

2024/2025 Access and Innovation Grants Application

Please review the Grant Guidelines, cover letter, and best practices documentation carefully before completing this form. These documents are available on our website.

The 2024/2025 Access and Innovation Grants Application is due by 12:30 pm on Friday, December 6, 2024. Please note: you must complete this survey in one sitting. You are not able to save your information for later.

Proposal Cover Sheet

This section provides contact information for the applicant and a brief overview of the project.

Date

 / / 

MM DD YYYY

Library/Library System/Organization

Address

Street Address

Address Line 2

City

State / Province / Region

Postal / Zip Code

Country

Phone Number

 - -

####

Library/Library System Director/Organization Main Contact

First

Last

Phone Number

 - -

####

Email

Project Coordinator

First

Last

Email**Address – This is important so that a copy of the award letter is sent to the Project Coordinator as well as the Main Contact.**

Street Address

Address Line 2

City

State / Province / Region

Postal / Zip Code

Country

List libraries if more than one library is requesting funding or participating in the Access and Innovation Grant Program:**Title of Project****Amount of Grant Funds Requested****Amount of In-Kind Expenses Provided****Total Cost Of Project**

Narrative

Part 1. Project overview

Provide a narrative description of the project's goals/objectives including:

- how the project will impact the region,
- how the project will improve access to information
- how the project will promote resource sharing
- how the project will advance the goals of the WNYLRC 5 Year Plan of Service July 1, 2016 – June 30, 2021
- indicating if this project or parts of this project has been funded with previous Access and Innovation Grants Program applications

Part 2. Budget Narrative

Describe in narrative form your budget for this project including institutional support such as in-kind services, monetary

contributions, or cost share as well as any other grant funding you might have received. List any partner organization who will contribute materials, assistance or other resources. You must still complete the PROJECT BUDGET IN TABLE FORM.

Part 3. Digitization Proposals Only – complete the following questions in addition to Parts 1 and 2 above.

A. Describe the collection to be digitized and its intended audience. State whether the project is comprised of an entire collection or a sample of the collection with specific number of images, rolls of film, titles, or number of newspaper issues if possible. The collection description should provide detailed information on the historical significance, historical context, and/or geographic importance to New York. The description should also include the approximate number of images and the approximate cost per image. This information may be available by referring to a vendor quote.

B. The materials to be digitized. Also provide assurances of the copyrights to reproduce in digital format as well as in print from digital format.

C. Describe how the users will access the collection including any additional access points you may create. Remember, you are required to load the images as a collection into New York Heritage or New York State Historic Newspapers. In addition, you may also opt to host them elsewhere. If you plan on only loading the images and metadata in New York Heritage or New York State Historic Newspapers, please indicate that as well.

D. Describe how you will evaluate your project. This should be directly tied to the goals and objectives listed in A1.

E. Describe how the digitized collection and online access will be maintained after the grant funding ends. Also, describe how the institution will continue the project's activities with reduced funding or after the grant funding ends.

Please make sure you attach the Copyright agreement form located on the WNYLRC website.

Project Narrative

Project Plan/Timeline

Part 4. Project Plan:

Part 1. List principal tasks required to complete the project, including the person/position responsible for its completion, outsourcing needed, purchasing, or training required.

Part 2. Chart a timeline for completing the project.

Project Plan/Timeline

Will you accept partial funding for this project?

- Yes
- No
- If Yes, how would partial funding impact this project? Please explain.

Proposed Budget

Use whole dollar amounts throughout this form. Estimates should be realistic and show evidence of investigation to enhance accuracy (model numbers, vendors, etc.). Not all budget components will apply to all libraries requesting Access and Innovation Grant funding. For projects being outsources please include an official quote form the vendor/vendors with this application.

Section 1 Contract Services

List the vendors or the suppliers of services (other than equipment and supplies) with the dollar amount (Backstage, OCLC, consultants, NNYLN, other vendors). We suggest you get quotes from different vendors for comparison if at all possible.

Vendor#1 Name

Dollar amount to be funded through Grant

Vendor#2 Name

Dollar amount to be funded In-Kind

Dollar Amount to be funded In-Kind

Dollar amount to be funded through Grant

TOTAL for Section 1: Contract Services to be funded through Grant

TOTAL for Section 1: Contract Services to be funded In-Kind

Section 2 Personnel Services

List the names of the individuals working on the project that will be paid through grant funds or as in kind expenses. Provide their name, title, FTE to be funded through grant and salary figure. FTE = Full Time Equivalent for your institution's number of hours that constitutes full time (for example in a 35 hour work week, half time would 17.5 hours or .5FTE).

Employee Name #1

Employee #1 Title

Employee #1 FTE

**Employee #1 Salary and Benefits
in whole dollar amounts to be
funded through Access and
Innovation Grant Program**

**Employee #1 Salary and Benefits
in whole dollar amounts to be
funded In-Kind**

Employee Name #2

Employee #2 Title

Employee #2 FTE

**Employee #2 Salary and Benefits
in whole dollar amounts to be
funded through Access and
Innovation Grant Program**

**Employee #2 Salary and Benefits
in whole dollar amounts to be
funded In-Kind**

TOTAL for Section 2: Personnel Services in whole dollar amounts to be funded through Access and Innovation Grant Program

TOTAL for Section 2: Personnel Services in whole dollar amounts to be funded In-Kind

Section 3 Equipment and Supplies

List equipment and supply items including software with the quantity and dollar amount being requested from the Access and

Innovation Grants Program.

Item # 1 Description

Quantity

Unit Cost in dollars

Total for Item #1 in dollars to be funded through Access and Innovation Grant Program

Total for Item #1 in dollars to be funded In-Kind

Item #2 Description

Quantity

Unit Cost in dollars

Total for Item #2 in dollars to be funded through Access and Innovation Grant Program

Total for Item #2 in dollars to be funded In-Kind

Item #3 Description

Quantity

Unit Cost in dollars

Total for Item #3 in dollars to be funded through Access and Innovation Grant Program

Total for Item #3 in dollars to be funded In-Kind

TOTAL for Table 3: Equipment and Supplies to be funded through Access and Innovation Grants Program

TOTAL for Section 3: Equipment and Supplies to be funded In-Kind

Section 4 Other Expenses

Specify expenses not report elsewhere.

Expense #1 Description

Dollar amount to be funded through Access and Innovation Grant Program

Expense #2 Description

Dollar amount to be funded In-Kind

Dollar amount to be funded In-Kind

Dollar amount to be funded through Access and Innovation Grant Program

Expense #3 Description

Dollar Amount to be funded through Access and Innovation Grant Program

Dollar amount to be funded In-Kind

TOTAL Section 4: Other Expenses to be funded through Access and Innovation Grant Program

TOTAL Section 4: Other Expenses to be funded In-Kind

Budget Summary

Use whole dollar amounts. Re-enter the totals from each of the four tables here. Then add up all the amounts in the Access and Innovation Grant Program and In-kind Dollar proposal sections for for a final dollar amount. Be sure to double-check your figures.

Section 1 Contract Services: TOTAL to be funded through Access and Innovaton Grant Program

Section 3 Equipment and Supplies: TOTAL to be funded through Access and Innovation Grant Program

Section 2 Personnel Services: TOTAL to be funded through Access and Innovation Grant Program

Section 4 Other Expenses: TOTAL to be funded through Access and Innovation Grant Program

TOTAL funding Requested through Access and Innovation Grant Program

Section 1 Contract Services: TOTAL to be funded In-Kind

Section 2 Personnel Services: TOTAL to be funded In-Kind

Section 3 Equipment and Supplies: TOTAL to be funded In-Kind

Section 4 Other Expenses: TOTAL to be funded In-Kind

TOTAL Funding Provided In-Kind

For Digitization Projects Only

Please provide the cost/image ratio in the table below and an explanation on you arrived at this number. The most obvious is to divide the total project costs by the number of images to be digitized.

Number of Images to be Digitized

Estimated Project Costs

Estimated Cost per Image

Explanation of calculation

Supporting Documentation Section

Use this area to upload vital information that will support your grant application such as vendor or consultant quotes, copies of images to be digitized, letters of support, resumes of the project manager or persons working on the grant.

PLEASE NOTE: YOU MUST ATTACH THE COPYRIGHT AND RIGHT TO USE AGREEMENT FOR ALL DIGITIZATION PROJECTS.

Attach a File

No file selected.

Attach a File

No file selected.

Attach a File

No file selected.

Attach a File

No file selected.

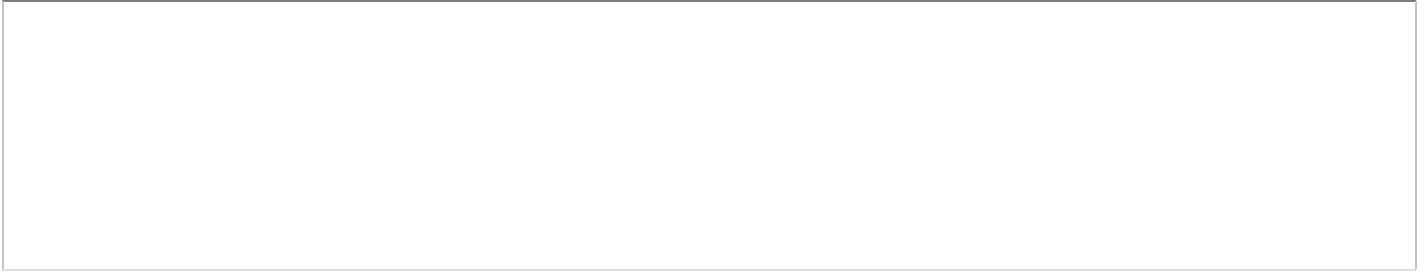
Statement of Assurances Section

By submitting this form, the applicant hereby gives assurance to the Division of Library development, NYS Library that the applicant will make such reports of expenditures by categories and such other reports as may be required. The applicant hereby gives assurance to the Western New York Library Resources Council that all monies will be spent as outlined in the grant application and as approved by WNYLRC and will provide an interim report with an updated status on the grant as well as a final report. Applicant also understands that 75% of the awarded amount will be paid once WNYLRC has received funding and that the remaining 25% of the awarded amount will be paid once the project is completed and a final report filed.

As the person responsible for submitting this Access and Innovation Grant Program application, I am ensuring WNYLRC that:

- We have read the Statement of Assurances and we understand our institution's obligations.
- The director or administer for our institution has reviewed and approved this application for submission to the Access and Innovation Grant Program.

Provide any feedback that will help us design this form better:



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