



Office of the Secretary of State

Washington State Library

Washington Digital Heritage 2020 Grant Guidelines

GRANTS



Library Services and Technology Act funding provided by the federal Institute of Museum and Library Services support this grant cycle.

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1. Overview

The 2020 Washington Digital Heritage (WDH) grant cycle supports public, tribal, special, and academic libraries in carrying out a variety of digital initiatives focused on archival and special collections of cultural or historical significance.

The Washington State Library (WSL) seeks proposals that: 1) Develop institutional capacity to carry out and sustain digital initiatives, and: 2) Support regional and/or statewide approaches to digitization and the use of digital cultural heritage collections.

This WDH grant cycle works to fulfill WSL's Library Services and Technology Act Plan goal, 2018-2022: *Connect Washingtonians to their history, employing digital initiatives and other preservation strategies to tell the stories of local communities and to celebrate our common heritage.*

Proposals may include or involve:

- Digitization/reformatting of archival and special collections.
- Metadata creation, remediation/cleanup, and/or re-cataloging.
- Development of local standards, practices and/or policies related to digitization, metadata creation, digital preservation, etc.
- Creation of born-digital multimedia content (e.g., oral histories, digital exhibits).
- Integration of primary sources or archival collections into educational settings by way of lesson plans/curricula, and/or Open Educational Resources (OERs).

Project outputs should be openly accessible to the public. Collaboration and formal partnerships are encouraged, but not required. Proposals using existing standards and best practices, and supporting a regional approach to the preservation and dissemination of digital collections will receive priority consideration for grant awards. Examples of this might include contributing records to a Digital Public Library of America service hub, or developing workflows, tools, or best practices useful to other libraries in the region. Learn more about the Orbis Cascade Alliance, WSL, and State Library of Oregon's digital collections work for the Northwest here: <https://www.orbiscascade.org/background-on-the-digital-collections-service/>

WSL supports libraries throughout the state in building local capacity to develop and sustain digital cultural heritage initiatives. The collaborative digitization program, Washington Rural Heritage (WRH), <http://www.washingtonruralheritage.org>, provides a statewide digital platform for smaller institutions. An existing or prospective WRH partner may use this grant opportunity to develop WRH collections. However, institutions are also welcome to undertake projects existing outside the WRH program and are free to use their own local systems, repositories, or platforms to manage and share project outputs.

WSL staff are available to provide consulting, training, and support of awardees throughout this grant cycle. Please note that WSL also offers separate Professional Development Grants to support professional training and continuing education (i.e., for advanced digitization topics):

<https://www.sos.wa.gov/library/libraries/grants/professional-development.aspx>

2. Library Eligibility

Public libraries, academic libraries (two and four year colleges and universities), tribal libraries, research libraries, and special libraries or information centers are eligible to submit applications for this grant cycle. Public library systems may apply at the system level, or on behalf of individual branches within their system. Applicants are subject to Library Services and Technology Act (LSTA) eligibility. You can review LSTA eligibility guidelines at: <http://www.sos.wa.gov/library/libraries/grants/eligibility.aspx>.

While WSL encourages collaboration between an eligible library and other community organization(s). However, we can only award funds to libraries and those funds must be administered by the awardee library. An awardee library may choose to sub-contract work.

3. Project Eligibility

All applications submitted must include two (2) components:

- 1) A detailed project proposal identifying specific activities undertaken to digitize, preserve, create, describe, or disseminate digital archival or special collections.
- 2) A plan for measuring both project outputs (i.e., what is produced by the project), and project outcomes (i.e., changes in knowledge, skills, and abilities of targeted audiences (which may include project/library staff)).

Grant funds **may** be used:

- To purchase equipment to digitize material (e.g., scanners) or create digital content (e.g., digital multimedia recording devices), or to purchase software to edit, optimize, or preserve digital files (e.g., Adobe Creative Suite software) during the grant period.
- To pay staff salaries and benefits, and contract services (including independent contractors and third-party vendors) for project activities. However, since grant funds cannot take the place of previously budgeted local funding, regularly scheduled staff hours are not eligible for reimbursement. Backfill, overtime, and temporary or contracted project employees are eligible for reimbursement. Detailed timesheets are required when claiming reimbursement.
- Pay for staff training related to the project.
- Pay for costs related to outreach and promotion of the project (e.g., printing or advertising).

Grant funds **may not** be used:

- To digitize newspapers (other than student publications, organizational newsletters, and the like). Please visit the Washington Digital Newspapers (<https://washingtondigitalnewspapers.org/>) website to learn more about WSL's newspaper digitization program.
- To purchase computers, servers, or any equipment which provides internet access **to the general public, during the grant period.**
- To purchase subscription digital repository/content management/digital preservation systems or services **outside of the contract period.**
- To purchase archival & special collection materials.
- To purchase food and refreshments, advertising and promotion of libraries in general, or prizes and other incentives.

For more guidance, see the "Allowable Costs" section of WSL's Grant Management Information page: <http://www.sos.wa.gov/library/libraries/grants/grantees.aspx>.

For Washington Rural Heritage projects:

This grant also provides continuing support of the Washington Rural Heritage program. Public, special, or tribal libraries that have participated in the Washington Rural Heritage program in the past, or would like to become part of the statewide project and digital platform, should commit to digitizing at least one hundred (100) items to

WSL by the end of the grant cycle. Additionally, these libraries must follow digitization specifications and metadata best practices outlined by the Washington Rural Heritage initiative (see Section 11 to contact WSL staff for details). Items will be hosted online using CONTENTdm software licensed to and paid for by WSL. Applicants must consider copyright issues with the projects they develop in conjunction with their grant application. WSL will leave all copyright research and assumption of liability to participating institutions. Upon award of grant, the library must sign a contract granting the WSL permission to publish the items online (contract sample available upon request). This may require a memorandum of agreement with collaborative partners so the library has the authority to grant publication permission.

4. Funding Available

Overall funding to support this grant cycle is \$80,000. This grant cycle has a limit of \$8,000 per award. We anticipate that ten (10) or more applicants may receive awards. Awards are contingent upon receipt of federal funds and distribution of those funds by WSL, a division of the Office of the Secretary of State.

5. Timeframe

The following sample timeline provides information about this grant cycle and will assist applicants in designing appropriate projects and applications.

Tentative Dates

4/20/2020	Date grant cycle opens
7/1/2020	Application deadline
7/6-17/2020	Application review by committee.
7/20-24, 2020	The Secretary of State and the State Librarian review and approve committee's recommendations.
7/27-31, 2020	Anticipated timeline for grant award announcement. All applicants notified by email and contract development begins.
9/30/2020	Anticipated date that all contracts are fully executed (signed by both parties to the agreement) and that project implementation can begin.
Project period	From contract execution through 8/27/2021.
9/30/2021	Final Narrative Report and final reimbursement claim are due.

6. Application Process

- A. Review the grant cycle materials at <http://www.sos.wa.gov/library/libraries/grants/grants.aspx>. The grant cycle opens on **4/20/2020**.

WSL announces the grant cycle via social media and e-mail to various email lists including WSL Updates and Washington Library Association.

Application guidelines, forms, and other materials are available at the WSL Web site. There is an online application and a fillable PDF. You can print or download the PDF files. Please contact the LSTA Grants Manger if you need help. (See contact information at the end of these guidelines.)

- B. Review the criteria contained within the application to determine eligibility to apply.

- C. Complete the application forms; reply to **all** questions. Secure all required signatures.
 - D. Respond to the criteria, checking either 'yes' or 'no' for each item.
 - E. The LSTA Grants Manager can answer general questions regarding the application process. Staffing limitations preclude review and comment on draft applications. However, WRH staff is available by phone or email to answer questions from potential applicants. Staff can help determine if they should proceed with or adjust their proposal or budget before they expend the resources necessary to fully plan the project and prepare a full grant application. Contact information is in Section 11.
 - F. Submit applications online to WSL by **Friday, July 1, 2020**.
An application consists of two components:
 - 1. A completed online application for the [2020 Washington Digital Heritage grant](#).
 - 2. Completed forms for your [work plan](#), [budget](#), and [budget explanation](#) attached to the online application. (Signatures are required).

Submit these application materials in the (above) [online application](#).
 - G. WSL will accept fully completed and signed applications received by the application deadline for the purposes of review and ranking. If you are applying for multiple grants, complete each separately. This will ensure that there is no confusion during the review process and we can give each application due consideration.
 - H. A review committee selected by WSL will review the applications for eligibility and assign scores. The review committee will forward recommendations to the State Librarian and the Secretary of State for final consideration and approval. WSL may contact the applicant for clarification of information.
 - I. After determining sub-recipient awards, WSL sends a letter of notification to all applicants. The Washington Secretary of State makes contracts with libraries receiving awards. WSL **cannot** reimburse expenses incurred before the contract is fully executed (signed by both the Office of the Secretary of State (WSL) and the award recipient). Costs incurred prior to contract execution are **not** reimbursable.
 - J. WSL will hold the final twenty percent (20%) of the award amount until all contract conditions have been satisfied. **For WRH projects only:** If you do not submit 100 items to the Washington Rural Heritage project by August 27, 2021, WSL will not reimburse that amount.
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7. Requirements

- A. Libraries are sometimes granted funds contingent upon fulfilling one or more requirements prior to project implementation. Libraries must meet those contingencies prior to contract execution.
- B. Libraries must expend local money first and then claim reimbursement. WSL will not distribute funds in advance of activities and purchases taking place. WSL only reimburses eligible and allowable expenses as specified in our contract and fully documented by your library.
- C. Funds requested for the proposed project must not take the place of previously budgeted local funding.
- D. The purchase of any single piece of equipment that costs over \$5,000, made in whole or in part with grant funding, requires prior written approval from WSL. Such purchases made in advance of receiving written approval are not reimbursable.

- E. WSL will monitor Items included under “Other Funding” and used as match or in-kind contributions. WSL requires documentation for these expenses.
- F. Applicants must commit to compliance with grant administration requirements. The applicant library must also act as fiscal agent for awarded contracts.
- G. Awardees must submit Quarterly Reports showing project progress and a Final Report providing a complete summary of the project and of all grant activities to WSL according to the schedule provided in the contract.
- H. You must send reimbursement claims on forms provided by WSL according to the schedule provided in the contract document. You must provide documentation of expenses billed and paid.
- I. Awardees must acknowledge WSL and the Institute of Museum and Library Services (IMLS) as providing LSTA funding to support the project in all project-related public events, press releases, printed materials, and Web sites. Wording and images are available for your use.
- J. All **projects and activities must be completed and funds expended by 8/27/2021**. WSL cannot consider applicants proposing projects that would use the LSTA grant funding beyond 8/27/2021 for this grant cycle.

8. Assurances

WSL and the Sub-Grantee agree that all activity pursuant to a Grant Agreement will be in accordance with all applicable, current, or future federal, state, and local laws, rules, and regulations. The contract will include these. Specifically, this includes laws, rules, and regulations such as:

- A. 45 Code of Federal Regulations (CFR) Part 1168, New Restrictions on Lobbying;
- B. 45 Code of Federal Regulations (CFR) Part 1180.44, Nondiscrimination;
- C. Code of Federal Regulations (CFR)

Title 2 → Subtitle A → Chapter I →

Government Wide Requirements for Drug-Free Workplace (Grants) (Part 182).

Government Wide Debarment and Suspension (Nonprocurement), (Part 180).

Trafficking in Persons (Part 175).

Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards, 2 CFR Part 200

This new guidance can be inspected by accessing the following URLs:

[2 CFR Part 200](#)

In particular, see:

[Subpart A—ACRONYMS AND DEFINITIONS](#)

[Subpart D—POST FEDERAL AWARD REQUIREMENTS](#) establishes standards for Federal awards carried out through grants, cost reimbursement contracts, and other agreements.

[Subpart E—COST PRINCIPLES](#) establishes principles for determining costs applicable to grants, contracts, and other agreements.

[Subpart F—AUDIT REQUIREMENTS / 200.501 Audit requirements](#): sets forth standards for obtaining consistency and uniformity among federal agencies for the audit of states, local governments, and non-profit organizations expending federal awards.

Code of Federal Regulations (CFR)

The CFRs can be inspected by accessing the following URL for the Electronic Code of Federal Regulations: http://www.ecfr.gov/cgi-bin/text-idx?SID=f9355837f3ee3eb17b11fb3c868b5e1a&mc=true&tpl=/ecfrbrowse/Title02/2cfr200_main_02.tpl.

The Code of Federal Regulations 45 CFR Part 1185 provides that an individual, corporation, unit of government or other entity that is debarred or suspended shall be excluded from Federal financial or non-financial assistance and benefits under Federal programs and activities.

9. Additional Information

Standards and Best Practices for Digitization and Digital Initiatives

The cultural heritage community uses a wide variety of standards and best practices to create digital collections and resources. The following is a very brief sampling of those guidelines. Applicants are not required to use specific standards or best practices, although doing so will strengthen their application(s).

- The Orbis Cascade Alliance has done extensive work in documenting best practices for metadata creation, including the creation and implementation of Dublin Core metadata, and use of uniform copyright statements. This documentation will largely inform the aggregation of digital collections at a regional level in service of a Digital Public Library of America service hub. Applicants are encouraged to explore these standards and best practices in preparing a proposal: <https://www.orbiscascade.org/digital-collections-documentation>. Applicants should give particular attention to the Alliance's *Dublin Core Best Practices, Version 2.3* (<https://www.orbiscascade.org/dublin-core-best-practices/>) should the use of Dublin Core metadata be included in your proposal.
- The Federal Agencies Digital Guidelines Initiative (FADGI) produces guidelines and best practices that are widely used in the library/archives/museums fields. Applicants performing digitization of graphic (i.e., still and moving images) and textual materials should give particular attention to *Technical Guidelines for the Still Image Digitization of Cultural Heritage Materials* (2016). All FADGI guidelines are available at: <http://www.digitizationguidelines.gov/guidelines/>
- The Open Washington, Open Education Resources Network (<http://www.openwa.org>) offers an introductory module to understanding and using OERs in educational settings.
- The Sustainable Heritage Network (SHN) is a collaborative project that complements the work of indigenous peoples globally to preserve, share, and manage cultural heritage and knowledge. The SHN website includes a wealth of practice-focused tutorials and tools focusing on the lifecycle of digital stewardship: <https://sustainableheritagenetwork.org/>
- The Washington Rural Heritage *Metadata Guidelines*, Version 3.1, August 2018 (<https://www.washingtonruralheritage.org/digital/collection/wrh/id/266/rec/9>) and *Digitization Specifications* (<https://www.washingtonruralheritage.org/digital/collection/wrh/id/0>) should be used when planning and developing a proposal for the WRH program.

Digitization Equipment (Washington Rural Heritage Applicants only; other applicants may use as appropriate)

Technical specifications for the equipment and capture/reformatting used by the Washington Rural Heritage program are largely derived from guidelines issued by FADGI (see above) as well as guidelines issued by the Collaborative Digitization Program (CDP). Non-WRH grant applicants are free to use these specifications as a reference, although your own reformatting and equipment specifications may vary.

Reference to any specific commercial products, process, or service by trade name, trademark, manufacturer, or otherwise, does not constitute or imply endorsement, recommendation, or favoring by WSL.

Equipment Specification Sheet

For many projects, a quality, color flatbed or film scanner along with image optimization software is needed to produce, optimize, and submit high quality image files for most material types. A high-end digital camera or overhead scanner is necessary for projects that aim to digitize large-format items, a high volume of books, or three dimensional (3-D) objects. Such a system can cost upward of \$20,000. The 2020 Washington Digital Heritage/Washington Rural Heritage grant cycle could supplement the cost of such a system. If your project requires such a system, consider your options carefully. You may also contract out this work, find matching local funds, or select material that does not require such specialized equipment.

Unless you have a lot of audio or video that needs to be digitized (beyond the 100 items required for this project), we suggest you outsource the digitization of audio or video.

As always, the equipment you need for your project will depend upon the format, size, and type of the items you plan to digitize. Please consult the digitization specifications requirement table below for some general item types and recommended resolution parameters.

Flatbed scanner minimum specifications:

Capture Software: Must give the operator the control to set white and black points and turn off automatic sharpening. You may also consider purchasing software to optimize the images for printing and Web publication.

Optical Resolution: Minimum of 2400 pixels per inch (ppi) optical resolution uninterpolated. However, consider buying a scanner with the highest optical resolution you can afford. 2400 ppi is enough to cover most text, photo and some film sizes but is on the low side as far as optical resolution is concerned.

Size: This depends upon what you plan on scanning but again consider buying a scanner with the largest scan size you can afford. You will want to leave at least a quarter of an inch around the original during capture. Most flatbed scanners offer bed sizes between 8" x 12" and 12" x 17".

Bit Depth: Equipment should be able to capture at least 1 bit (black and white), 16-bit (grayscale), and 24-bit (color). Most flatbed scanners can capture 36 to 48-bit or higher.

Dynamic Range: Dmax (maximum value of Density) of 3.5 as a minimum. Again, consider buying a scanner with the highest dynamic range you can afford. This is especially true should you be scanning film or negatives.

Transparency Adapter: If your project includes transmitted light materials (e.g., film, glass plate negatives, or slide positives) you will need a transparency adapter (i.e., back-lit lid or film tray). If there is a lot of film you may consider a film scanner.

As a frame of reference, scanners used by Washington Rural Heritage staff include the [Epson Perfection V850-M Pro Photo Scanner](#) and the [Epson Expression 12000XL](#).

Digitization Recommendations and Minimum Requirements

Digital imaging for Washington Rural Heritage is based on the Association for Library Collections & Technical Services' (ALCTS) *Minimum Digitization Capture Recommendations*, which can be accessed at:

<http://www.ala.org/alcts/resources/preserv/minimum-digitization-capture-recommendations>. Please submit tagged image file format (.tif) master files to WRH staff on an external hard drive or digital versatile disc (DVD).

Below is a simplified table for your reference.

Format type	Recommended parameters	Minimum parameters
Audio	Sample rate: 44.1 kHz Bit depth: 24 bits	Sample rate: 44.1 kHz Bit depth: 16 bits
Textual documents (including black and white text, graphic illustrations, artwork originals, maps, plans, other oversized documents)	4000-6000 pixels across the long edge (e.g., a clean, high contrast 8.5 x 11" document would need to be scanned at 400 – 600 ppi)	3000 pixels across the long edge (e.g., a clean, high contrast 8.5 x 11" document would need to be scanned 300 ppi)
Photo Negatives <ul style="list-style-type: none"> • small negatives (35 mm and up to 4"x5") • 4"x5" and up to 8"x10" • 8"x10" and up 	<ul style="list-style-type: none"> • 4000 pixels across the long edge (e.g., 35 mm would need to be scanned at approx 2800 ppi) • 6000 ppi • 8000 ppi 	3000 pixels across the long edge (e.g., 35 mm would need to be scanned at approx 2100 ppi)
Photographic prints <ul style="list-style-type: none"> • Up to 8"x10" • 8"x10" to 11"x14" • 11"x14" and up 	<ul style="list-style-type: none"> • 4000 pixels across the long edge (e.g., 3.5x5" would be scanned at 800 ppi) • 6000 ppi • 8000 ppi 	3000 pixels across the long edge (e.g., 3.5x5" would be scanned at 600 ppi)
Objects and artifacts <ul style="list-style-type: none"> • 35 mm equiv • medium format equiv • large format equiv 	<ul style="list-style-type: none"> • pixel array of 4,500 pixels by 3,100 pixels (14 megapixels, equivalent to 300 ppi at 15" by 10.3"). • Pixel array of 5,200 pixels by 4,200 pixels (22 megapixels, equivalent to 300 ppi at 17.3" by 14") • Pixel array up to 16,000 pixels by 12,500 pixels (200 megapixels, equivalent to 300 ppi at 53.3" by 41.7") 	<ul style="list-style-type: none"> • pixel array of 3,000 pixels by 2,000 pixels (6 megapixels, equivalent to 300 ppi at 10" by 6.7") • pixel array of 4,000 pixels by 3,000 pixels (12 megapixels, equivalent to 300 ppi at 13.3" by 10") • pixel array of 4,800 pixels by 3,700 pixels (18 megapixels, equivalent to 300 ppi at 16" by 12.5")

Note: To determine scanning resolution, divide the recommended pixels per inch (ppi) parameter by the number of inches across the long edge of the item being scanned. For example: Divide 6000 ppi by 10 in. for an 8 x 10 in. photographic print. This means the photo should be scanned at 600 ppi. For those items that do not divide evenly, round up and scan at the next highest ppi setting on your scanner.

Sample Work Plan

The following sample work plan has been provided to assist applicants who may be new to digitization projects and not familiar with primary activities involved or reasonable completion periods for a typical year-long project. Your work plan may include additional activities, more or fewer persons responsible, and may depart from this timeline based on local plans for your specific project.

Activity	Expected Start Date	Expected Completion	Person(s) Responsible
Identify and perform preliminary selection of materials for digitization.	9/2020	10/2020	Community Librarian, Museum Curator
Purchase equipment and supplies (scanner, external hard drive, etc.)	9/2020	11/2020	Community Librarian
Vet copyright on selected materials: document research, obtain necessary permissions, etc.	10/2020	12/2020 And ongoing	Community Librarian
Train project staff on imaging equipment: scanning procedures and workflow.	12/2020	12/2020	Community Librarian
Scan selected materials.	01/2021	03/2021	Community Librarian, project staff
Load files to digital collection software.	04/2021	04/2021	Community Librarian project staff
Submit, at a minimum, first reimbursement claim for all activities through June 30, 2021.	9/2020	7/16/2021	Community Librarian
Catalog materials.	04/2021	07/2021	Project staff, local volunteers
Plan and work on promotional materials and events.	07/2021	08/2021	Community Librarian, library management &
Catalog materials.	04/2021	07/2021	Communications project staff, local volunteers
Plan and work on promotional materials and events.	03/2021	08/2021	Community Librarian, management & communications
Upload cataloged items to server. Perform edits and corrections.	07/2021	8/28/2021	Project staff
Deliver public program and measure outcomes.	07/2021	8/28/2021	Project staff
Project ends; all activities cease.	07/2021	8/28/2021	All project staff
Submit final reimbursement claim for grant activities through 8/28/2021 .		9/30/2021	Community Librarian

10. Frequently Asked Questions

Grant Application & Eligibility

1. *We have a question about the grant or the grant application.*

If you cannot find the answer to your question in the Grant Application Guidelines, please contact Evan Robb (evan.robb@sos.wa.gov), (360) 704-5228; or Maura Walsh (maura.walsh@sos.wa.gov), (360) 704-5246.

2. *We previously received a Washington Rural Heritage grant award. May we apply again?*

Yes.

3. *Why is this grant titled for 2020?*

WSL is using funds from the federal fiscal year 2020 LSTA award, although grant activities will run into 2021.

4. Can a museum or other organization from the community take the lead in the project or apply without a library partnership?

No. An eligible public, academic, special, or tribal library must be the contracting authority and fiscal agent, and WSL will only reimburse the library's expenses. For definitions of library eligibility, please see the "Applying for a Grant" page on the WSL website:

<http://www.sos.wa.gov/library/libraries/grants/applicants.aspx>

One of the goals of this project is to foster the development long-term, sustainable digitization programs within libraries. Library staff should be actively involved in the project to build capacity so they have sufficient knowledge and skills to continue the project over time. The library must take a lead in the coordination and monitoring of the project. Additionally, the library must be active in one or more activities that are primary in the completion of the project (e.g., selection and copyright research, imaging, cataloging, etc.). However, it is possible that a partnering organization or contractor performs a significant portion of the work.

5. How do we determine if digitization and publication of items online violates copyright?

It is the responsibility of the participating library to research and document the copyright status of the items they plan to digitize. If this is a new topic for your staff, a good place to begin learning more is this webinar on copyright fundamentals from the Digital Public Library of America:

<https://youtu.be/AurzAmj4SvM>. Additionally, the book *Copyright & Cultural Institutions: Guidelines for Digitization for U.S. Libraries, Archives & Museums* is an excellent resource:

<https://ecommons.cornell.edu/handle/1813/14142>. WSL staff will also provide and/or coordinate copyright training and are available to provide support in assigning accurate rights statements to digital objects.

6. Do we have to sign over copyright to WSL if I have items in the WRH collection?

No. Copyright will stay with the creator or owner. However, the contracting library must grant permission by contract for WSL to publish the items online. In turn, your library may need to obtain such permissions from creators or owning organizations. We can provide a sample contract upon request.

7. Does the applicant library have to sign a contract with the State Library?

In order for WRH projects to ensure proper rights and permissions, the applicant library will have to sign a contract with the Secretary of State granting permission to digitally publish and preserve items. This may mean the library needs to first gain permission from copyright owners and owning institutions. Non-WRH projects will still have to sign a standard grant contract with the State Library upon receiving and accepting an award.

8. Do our collaborative partners have to sign a "Letter of Agreement"?

No. However, WSL strongly encourages a "Letter of Agreement" (LOA) or other contractual document be signed between the collaborative partners in order to ensure understanding between cooperating organizations. WSL can provide a template LOA upon request. You can customize this document to fit the needs of all collaborative partners.

Project Administration & Management

9. If we receive a sub-grant, when may we start spending the grant money?

Once the contract is fully executed (signed by both parties), you will be notified by OSOS and costs can be incurred. Libraries must expend local money first and then claim reimbursement. WSL does not distribute funds in advance of activities or purchases. WSL reimburses documented eligible and allowable expenses. **Please note: costs incurred prior to contract execution are not reimbursable.**

10. Who is the Project Manager and what are their responsibilities?

The Project Manager coordinates the activities and communication between WSL, other members of the grant project, and the grant project's fiscal agent. As the Project Manager is the primary person WSL will contact, there may be only one Project Manager identified as such on the application. This person is responsible for the preparation and submission of quarterly and final reports, communicating deadlines and other tasks to collaborative partners, Submitting properly signed reimbursement requests, and work completion. The Project Manager is also responsible for notifying WSL of any changes to their contracting authority, fiscal agent, or their own position as Project Manager.

11. Who is the Contracting Authority?

The Contracting Authority is the person who has the authority to accept federal monies and bind his or her library to a legal contract. In public libraries, library districts and systems, it may be a local government department head or the library/system director. In tribal libraries, it may be another individual. In academic libraries it is likely a grants or contracts office.

12. Who are the collaborative partners and what are they responsible for?

This is up to your library and the collaborative group. It is possible that your partner could perform the majority of the work. However, it is the responsibility of the applicant library to make sure this work is finished and submitted. WSL encourages collaborative partners sign a "Letter of Agreement" or other type of contractual document.

13. What are the responsibilities of the Fiscal Agent?

The Fiscal Agent is the person who pays the bills and maintains the financial records for the applicant library with which we will establish a contract. That person may be termed the business manager, the accountant, or something else. The fiscal agent must be from the same organization as the Contracting Authority. Foundations cannot act as fiscal agent.

14. Our library district requires us to furnish it with a Catalog of Federal Domestic Assistance number (CFDA #) whenever we apply for a grant. What is the CFDA # for this grant?

The CFDA # is 45.310 (for the State Library program, Office of Library Services, Institute of Museum and Library Services, National Foundation on the Arts and the Humanities).

15. We would like to be reimbursed for our indirect, administrative, and overhead costs. Are these costs eligible for reimbursement?

Federal regulations allow reimbursement of indirect costs at a set or previously negotiated rate. Please refer to www.ims.gov/applicants/indirect_cost.apsx if your entity does not have a negotiated rate, or for more information.

16. We would like to offer prizes or incentives to our patrons. Is that allowable?

Prizes and incentives are not allowable costs. See OMB Code of Federal Regulations: www.ecfr.gov/cgi-bin/text-idx?SID=3a3f21216554fd54f9be9d89a0cf33b6&node=se2.1.200_1421 However, educational items, such as bookmarks which specifically support the project are allowable costs. One solution is to seek out other funding sources for prizes and incentives, such as local businesses, library friends groups, or foundations.

17. We would like to offer food or refreshments at our events. Is that allowable?

Food or refreshments are not allowable costs. See OMB Code of Federal Regulations: www.ecfr.gov/cgi-bin/text-idx?SID=3a3f21216554fd54f9be9d89a0cf33b6&node=se2.1.200_1438. One solution is to seek out other funding sources for prizes and incentives, such as local businesses, library friends groups, or foundations.

18. When will our contract be signed and in place?

Once WSL announces the awards, expect that contract establishment will take several weeks to develop, route for review, and obtain signatures needed for contract execution. WSL will notify the Project Manager and Contracting Authority by email when the contract is fully executed and costs can be incurred.

11. Contact Information

- Web site for grant information: <http://www.sos.wa.gov/library/libraries/grants/grants.aspx>
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