

2018 Cultural Heritage Digitization Award

Application Form



General Information

Proposal Title	
Institution submitting this application	
Type of Institution	
Street Address	
City ST ZIP Code	
Phone	
E-Mail Address	
Project Manager	
Title	
Email Address	
Phone Number	
Institution Name (if different than above)	

Eligibility

Your institution will qualify for this award if yes is answered to **all** of the following criteria. This section must be completed and returned with the application in order for the application to be reviewed.

Criteria	Yes	No
1. This project meets the Cultural Heritage Digitization Award Institution Eligibility Requirements (See Award Guidelines, Eligibility Requirements, Section 1)		
2. This project meets the Cultural Heritage Digitization Award Collection Eligibility Requirements (See Award Guidelines, Eligibility Requirements, Section 2)		
3. This project meets the Cultural Heritage Digitization Award Project Eligibility Requirements (See Award Guidelines, Eligibility Requirements, Section 3)		
4. You commit to securing all permissions necessary before work begins in August 2018.		
5. You commit to completing all necessary metadata to Mississippi Digital Library standards before the digitization work begins in August 2018.		
6. You commit to have all materials ready to be digitized by the Friday preceding digitization week.		
7. You agree to joining the MDL and having all images accessible online through the program.		
8. You commit to submitting a final report by January 31, 2019.		

Evaluation

The following will be used to review and evaluate the application. In general, the reviewers will look for:

- A clearly and concisely written proposal.
- Sufficient detail to understand the project and its needs.
- Evidence of how this project will benefit your institution.
- Evidence of how this project fits within the scope of the Mississippi Digital Library program.

****It is strongly recommended that specific, in-depth detail about the proposed materials for digitization be provided when possible.****

Please respond to the following:

1. Please tell us about your project. Include a brief description of the content and condition of the materials as well as the primary audience for the materials.
2. How does this collection fit within the scope of the Mississippi Digital Library? (See Award Guideline and the Mississippi Digital Library Collection Development Policy for more information)? Include significance of collection or items to the community.
3. Briefly describe how you feel this project will benefit your institution.
4. What is the physical format of the selected materials (8.5" x 11" documents, photographs 8" x 10" and smaller, oversize paintings, etc.)?
5. Using the table in the Award Guidelines, provide a detailed estimation of the time required to complete the project. List the types and quantities of materials and the total estimated time for each.
6. Explain how your project will handle any copyright permissions. Will you use only items in the public domain? Will you need to acquire permissions for items still under copyright? Include a timeline and a plan for obtaining permissions if necessary along with who will be responsible for this task. Additionally, provide a contingency plan if permissions cannot be secured for the selected materials.
7. Provide a timeline for completing the required metadata. Include time for training if necessary and the people who will be responsible for metadata creation.
8. Is your institution currently, or has your institution ever been a member of the Mississippi Digital Library?
9. Describe your plans (if any) to continue digitization after the award.

Agreement and Signature

By submitting this application, I affirm that the facts set forth in it are true and complete. I understand that if we are awarded, we will sign a work agreement and complete the activities in this application by August 3, 2018.

Institution Director/Manager

Date

Project Director/Manager

Date