



## Access and Innovation Grants Applications Check-Off Sheet

### For All Access and Innovation Grant Applications

- I have read the cover letter.
  
- I have read and understand what is expected as outlined in the current grant guidelines.
  
- 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 my budget numbers and they are in whole numbers as requested.
  
- I understand that requesting funds for existing full-time staff salaries is not a fundable expense.
  
- I have completed the online form in one sitting to avoid loss of data.
  
- I understand I need to submit an interim report via email in November.
  
- 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 contacted the WNYLRC digital services coordinator to set up a consultation to review the project.
  
- I have included with the grant application (either with the print or online versions) photocopies of the objects, photographs, or print material to be digitized as described in the grant application. Samples helps the Reading Team (the grant reviewers) who are from outside the WNYLRC region and may not understand the regional value of my collection.
  
- 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 reviewed the collections AND images included in the collection for potential copyright infringements and can ensure that I have the digital rights to the items in the collection as described in the grant.
  
- I understand newspaper collections being loaded into New York State Historic Newspapers require page level PDFs.
  
- I have completed and submitted the Copyright and Use Agreement.
  
- 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).