

RBDB Grant Application – Metadata (2018)

This worksheet is intended to help applicants develop answers in advance of filling out an application for RBDB grants. Application submissions will only be accepted online through [the Google Form](#).

For more information about Regional Bibliographic Database (RBDB) Grants, visit the CLRC website: <https://clrc.org/grants-awards/rbdb/>. Contact Ryan Perry (rperry@clrc.org) with any questions not addressed on that page.

* Required

1. Library/Institution Name *

2. Library System (if applicable)

- Madison/Oneida BOCES SLS
- Mid-York Library System
- Oneida-Herkimer BOCES SLS
- Onondaga/Cortland/Madison BOCES SLS
- Onondaga County Public Library
- Not Applicable

3. Contact Person *

4. Telephone Number *

5. Email Address *

6. Are you submitting applications for more than one project? * Mark only one oval.

- Yes
- No

7. If you are submitting more than one proposal, please assign this project a number in order of importance. Mark only one oval.

Most important Least important

8. Is this a cooperative project with other libraries or systems? * Mark only one oval.

- Yes
- No

9. List additional libraries and contact personnel List one institution and contact person per line.

10. Has your institution received RBDB grant funding in the past? * Mark only one oval.

- Yes
 No
 Unsure

11. Did you attend an RBDB grant application training session or a private consultation with CLRC staff? *

Note: training or consultation is mandatory for new awardees Check all that apply.

- Attended or viewed December 12 webinar
 Attended or viewed January 10 webinar
 Received a private consultation
 Did not attend/view a webinar or receive a private consultation

12. Title of Project *

13. Which category of funding are you applying for? * Mark only one oval.

Digitization -- Projects involving the capture of analog materials in digital formats and may include the creation of descriptive metadata. (e.g. scanning and describing a collection of yearbooks)

Metadata -- Projects involving creation, enhancement, or innovation with descriptive, structural, or administrative metadata (e.g. fixing descriptive metadata for a collection of digitized photographs, or encoding structural metadata in text to describe hierarchies or relationships in digital objects)

Retrospective Conversion -- Projects involving the creation of digital catalog records from existing analog description formats (e.g. conversion of card catalog records to MARC records)

Newspaper Digitization -- Special funds are available for newspaper projects

Metadata Project Information

M1. State the problem or need you are trying to address. *1000 character maximum

M2. Describe the specific activities that will be a part of this project. Include how they will be completed and who will be responsible for the completion of various phases. * 2000 character maximum

M3. Why is this the best approach to address the problem or need? *

You may include other approaches that you considered and your reasoning. 1000 character maximum

M4. Discuss any training needs your organization may have/need before proceeding with this project and how, if at all, CLRC may provide assistance. 1000 character maximum

M5. Discuss the long- and short-term benefits of this project to your library, your community, and the CNY region. * 2000 character maximum

M6. Outline the steps you will take to evaluate your project. * 1000 character maximum

M7. Explain your plans for supporting the project after the grant period has ended. * 1000 character maximum

Metadata Budget

Use worksheet on next page

Funding and Additional Information

14. Will you accept partial funding? * Mark only one oval.

- Yes
- No

15. If yes, how will this affect your project?

16. Is there anything else you would like to tell us about your project?

RBDB GRANT BUDGET WORKSHEET

PERSONNEL INVOLVED

DESCRIPTION:

RBDB FUNDS:

APPLICANT SHARE OF COST:

CONTRACTOR OR VENDOR SERVICES (E.G. DIGITIZATION FROM MICROFILM OR HARD COPY)

DESCRIPTION:

RBDB FUNDS

APPLICANT SHARE OF COST:

HARDWARE, SOFTWARE, TELECOMMUNICATIONS

DESCRIPTION:

RBDB FUNDS

APPLICANT SHARE OF COST:

CONTINUING EDUCATION

DESCRIPTION:

RBDB FUNDS

APPLICANT SHARE OF COST:

SUPPLIES & MATERIALS

DESCRIPTION:

RBDB FUNDS

APPLICANT SHARE OF COST:

OTHER

DESCRIPTION:

RBDB FUNDS

APPLICANT SHARE OF COST:

FUNDING SUMMARY:

TOTAL RBDB FUNDS REQUESTED

TOTAL APPLICANT'S SHARE OF COSTS

TOTAL COST OF PROJECT

RBDB GRANT BUDGET WORKSHEET

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