

Digital Commonwealth
Wilson Grant Application

Institution Name

Address

Phone Number

Email

If the application is for a collaborative project, list the partner institutions and attach letters of support and commitment from each partner.

Name and title of project manager(s)

Amount requested from the Digital Commonwealth

Amount matched by the institution

Explain how the matching funds will be provided

Give a brief explanation of how requested funds will be spent.

Please answer the following questions limiting the total narrative to no more than 2 pages.

State the nature and mission of the institution

Describe the collection that is to be digitized. Include collection size, scope, format, current condition and historical significance. Also include how the collection is currently organized, arranged and described.

Who are the current users of these collections? Who is the target audience of the digitized project?

What are the plan of work and timetable for the project? Include how, where and when the digitizing will take place.

Signature _____ Date _____

Deadline is May 1, 2009 and libraries will be notified in June. Projects may begin July1, 2009 and must be completed by June 30, 2010.

Applications may be emailed, faxed or mailed to
Erin Logsdon, Consultant, Digital Services
NELINET, Inc.
153 Cordaville Road, Suite 200
Southborough, MA 01772
508-597-1996 (Fax)

Digital Commonwealth Wilson Grant Description

In May, 2008 the Digital Commonwealth received a \$10,000 grant from the H.W. Wilson Foundation. The purpose of this grant is for Digital Commonwealth to re-grant it to small organizations to assist them with getting starting in contributing digital materials to the Digital Commonwealth.

Organizations may apply for \$250-\$1000 to fund digitizing and/or repository services to add materials to the Digital Commonwealth. Digitizing is to be contracted through a vendor, collaborative project or Regional Library System or library network project. Libraries or organizations in the same community are encouraged to partner with each other to combine materials on the same theme or share resources. For collaborative projects, all partners must meet the eligibility criteria stated below. All grant funding must be matched with an equal or greater amount of local funding. For example, a cultural institution might use a \$200 grant to fund the first year of the fee for repository services of \$400 and match the funds locally. Digital Commonwealth and NELINET will provide the institution with standards, guidelines and training to assist with projects.

Grant eligibility

The library or organization does not need to be a current member of the Digital Commonwealth to apply. However, if the grant recipient is not a member, they must become one before accepting the grant (July 1, 2009). Grant recipients must maintain their membership for three years after the grant project. If items are being contributed to Digital Commonwealth through CW/Mars' Digital Treasures or Noble's repository, there is no need to join as an individual member.

For this grant, Digital Commonwealth has defined a "small" organization by the following criteria:

Public Libraries (as reported on 2007 ARIS)

- Must be certified by the MBLC
- Town population of under 10,000
- Staff of less than 5 FTE

School Libraries

- Town population of under 10,000
- May apply as an individual school or as a district
- School population of under 500 or district population of under 1000
- Library staff of 2 or fewer FTE

Historical Societies

- Paid staff of less than 1 FTE
- If no paid staff
 - established board of directors
 - designated volunteer(s) to serve as project manager(s)
- Open to the public regularly scheduled hours (year-round or seasonal)
- Town population of under 10,000
- Annual budget of less than \$100,000

Academic Libraries

- Public or private college or university
- Serve a student population of under 5,000
- Library staff FTE of less than 10

Special Libraries

- Non-profit status including municipal or state agencies, hospitals, museums, law libraries, historical or educational organizations.
- Staff of less than 5 FTE
- Open to the public regularly scheduled hours

See first page of this PDF for the Digital Commonwealth Wilson Grant Application.
(Application components and instructions are also available at
www.digitalcommonwealth.org/wilson_grant_app.)

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For more information contact:
Julie Bartlett, Archivist
Forbes Library, Northampton
jbartlett@forbeslibrary.org
413-587-1014

Erin Logsdon
logsdon@nelinet.net
508-597-1946

Grant workshops will be held at:

March 10, 2009 10am-Noon at Western Mass Regional Library System in Whately
March 12, 2009 10am-1pm at Northeast Mass Regional Library System in Danvers
March 16, 2009 2-4 pm at Central Mass Regional Library System in Shrewsbury