylrc.org for more information. Grant recipients may be asked to assist with metadata updates or other similar activities to stay current with professional standards or best practices after the grant ends.
9. A transcript of all digitized materials is required whether through OCR or manual translation.
10. Digital collections created with these funds must be made freely accessible online on a WNYLRC/ESLN portal (New York Heritage, New York State Historic Newspapers, Empire Archival Discovery Collaborative, Empire State Immersive Experiences) without charge to students, teachers, scholars, and residents of New York State.
11. Grant recipients are responsible for maintaining and storing master or archival digital files and metadata.



12. WNYLRC reserves the right and will actively seek input from the member institution to develop supplemental materials such as online exhibits, lesson plans, or marketing materials.
13. Grant recipients who cease membership in WNYLRC risk having their collections pulled from WNYLRC/ESLN digital portals.

#### **c. Innovation through Information Technologies**

AIG provides flexibility for allowing member libraries to submit project proposals that do not fall under Metadata Projects or Digitization Projects. These could include planning projects, studies, or pilot projects or implementing, developing or testing new and existing technologies that enhance regional information access or regional resource sharing will also be considered for funding. Collaborative project proposals among multi-type libraries will be given greater consideration in the application process.

Your Innovation Grant proposal will be stronger if your project meets one or more of these criteria:

- Can be replicated by others
- Encourages non-library partners
- Encourages risk-taking and experimentation
- Takes practices/ideas from other industries and applies them to libraries
- Not funded through traditional means

#### **Eligible Grant Funded Requests**

New York State RBDB Guidelines and requirements developed by WNYLRC RAC and the NY 3Rs 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 salary is not allowable.**
- Supplies and materials, hardware, software, and equipment with prior approval from WNYLRC
- Vendor expenses and other outsourced services
- Shipping of materials for digitization
- Consulting services
- Training

#### **Non-eligible Grant Funded Requests**

New York State RBDB Guidelines and requirements developed by WNYLRC RAC and the NY 3Rs indicate these items will not be funded to support these projects:

- Retrospective conversion of catalogs
- Overhead costs including physical plant (e.g.: rent, heat, lights, payroll costs, etc.)
- Salaries of existing staff who would manage the RBDB funded project on time normally funded by the institution
- Cataloging of current acquisitions
- Delivery of physical items for interlibrary loan by such means as the US Postal Service, UPS, or a local courier or delivery service
- Direct payments to libraries for ILL expenses
- Purchase of local automated systems – e.g. Innovative Interfaces Inc., Destiny – for individual libraries
- Grant administration fees
- Fax machines, printers, scanners and scanning equipment



**Grant recipient's obligations**

1. 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 the Access and Innovation Grant through a member project grant from the Regional Bibliographic Data Bases and Interlibrary Resources Sharing Program (RBDB) awarded to the Western New York Library Resources Council (WNYLRC) by the New York State Education Department.

2. Grant recipients must also include a link to NY Heritage, Empire Archival Discovery, Empire State Immersive Experiences, or NYS Historic Newspapers either on their library's website and/or included in their list of available resources.
3. WNYLRC must be apprised immediately of any deviation from the original grant proposal, including changes to the grant activity timeline and personnel working on the project. Any changes to the grant proposal may need to be approved first by the WNYLRC grant program liaison.
4. The grant recipient must submit a grant project update via email to the WNYLRC grant program liaison by December 31.
5. WNYLRC will pay grant recipient the remainder by issuing the second check at 25% of the total grant amount awarded after WNYLRC receives and approves the final grant report. The final grant report should be submitted AFTER the grant project has been completed or before the final report deadline. If any applicant 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.