

# Access and Innovation Grants



## Tips for completing Your Application

---

\* Reading team may place a higher value on grants that include these factors

- **When considering a project, ask yourself the following questions:**
  - ✓ Is it technology related? (Required)
  - ✓ Can this be a model for other libraries in the region? (i.e. innovative technology) \*
  - ✓ Does it contribute to resource sharing in the region? (Required)
  - ✓ Does the project serve others or only my library patrons?
  - ✓ Is this project a candidate for collaboration with other member libraries? \*
  - ✓ Can this project be completed on partial funding and how will it impact the project?
  - ✓ Does the project build upon other projects or services in the region? \*
- **When completing the application remember to:**
  - ✓ Ensure the project as written falls within the grant guidelines (Required).
  - ✓ Complete the online application in one session. You will not be able to save it to be completed later.
  - ✓ Answer all questions necessary for the category of project.
  - ✓ For digitization applications, provide samples of images.
  - ✓ Be specific in how the project contributes to regional resource sharing and how it meets specific goals in WNYLRC's 5-Year Plan of Service (2021-2026).
  - ✓ Complete both the budget narrative and the budget table. Make sure they match!
- **When completing the letter of agreement remember to:**
  - ✓ Include the cover letter.
  - ✓ Sign both copies of the agreement.
  - ✓ Return a copy of the letter and the signed form to WNYLRC.

**Remember: our Reading Team is not as familiar with our region as you are. Don't take it for granted that the Reading Team will know about your library or about other events or projects taking place in Western New York.**