Access & Digitization Grant Application (2024)

For more information about Access & Digitization Grants, [visit the CLRC website](https://clrc.org/grants-awards/access-digitization/). Contact Ashley Beavers ([abeavers@clrc.org](mailto:abeavers@clrc.org)) with any questions.

Answers to the questions in this form will not be saved until you submit your application—it is [recommended to use this grant application worksheet to prepare your answers in advance. A copy of your application](https://www.google.com/url?q=https%3A//clrc.org/grants-awards/access-digitization/&sa=D&source=editors&ust=1637677780643000&usg=AOvVaw27LlY4Z9EVsoPmFyX19kW4) will be emailed to the contact listed below following the submission of this form.

\* Required

1. Email \*
2. Name of primary project contact \*
3. Telephone Number \*
4. Library/Institution Name \*
5. If you are submitting more than one proposal, please assign this project a number in order of importance.

*Mark only one oval.*

1 2 3 4 5

Most important Least important

1. If this is a collaborative project with another institution, list additional libraries and contact personnel

List one institution and contact person per line.

1. Did you attend an Access & Digitization Grant application training session or receive a private consultation with CLRC staff? \*

Note: training or consultation is mandatory for first-time applicants

*Check all that apply.*

Attended or viewed webinar Received a private consultation

Did not attend/view a webinar or receive a private consultation

Project Description

1. Title of Project \*
2. Provide a one sentence summary of your project. \*

250 characters maximum

1. Describe the materials that your project will make accessible. Include an approximate quantity of materials. \*

1000 characters maximum

1. Describe the copyright status of the materials you hope to make available. \*

1000 characters maximum

1. Documentation of permission for sharing any copyrighted materials \*

If the objects you are planning to make available are protected under copyright, you will need to provide written documentation that indicates that you have permission to share the materials. Documentation will need to be emailed to [abeavers@clrc.org](mailto:abeavers@clrc.org). Please indicate below whether you have shared the necessary documentation.

*Mark only one oval.*

Materials are in the public domain. No documentation necessary.

Materials are under copyright restrictions. The necessary permissions have been emailed to [abeavers@clrc.org](mailto:abeavers@clrc.org)

Materials are under copyright restrictions, but my institution has documented ownership of copyright.

Copyright is indeterminate; materials will be made available under Fair Use. The necessary documentation has been emailed to [abeavers@clrc.org](mailto:abeavers@clrc.org)

Other:

1. Why should these materials be made available? Discuss the value and potential impact for these materials. \*

2000 characters maximum.

1. Does your project promote diversity, equity, or inclusion? If so, please explain how.

This is not a requirement. However, preference will be given to projects that increase access to materials relating to historically underrepresented groups. 1000 characters maximum.

1. 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 characters maximum

1. Where will the materials be made available for public use? \*

Note that the materials are required to be made accessible in New York Heritage or another repository that provides free public access.

*Check all that apply.*

New York Heritage

New York State Historic Newspapers Empire Archival Discovery Cooperative Your institution's website/digital repository Your library catalog

Other:

1. Describe the target audience for your project. Who will benefit from its completion? \*

1000 characters maximum

1. Outline the steps you will take to evaluate your project. \*

1000 characters maximum

1. Explain your plans for supporting the project after the grant period has ended. \*

1000 characters maximum

Budget

1. Describe any personnel costs

Include a detailed breakdown of the number of hours to be performed and the hourly rate.

1. Funds requested for personnel

Must be a whole number

1. Describe any vendor or contractor costs

Include the names of any outside vendors you would be using to complete your project. You will need to email vendor quotes (unless they are to be completed by the CLRC DigLab) to [abeavers@clrc.org](mailto:abeavers@clrc.org).

1. Funds requested for vendors or contractors

Must be a whole number

1. Describe any supply or equipment costs

Include a breakdown of the specific model and unit cost for each item.

1. Funds requested for supplies or equipment

Must be a whole number

1. Describe any additional expenses

Be as specific as possible.

1. Funds requested for additional expenses

Must be a whole number

1. Describe your in-kind contributions

We do not require any cost-share or in-kind contributions, so this is optional.

1. Total in-kind contributions

We do not require any cost-share or in-kind contributions so this is optional.

1. Total grant funds requested \*

Maximum of $10,000; must be a whole number

1. Will you accept partial funding? \*

*Mark only one oval.*

Yes No

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

1000 characters maximum

Conclusion

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

2000 characters maximum

1. Has all the necessary documentation been sent via email? \*

Please email the necessary documentation to [abeavers@clrc.org](mailto:abeavers@clrc.org) prior to submitting your application. Applications without the necessary copyright permissions and vendor quotes will not be eligible for review.

*Mark only one oval.*

Yes—copyright clearance and vendor quotes have been sent as applicable No—materials are in the public domain and no vendor services are required