

**NOTE:** These Guidelines & Template have been revised to [reflect modifications to the proposal deadlines](#), [the allowable project start dates](#) for the 2020 *Digitizing Hidden Special Collections and Archives* cycle, and [final round requirements](#). Changes have been highlighted in yellow throughout.



# Digitizing Hidden Special Collections & Archives

## *2020 Application Guidelines & Template*

**Carefully read the following guidelines and template before starting the application process.** Additional information and resources are located on [the Applicant Resources page](#). Still have questions? Contact [hiddencollections@clir.org](mailto:hiddencollections@clir.org). During the application period, CLIR accepts inquiries by email only.

**\*\*\* NOTE: THIS IS A LOCKED DOCUMENT \*\*\***

**All proposals must be submitted through the official [online application form](#).**

**To work on this in Google Docs, [create a personal, editable copy](#) (Google account required).**

**Those with AdobePro accounts may be able to draft responses in this file.**

All final proposals must be submitted through the online application form by **November 23, 2020 at 11:59 pm Eastern (updated)**

Council on Library and Information Resources  
2221 South Clark Street  
Arlington, VA 22202  
[www.clir.org](http://www.clir.org)

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# Introduction

## What are the application guidelines and template?

The application guidelines and template serve as an instruction manual and--[if copied](#)--a collaborative workspace for preparing a *Digitizing Hidden Special Collections and Archives* application. The document walks applicants through each question in the application, providing information that should be covered in each response, space to draft responses to prior to copying and pasting into the online application, and the rationale behind each question. Throughout, you will see a template application form followed by:

**Guidelines** - The **Guidelines** provide additional detail to explain the requirements of each application section and question. In many instances, the **Guidelines** include specific details applicants should include in their responses.

**Why we ask** - The **Why we ask** passages offer additional background for each question, helping to show how it relates to the [core values](#) of the program, what reviewers are hoping to glean from an applicant's response, or how the submitted information will be used by CLIR. The [Applicant Toolkit Videos](#) provide even more context for some issues applicants have found challenging over the course of the program.

## How should I use the application guidelines and template?

Applicants should fill out the online application with the guidelines at hand and refer to them as they reflect on each question. The guidelines and template are provided as a [GoogleDoc](#) and in [PDF format](#) so that applicants may access the content in the most convenient way to them: online, downloaded, or printed for easy reference. The document may be navigated using the links and section headings in the [table of contents](#). All applications must be submitted through [the online application system](#).

## How do I know what will be required in the initial and final proposal rounds?

*Digitizing Hidden Special Collections and Archives* consists of a two-phase application process. The initial phase is an open call for proposals with a deadline of **May 20, 2020** (revised). Initial phase applicants must complete all of the prompts included in the "[Initial Proposal Phase](#)" section of the online application system and upload all documents **not** marked

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“Final round only.” In the final round, applicants invited to move forward are encouraged to review their entire proposal, making any necessary adjustments to prompts in the “[Initial Proposal Phase](#)” tab, updating/replacing any uploaded documents, completing the prompts in the “[Final Proposal Supplemental Questions](#)” tab, and supplying all remaining required documents. Documents required for the final round but not allowed in the initial phase include letters of support and subcontracts. Final round proposals are due **November 23, 2020** (revised).

## Where can I find other resources to help plan the proposal?

Applicants preparing a proposal should visit [the Applicant Resources page](#) on the Digitizing Hidden Collections website. This page includes short informational videos, successful sample proposals, a document library, and frequently asked questions. Applicants unfamiliar with the Survey Monkey Apply (SM Apply) system may wish to review CLIR’s Application System Instructions, available on [the Applicant Resources page](#). Other relevant resources are available on the [DLF Digitizing Special Formats wiki](#).

## A Note on Icons

### Hidden Collections Registry

CLIR’s [Hidden Collections Registry](#) is an open discovery tool that highlights rare and unique library, archival, and museum collections. The registry includes information about collections nominated for the Recordings at Risk and Hidden Collections grant programs, as well as information contributed by independent sources. All collections nominated for reformatting through Digitizing Hidden Collections, whether selected for funding or not, will be automatically added to the registry.



Fields from the Digitizing Hidden Collections application that inform the registry are marked with the icon of a list at left. Visit the [Hidden Collections Registry](#) for additional information and to explore sample entries.

### Document Uploads



Tasks from the Digitizing Hidden Collections application that require an uploaded document are marked with the up arrow icon at left, are listed in the [Application Uploads section](#) of this document, and are included in [Appendix B: Application Checklists](#).

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## Online Application

The information below follows the order and layout of the [online application](#). Applicants work through the online application by completing “tasks” that appear as tabs in a left-hand menu; each tab is represented below in the Heading 2 format. The bulk of the application is contained in the [Initial Proposal Phase](#) tab. The Initial Proposal Phase is divided into several pages to help applicants complete it in a series of manageable steps. This document is formatted to display 1) what is included on each tab and page within the online application; 2) guidelines that may be useful to developing responses to each question; and 3) “Why we ask” explanations to provide further insight into some questions.

**Note:** All fields are required unless marked “*Optional*.”

## Eligibility Questions

---

**Applicants must meet all of the following requirements. Check each section to confirm you have read and acknowledge the eligibility criteria.**

**The applicant institution(s) must be located in the United States or in an associated entity**, e.g., the Commonwealth of Puerto Rico or American Samoa. CLIR also accepts proposals for collaborative projects that include partnerships between U.S. and Canadian institutions. Collaborators at Canadian institutions may serve as co-principal investigators, but the lead institution must be an eligible U.S. institution

Confirm

**All materials proposed for digitization must be owned and held by collecting institutions in the United States or Canada;** the materials themselves must also be located in the United States or Canada.

Confirm

**Applicant institutions must fall under one of the following categories and meet the requirements for that category.**

1. Applicant institution(s) can be eligible if recognized by the Internal Revenue Service as tax-exempt under one of the following:
  - a. IRS Code Section 501(c)3
  - b. IRS Code Section 115
  - c. IRS Code Section 170(c)1
2. Government units and their agencies or instrumentalities not organized under IRS Section 501(c)3 can be eligible provided that collecting and disseminating scholarly and cultural resources are

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among the primary functions of the unit and grant funds will be used for charitable purposes within the scope of the Digitizing Hidden Collections program. We recommend that government units contact us at [hiddencollections@clir.org](mailto:hiddencollections@clir.org) to ascertain their eligibility prior to submitting an application.

3. Indian tribes, Alaska native villages, regional corporations, and village corporations can be eligible. For the purposes of this program, “Indian tribe” means any tribe, band, nation, or other organized group or community, including any Alaska native village, regional corporation, or village corporation (as defined in, or established pursuant to, the Alaska Native Claims Settlement Act (43 U.S.C. 1601 et seq.)), which is recognized by the Secretary of the Interior as eligible for special programs and services provided by the United States to Indians because of their status as Indians. A list of eligible entities is available from the Bureau of Indian Affairs, except for the recognized Alaska native villages, regional corporations, and village corporations, which should refer to applicable provisions in the Alaska Native Claims Settlement Act, referenced above.  
 Confirm

**Proposals must fall within the allowable range for project funds, duration, and dates.** Limitations differ between single-institution applications and collaborative applications.

Limitations: Single-institution applications

- Minimum allowable request for 2020: \$50,000
- Maximum allowable request for 2020: \$250,000
- Minimum allowable project term: 12 months
- Maximum allowable project term: 24 months
- Projects must begin between **April 1 and June 1, 2021** (revised)
- Projects must be completed by May 31, 2023

Limitations: Collaborative, multi-institution applications  
(partnerships/consortia)

- Minimum allowable request for 2020: \$50,000
- Maximum allowable request for 2020: \$500,000
- Minimum allowable project term: 12 months
- Maximum allowable project term: 36 months
- Projects must begin between **May 1 and June 1, 2021** (revised)
- Projects must be completed by May 31, 2024  
 Confirm

## Principal Investigators

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An individual may not be named as a Principal Investigator (PI) on more than one proposal, and may not serve as PI on two Digitizing Hidden Collections projects simultaneously.

Confirm

## Initial Proposal Phase

The Initial Proposal Phase tab in SM Apply contains the bulk of the application contents and is 5 pages long. In the document below, page divisions are marked by headers such as "Initial Proposal Phase Page 1 of 5". Before moving to the next page, the system will prompt you to "Save & Continue Editing." You may navigate to other pages of the form by using the "Previous" and "Next" buttons at the bottom of each page. You must enter something for each required element of the Initial Proposal Phase form to move to the next page (note: all fields are required unless marked "optional"). You may use filler content to continue navigation, but be sure to check all responses thoroughly prior to "Marking as Complete."

### INITIAL PROPOSAL PHASE PAGE 1 OF 5

#### SECTION 1: PROJECT SUMMARY

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##### **Applicant Institution (Legal Name)** ⓘ

Provide the full legal name of the institution applying for the grant. In the event this proposal is approved for funding, this institution will assume fiscal responsibility for the proposed project.

*Use this space to draft response*

##### **Applicant Institution (Colloquial Name)** ⓘ (optional)

If desired, provide a colloquial name for the applicant institution if it differs from the full legal name. If provided, this name will be used in CLIR's publicity about the award, including in press releases and on CLIR's website.

*Use this space to draft response*

##### **Project Title** (max. 50 words) ⓘ

A good project title is brief and includes language suggesting the subject matter of the source materials to be digitized. Titles of funded projects will be made available on [CLIR's funded projects website](#).

*Use this space to draft response*



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### Project Summary (max. 150 words)

Write a paragraph-length summary of the proposed project. Refer to the Application Guidelines, available on the [Applicant Resources page](#), for additional instructions.

*Use this space to draft response*

**Guidelines:** Write a paragraph-length summary of the proposed project that mentions the duration of the project, the names of participating institutions, the nature of the source materials to be digitized, major activities to be undertaken during the project, and the significance of the project for scholarship once completed. Summaries of funded projects will be made available on [CLIR's funded projects website](#).

**Why we ask:** This will be used for reference during review panel discussions. If the proposal is approved for funding, this summary may be used for outreach and publicity related to the *Digitizing Hidden Collections* program.

### Representative Image (max. 10 MB; .jpeg and .png formats only)

See [Representative Image](#) in the Application Uploads section for more detail.

**May CLIR use the representative image uploaded as part of this proposal on CLIR's website, Hidden Collections Registry, and in program-related social media?**

Yes       No

**Guidelines:** An applicant's response to the question will not affect the proposal's assessment in the competition for funding. CLIR staff will cite the holding institution if an image is used in one of these ways.

If yes, provide an appropriate citation for the image:

*Use this space to draft response*

### What is the size of the request (in whole dollars)?

Single institution projects may request between \$50,000 and \$250,000. Multi-institutional, collaborative projects may request between \$50,000 and \$500,000.

*Use this space to draft response*

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**Guidelines:** Requests may range in size from a minimum of \$50,000 to a maximum of \$250,000 for single-institution projects or \$500,000 for collaborative, multi-institution projects. Requests for amounts outside this range are not eligible for consideration. **Be sure to verify that the figure entered here matches the figure listed in your budget narrative and budget detail** (described in [Section 9: Funding](#) and [Appendix A: Budget](#))

**Provide the proposed project length in whole months, and list the project start and end dates.**

- Single institution projects
  - May last between **12 and 24 months**
  - Must begin between **April 1 and June 1, 2021** (revised)
  - Must end by **May 31, 2023**
- Multi-institution projects
  - May last between **12 and 36 months**
  - Must begin between **May 1 and June 1, 2021** (revised)
  - Must end by **May 31, 2024**

<b>Project Length:</b>	<i>Use this space to draft response</i>
<b>Project Start:</b>	<i>(format MM/DD/YYYY)</i>
<b>Project End:</b>	<i>(format MM/DD/YYYY)</i>

**Guidelines:** All projects should start on the **first** of the given month (e.g., January 1), and end on the **last day** of the given month (e.g., November 30) when the project closes. Multi-institution projects are required to select a later start date to account for any complications that may arise during the process of securing signatures for the IP agreements once funds have been recommended for award. Projects that include hiring as an initial step of the project may wish to consider a later start date as job descriptions for grant funded positions may not be posted until the official announcement of award is made.

### **Is this a collaborative project?**

Note that the maximum allowable request (\$500,000 vs. \$250,000) and the maximum allowable time frame (12-36 months vs. 12-24 months) are greater for collaborative projects. Additional information on eligibility for collaborative projects can be found on the [program website](#) and within [its FAQs](#).

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Yes       No

**Guidelines:** Collaborative projects should be thoughtfully designed and beneficial to all parties involved.

- Collaborators must be institutions located in the U.S. or an associated entity (e.g., American Samoa) [eligible to apply for funding](#) through this program or Canada-based institutions that fall within equivalent non-profit, government, or tribal categories.
- All collaborating institutions will be required to sign the program’s intellectual property (IP) agreement should the project be recommended for funding (model agreements are available in the Document Library on the [Applicant Resources page](#)).
- For the purposes of this program, ‘collaborative’ means that the applicant institution and any named partner institutions must have substantial responsibilities for and interests in the project beyond the mere fiscal management of grant funds or the receipt of funds for services provided. Proposed collaborations that are not approved by the review panel will only be considered for funding amounts up to \$250,000 and project lengths up to 24 months, the amounts available to single institution projects. Additional explanation of possible collaborative partnerships may be found in the [FAQ for the program](#).
- Applicants may choose to work with partners that provide support but are not substantially involved in project work. In these cases, their projects would be considered single institution projects rather than collaborative projects and the partners would not be listed in this section of the application.
- Digitization service providers are not eligible to be collaborative partners and are not expected to sign the program’s intellectual property agreement in the event a project is selected for funding.
- Applicants with questions about whether a partner organization can be considered a collaborating institution should write to [hidencollections@clir.org](mailto:hidencollections@clir.org).

### Collaborating institutions (if applicable)

Include the names of the collaborating institutions below.

<b>Institution 1</b>	<i>Use this space to draft response</i>
<b>Institution 2</b>	<i>Use this space to draft response</i>
<b>Institution 3</b>	<i>Use this space to draft response</i>
<b>Institution 4</b>	<i>Use this space to draft response</i>
<b>Institution 5</b>	<i>Use this space to draft response</i>

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If you require more than 5 institutions, please provide their details below (*optional*)

*Use this space to draft response*

**Project contact(s) at collaborating institution(s)** (*required for all applicants proposing a collaborative project*)

Provide information for the primary contact(s) at each institution collaborating on the proposed initiative. CLIR may share the submitted application and feedback from CLIR’s review panel with the individuals listed here and include them on relevant correspondence. If a proposal is funded, CLIR will contact representatives of partner organizations to arrange for signing and executing the required intellectual property agreement.

How many contacts would you like to add? (Choose from 1 to 10)

<b>Contact Name</b>	<i>Use this space to draft response; copy and paste table as needed for drafting additional contacts</i>
<b>Contact Institution</b>	
<b>Contact Email</b>	

If your project includes more than 10 institutions, please provide contact details for the remaining collaborating institutions using the following format:

Contact Name,Contact Institution,Contact Email

Separate each additional contact with a semicolon (;). (*optional*)

*Use this space to draft response*

**Tick to confirm:**

- The *Digitizing Hidden Collections* application guidelines have been shared with representatives from all institutions partnering on this project.
- Representatives from all institutions partnering on this project have had the option to participate in the project design process and have been given the opportunity to contribute feedback and edits to the draft proposal, including budget documents.
- Representatives from all institutions partnering on the project have been kept informed throughout the proposal design process and the final application materials have been shared, in full, with the primary contacts listed above.

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- ❑ Representatives from all institutions partnering on this project understand that, should funds be awarded, their institution will be required to sign the multi-institutional Intellectual Property (IP) agreement.
- ❑ All participating institutions meet the [Institutional Eligibility](#) requirements of the program and are prepared to submit the necessary proof of non-profit status.

**Collaboration Statement** (*Required for all applicants proposing a collaborative project, max. 250 words*)

Identify the ways in which your proposed project constitutes a collaborative effort, and describe the benefits of undertaking the project together, rather than individually. See the Application Guidelines, available on the [Application Resources page](#), for additional instructions.

*Use this space to draft response*

**Guidelines:** Explain how the collaboration advances the missions of each of the institutions involved and enhances the capacity of the project to support the creation of new knowledge. Describe measures taken to ensure all partners will contribute to and benefit from the project throughout the grant term.

**Why we ask:** Decisions on whether or not a project qualifies as collaborative will be made by the *Digitizing Hidden Collections* review panel, and this statement informs reviewers' assessments. Evidence of equitable partnerships should be included throughout the proposal and should not be limited to this section. All partner institutions should be included in the project design process, and partner institutions should receive an appropriate portion of the project funds for their labor, expertise, and other contributions.

**Resubmission?** (*optional; max. 250 words*)

Has this proposal previously been submitted for consideration? If so, list the year(s) you applied and explain what changes have been made in response to reviewer comments from the previous cycle(s). If a proposal for these project materials has been previously submitted to another CLIR grant program (i.e. Cataloging Hidden Collections; Recordings at Risk), also include that information here.

*Use this space to draft response*

**Why we ask:** An independent, [standing panel of expert reviewers](#) is responsible for assessing *Digitizing Hidden Collections* proposals and advising CLIR staff on the development of the program guidelines and application. While an individual application may be read by different reviewers from year to year and from round to round in the competition, an applicant's history with the program and

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responsiveness to previous reviewer comments are important considerations in panel deliberations. Reminding reviewers of this history can help them be clear, consistent, and thorough.

## INITIAL PROPOSAL PHASE PAGE 2 OF 5

### SECTION 1: PROJECT SUMMARY (cont.)

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#### Quantities and Types of Original Materials to be Digitized during the Project

Enter the estimated quantities and select the units of measurement and material types that most specifically describe the extent of source materials that will be digitized during the project. Begin by selecting the number of categories of materials to be digitized from the dropdown menu to generate data entry fields. For example, if you are digitizing a collection of manuscript volumes, photographs, and photographic negatives, you will select 3 categories (up to 10 categories are allowed).

Refer to the Application Guidelines, available on the [Applicant Resources page](#), for additional instructions.

**Note:** Do not describe the same materials twice, using different units of measurement. Account for each item only once.

How many categories would you like to enter? (*Choose from 1 to 10*)

- **Type of Materials:** (Select architectural drawings, artifacts, artworks, audio recordings, audiovisual recordings, books, ephemera, manuscripts, maps, mixed archival collections, musical scores, photographs, posters, serials, specimens, other)
- **Other Format:** (Provide material type if “Other” is selected above)
- **Amount of Material:** (Provide a numerical value)
- **Unit of Measurement:** (Select boxes, cubic feet, items, linear feet, pages, recorded hours, or volumes)
- **Additional Information:** (Provide any additional information to explain any information you have provided)

<b>Type of Materials</b>	<i>Use this space to draft response; copy and paste table as needed for drafting additional categories</i>
<b>Other Format</b>	
<b>Amount of Material</b>	
<b>Unit of Measurement</b>	

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<b>Additional Information</b>	
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**Guidelines:** Begin by selecting the total number of categories from the dropdown (between 1 and 10 are allowed) in order to generate data entry fields. To fill out each category, first select the appropriate format from the Type of Material dropdown menu. If the format is not listed, select “Other” and then write the type of format in the “Other Format” field (this textbox will appear only if you have selected “Other” from the dropdown menu). Next, enter the Amount of Material and select the Unit of Measurement; several units of measurement are suggested. If necessary, use the “Additional Information” textbox to provide more detail about the materials.

**Why we ask:** Understanding the extent of source materials to be digitized is essential for reviewers to assess whether the proposed timeline is realistic and whether the proposed costs are reasonable. At the same time, CLIR advises reviewers to consider all factors and circumstances affecting the cost of a project in making their funding recommendations, not just amount requested per item.

**Quantities, formats, and specifications of master digital files to be created during the project** 🗨️

Enter estimated quantities of uniquely described digital files to be created through digitization, as well as the relevant format(s) created and technical specifications for those formats (e.g., dpi, minimum pixel dimensions, bit depth, optical density).

If additional files are to be derived from those created in the digitization process for the purposes of backup, preservation and/or access, do not count these derivative files or formats in the totals entered; you may describe any derivative formats to be created and the purposes these will serve in the space provided for additional information.

Refer to the Application Guidelines, available on the [Applicant Resources page](#), for additional instructions.

To begin, select how many master digital file formats will be created. (*Choose from 1 to 10*)

<b>Quantity</b>	<i>Use this space to draft response; copy and paste table as needed for drafting additional contacts</i>
<b>Format</b>	
<b>Additional Information</b>	



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**Guidelines:** Enter estimated quantities of uniquely described digital files to be created through digitization, as well as the relevant digital format(s) created and technical specifications for those formats (e.g., dpi, minimum pixel dimensions, bitdepth, optical density). If additional files are to be derived from those created in the digitization process for the purposes of backup, preservation and/or access, do not count these derivative files or formats in the totals entered; you may describe any derivative formats to be created and the purposes these will serve in the space provided for additional information.

- For example, applicants may characterize their materials as follows: 80,000 image files in TIFF format at 600dpi (from which 80,000 image files in JPEG2000 at 300dpi will be derived for access); 750 audio files in .WAV format (from which 750 MP3 files will be derived for access).
- Reviewers typically expect applicants to adhere, at a minimum, to the technical specifications (e.g., resolution, bit depth) recommended by the [Federal Agencies Digitization Guidelines Initiative](#) for digitizing still images and audiovisual materials. Applicants should identify which standards or guidelines (FADGI or an alternative) they are following in their [Technical Plan](#).

**Why we ask:** Understanding the quantities of and specifications for the digital files that will be produced in the course of a proposed project is essential in order for reviewers to assess whether the proposed approach to digitization and digital preservation are appropriate and sustainable.

**List the name(s) and URL(s) of the catalogs/repositories/services through which the digitized files and/or associated metadata will be made available.**

Provide names and complete URL(s) for all portals through which content digitized through the proposed project will be available to researchers and the general public. Up to 10 portals may be listed.

(format: <http://www.address.com>)

**Note:** Even if there are legal or other constraints that prevent allowing full access to content for the general public, CLIR requires that descriptive metadata for all digitized content be dedicated to the public domain under a [CC0 Creative Commons waiver](#) and be freely available to the public. Exceptions may be made for culturally-sensitive metadata or sensitive personal information.

<i>Portal</i>	<i>URL</i>
---------------	------------

**Why we ask:** Digitizing Hidden Collections is a program created to support the creation of digitized content that is as openly available and easily discoverable as possible. Applicants are expected to make digital collections discoverable through avenues such as [portals that aggregate](#) collections and/or metadata, connect disparate collections, and are most likely to reach the greatest



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number of potential users.

## SECTION 2: DESCRIPTION OF CONTENT

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### Description of materials to be digitized (max. 350 words)

Provide a brief narrative description of the source materials nominated for digitization, including their subject(s), provenance, relevant associated communities, organizations, and events.

*Use this space to draft response*

**Guidelines:** Collections and materials nominated for digitization should support the [core values](#) of the *Digitizing Hidden Collections* program. When drafting the description, highlight aspects unique to the materials and show how materials at collaborating institutions, if applicable, are related. If relevant to the nominated materials, highlight how the materials diversify the historical record and increase the visibility of unrepresented or underrepresented communities.

### Geographic Scope (max. 50 words)

Describe the range of geographic regions represented in the nominated collection(s). Do not describe the current or future location(s) of the original source materials.

*Use this space to draft response*

### Date range of materials to be digitized

List your best estimate of the date range covered by the collection(s), in whole years. Dates should be formatted as YYYY-YYYY (e.g., 1979-1985).

Refer to the Application Guidelines, available on the [Applicant Resources page](#), for additional instructions.

*Use this space to draft response*

#### **Guidelines:**

- Enter the earliest and latest dates the original source materials in the nominated collection(s) were created, in whole years.
- Do not include historic dates that characterize the subject matter of the collection(s). For example, if a nominated collection is the personal papers of a nineteenth-century specialist who studied Greek archaeology of the fifth century

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BC, the age range would fall in the nineteenth century and not the fifth century BC.

### **Collection level descriptions** (if available)

If available, identify and provide the URL(s) for any collection-level descriptions currently accessible online. Up to 10 portals may be listed.

The existence of such descriptions is not a requirement for this award, and there is no minimum level of description required before collections can be eligible for digitization through this program.

<i>Portal</i>	<i>URL</i>
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**Why we ask:** Reviewers will use the included URL(s) to verify what descriptions are currently available online and may use them in their search for additional information about nominated materials to help them understand their scholarly significance.

### **List of collections to be digitized** (*No page limit, max. 2MB, .xls or .xlsx format only*)

See [List of Collections to be Digitized](#) in the Application Uploads section for more detail.

### **Current arrangement and description(s) of materials to be digitized** (*max. 250 words*)

Provide a brief narrative that summarizes the physical arrangement and the level(s) of processing, cataloging, or other descriptive work that has previously been done for the nominated collection(s). Include the date(s) this descriptive work took place and the standard(s) and/or current format(s) of the records that were created.

*Use this space to draft response*

**Why we ask:** While there is no minimum level of description required before collections can be eligible for nomination for this program, the central purpose of the program is to support digitization, and review panelists use this information to understand what additional labor may be necessary to provide access. Understanding the current arrangement and description of collections to be digitized helps reviewers assess applicants' ability to make realistic project plans. CLIR will also encourage reviewers to assess whether applicants' plans for creating metadata minimize duplication of previous efforts. Refer to the "Questions CLIR Asks Reviewers When They Assess Proposals" on the [Applicant Resources page](#) for additional information.

### **Current condition and housing of materials to be digitized and plans for their conservation and preservation** (*max. 250 words*)

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Describe the current condition and housing of the source materials to be digitized, including the means through which this condition has been assessed.

Refer to the Application Guidelines, available on the [Applicant Resources page](#), for additional instructions.

*Use this space to draft response*

### **Guidelines:**

- Identify the individual or individuals responsible for this assessment and approximately when the assessment took place. Such an assessment could be conducted by an external consultant or a less formal assessment conducted in-house.
- Describe the strategies to be employed for stabilization, conservation, and/or preservation of the materials, including the means through which this work will be supported and sustained long-term.
- Explain the environmental provisions made for the long-term management of the source materials and the strategy for responding to requests for access to them.
- No funds for conservation, stabilization, or preservation of physical materials are available through this grant program. Similarly, no funds related to the conversion or migration of born-digital files are available; all such costs are the responsibility of the holding institutions.

**Why we ask:** Understanding the physical condition and housing of source materials to be digitized in a proposed project will help reviewers assess whether an applicant is prepared to take appropriate measures in the care and handling of those materials both during and after a project's completion. Even though costs related to conservation, stabilization, or preservation are not fundable through this program, reviewers will nevertheless consider an applicant's preparedness to support and sustain these activities over time as an indication of institutional investment in and commitment to the project.

**Representative samples of materials to be digitized** (*max. 10 pages, 12 MB, .pdf format only*) 

See [Representative Samples of Materials to be Digitized](#) in the Application Uploads section for more detail.

**Description of samples** (max. 100 words)

Briefly describe the representative samples in the uploaded .pdf document.

Refer to the Application Guidelines, available on the [Applicant Resources page](#), for additional instructions.

*Use this space to draft response*

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**Guidelines:** Use this prompt to provide a brief description of the items included in the [Representative Samples of Materials to be Digitized](#) document uploaded. Applicants may wish to explain why these particular samples were included or other information that would inform the review panel.

**May CLIR excerpt from and display some portion of these representative samples on CLIR’s website or in program-related social media if the project is funded?**

Tick “yes” or “no,” indicating whether CLIR may display some portion of the provided samples on CLIR’s website or in program social media. CLIR staff will cite the holding institution if a sample is used in one of these ways. An applicant’s response will not affect the proposal’s assessment in the competition for funding in any way.

Yes       No

**If some samples may be displayed and some not, clarify which of the representative samples are permissible to display publicly.** (100 words max)

*Use this space to draft response*

## INITIAL PROPOSAL PHASE PAGE 3 OF 5

### SECTION 3: RIGHTS, ETHICS, AND RE-USE

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**Tick to confirm:**

- All parties to this proposal understand that as a condition of acceptance of any *Digitizing Hidden Collections* award from CLIR, all recipient institutions and collaborating partner organizations will be required to sign and execute the program’s [intellectual property agreement](#).  
 Confirm
  
- All parties to this proposal understand that as a condition of acceptance of any *Digitizing Hidden Collections* award from CLIR, all metadata and any software (if applicable) created in the course of funded project activities must be dedicated to the public domain under a [CC0 Creative Commons waiver](#) and be freely available to the public. Exceptions may be made for culturally sensitive metadata or sensitive personal information.  
 Confirm
  
- All parties to this proposal understand that as a condition of acceptance of any *Digitizing Hidden Collections* award from CLIR, recipient institutions, including collaborating institutions in cases of multi-institution projects, must not claim additional rights or impose additional access fees or restrictions to the digital files created through the project, beyond those already required by law or existing agreements. Digital copies of originals that are already in the public domain must

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also be in the public domain. CLIR strongly encourages grant recipients to share digital copies as public domain resources and/or with [Creative Commons licenses](#), as appropriate. Exceptions may be made for those materials in the public domain without the express wishes of local, traditional, and indigenous source communities.

Confirm

*Applicants who tick any of the boxes below must provide details clarifying their responses in the [Rights, Ethics, and Re-Use Statement](#), strongly justifying their choices. The decision to implement any of the items below within the project, apart from strongly justified legal or ethical reasoning, may make the proposal much less competitive.*

Tick all that apply:

- Applicant and/or partner institutions plan to incorporate watermarks or banding into access copies of the digital files created through this project. **Note:** watermarks and banding are only allowable for culturally sensitive materials.
- Applicant and/or partner institutions plan to charge fees for *commercial* re-use of the digital copies created through this project. If you plan on distinguishing between “commercial” and “non-commercial” users, please explain how you plan to define each group.
- Applicant and/or partner institutions plan to charge fees for *non-commercial* re-use of the digital copies created through this project. **Note:** CLIR almost never agrees to permit this on our projects and that revenue enhancement should not be advanced as rationale.
- Applicant and/or partner institutions plan to impose specific attribution requirements when digital copies created through this project are re-used by others.
- Use of project materials will be categorically restricted and/or end users will be required to obtain special permissions for reuse of some or all of the materials created under the grant.
- Some of the content within the collections nominated for digitization contains private or other potentially sensitive information that will raise legal or ethical concerns about providing access to the digital copies created through this project.


**Why we ask:** Openness is a [core value](#) of the Digitizing Hidden Special Collections and Archives program, and the program’s review panelists prioritize proposals that minimize restrictions on access and re-use. If the applicant believes that fees or other barriers to access are necessary, these should be fully justified in the [Rights, Ethics, and Re-use Statement](#). Any practices outside those justified by legal or ethical reasoning that reduce accessibility, obscure content, and prevent the fair use of content for innovative research purposes are viewed unfavorably by reviewers.

**Notes:**

- Watermarks and banding are no longer allowed in the Digitizing Hidden Collections program; exceptions can be made for reasons of cultural sensitivity.

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- Access restrictions necessary to protect privacy, to comply with cultural norms of indigenous or other marginalized communities, or to address other legal or ethical concerns will not compromise a proposal's competitiveness.

**Rights, Ethics, and Re-Use statement** (*max. 4 pages plus optional appendix, 5MB, .pdf format only*) 

See [Rights, Ethics, and Re-Use Statement](#) in the Application Uploads section for more detail.

**Upload letter(s) of support from community representatives** (*Optional*) (*Max. 10MB each, .pdf format only.*) **Final round only.** 

See [Letters of Community Support](#) in the Application Uploads section for more detail.

## SECTION 4: SCHOLARLY SIGNIFICANCE

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**Explain why you consider the nominated collection(s) to be “hidden” currently and describe the value and significance of the proposed project for the full range of scholarly disciplines and communities it will serve once the collections have been digitized and made accessible.** (500 words max.)

See Application Guidelines, available on the [Applicant Resources page](#), for additional instructions.

*Use this space to draft response*

**Guidelines:** Applicants must convincingly argue that their collections are “hidden” in the sense that they cannot be used for important scholarly work until they are fully digitized, discoverable, and accessible. Collections that document under-represented or under-studied groups or experiences may, for example, be considered “hidden” if documentation or those groups or experiences is not yet readily available online. This part of the proposal should state the ways in which the content of the collections is currently “hidden” from those who need it, and it should describe the importance that the completed project will have for teaching, research, and the creation of new knowledge.

Applicants should not merely provide a more detailed description of the nominated materials than is given elsewhere in the application. The statement should go beyond asserting the significance of the subject matter covered by the original materials, presenting a case for the potential use of the project deliverables beyond the holding institution(s) and the surrounding region(s). It should show how the digital files created through the project will impact multiple disciplines and diversify the online record of human experience; it should also

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explain how scholars', students', and related communities' understanding of those fields could be transformed through access to those files.

**Why we ask:** Scholarly and community significance is the primary [core value](#) upon which applications to this program are assessed. CLIR instructs reviewers to prioritize projects that expose collections that diversify the historical record, relate to a variety of disciplines and constituents, create opportunities to unite geographically dispersed but related content, and/or employ computational tools and methods to advance scholarship, teaching, and learning. This prompt is used by reviewers to assess ways that **equity, diversity, and inclusion** are being applied in the project.

Applicants should demonstrate that digitization of the proposed material is likely to have a broad impact on scholarship, even if the content is focused on a specific region or context. CLIR's review panel views "scholarship" as encompassing any likely use of digitized collections that would result in research, teaching, learning, art, or another public good. For additional information on "hiddenness," see "[So what do we mean by "hidden."](#)"

**Upload three letters of scholarly support for your project** (Max. 10MB each, .pdf format only.) **Final round only.** 

See [Letters of Scholarly Support](#) in the Application Uploads section for more detail.

## SECTION 5: PROJECT CONTEXT AND IMPACT

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**List and describe all envisioned project deliverables. Explain the means through which each will be available to the public, and any applicable conditions or terms affecting their availability.** (500 words max.)

See Application Guidelines, available on the [Applicant Resources page](#), for additional instructions.

*Use this space to draft response*

**Guidelines:** Applicants should describe all expected outcomes; how each will be made accessible to others, especially where measures are being taken to improve accessibility for specific user communities (e.g. visually or hearing impaired; users with limited internet access; foreign language speakers, etc.); and under what conditions outcomes and access will be available.

- Deliverables include the digital surrogates and related metadata created during the project; they may also include aggregations of those files and metadata with related files and metadata already available online.
- Metadata created through this program may conform to any appropriate standard or structure. Other possible deliverables include authority files,



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description and digitization manuals, training materials, research guides, or other outcomes.

**Why we ask:** Reviewers will use this list of deliverables for reference in their assessments of the proposed project plan and timeline, the qualifications of project participants to produce these deliverables according to that plan and timeline, and the overall potential impact of the project. If funded, this list of deliverables may be used by CLIR in evaluations of project reports and in assessment of the overall success of the project. Special measures to increase accessibility for specific user communities are not a requirement of this program but are often viewed favorably by reviewers, particularly if the proposal identifies a target user population with particular access needs.

**Describe any planned outreach, collaboration, and community engagement activities. (250 words max.)**

See Application Guidelines, available on the [Applicant Resources page](#), for additional instructions.

*Use this space to draft response*

**Guidelines:** Identify the communities most likely to be interested or invested in the digitization of the proposed collection(s). Describe how you plan to engage them and detail specific outreach approaches for each user group. Explain how outreach efforts seek to reach new audiences and engage underrepresented communities. Consider the potential impact of the project on scholarly, local, professional, and other related communities of interest.

Applicants seeking to digitize collections related to Native American, First Nations, or other indigenous communities are strongly encouraged to convene and appropriately compensate an advisory group of community members specifically for the project, which should be mentioned here, in the [project plan](#), and accounted for in the budget.

**Why we ask:** Reviewers look for outreach strategies that demonstrate an awareness of the full range of potential beneficiaries of a project, that show a creative and opportunistic approach to raising the project's profile, and that include occasions to solicit constructive feedback on project outputs. Reaching out to the public through routine institutional announcements or newsletters is helpful, but insufficient as an outreach and engagement strategy. This prompt is used by reviewers to assess ways that **equity, diversity, and inclusion** are being applied in the project.

**Describe externally held collections related to the materials nominated for digitization and describe plans for creating meaningful linkages to those collections. (250 words max.)**



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See Application Guidelines, available on the [Applicant Resources page](#), for additional instructions.

*Use this space to draft response*

**Guidelines:** Applicants should be as specific as possible in describing these related collections, particularly those held at institutions not participating directly in the project. The nature of the relationship between the collections described here and the collections nominated for digitization should be made explicit. Mention any meaningful linkages that will be created through aggregating related metadata for search and discovery (using registries, databases, or other well-known research portals), adopting common standards, protocols and/or controlled vocabularies, or promoting the joint use of the related collections directly to scholars and students. When relevant, applicants are strongly encouraged to identify and link to related materials held in external collecting institutions and to forge connections to related work by scholars at other institutions.

**Why we ask:** Among the [core values](#) of this program are to promote comprehensive coverage of significant fields of interest through digitized cultural heritage and to maximize linkages between related collections. In their evaluation, reviewers will use responses in this section to assess applicants' awareness of the wider context within which their collections are situated and their strategies for presenting their collections in that context. In keeping with the program's core value of connectedness, reviewers will be more inclined to support projects that make digitized sources and their metadata easily discoverable and accessible alongside related materials, especially through [aggregation and large-scale discovery portals](#).

**Describe any future scholarly initiatives that would be made possible by the completion of project work.** (250 words max.)

See Application Guidelines, available on the [Applicant Resources page](#), for additional instructions.

*Use this space to draft response*

**Guidelines:** Such initiatives may be those planned by the applicant institution or consortium or those that other individuals or organizations might launch as a result of the project. Examples may include but are not limited to research and assessment projects, digital scholarship, new forms of computationally intensive research, digital exhibits, and new online teaching and learning initiatives. Consider how these new scholarly endeavors will encourage participation of people with diverse perspectives.

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**Why we ask:** Reviewers consider responses to this question as they assess the overall potential impact of the project, as well as how the project aligns with the long-term goals for the applicant organization(s). This prompt is used by reviewers to assess ways that **equity, diversity, and inclusion** are being applied in the project.


## SECTION 6: PROJECT DESIGN

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**Explain the rationale behind the project's design. Describe prior research and/or experiences that have directly informed this design. If applicable, note any aspects that are unique to the project or any practices that will deepen the professional experience of individuals and build the capacity of participating institutions to undertake future work. (500 words max.)**

*Use this space to draft response*

**Why we ask:** Understanding applicants' levels of experience and familiarity with current professional standards and practices and with current research methods related to the use of digitized collections is critical to reviewers' assessment of the qualifications of the applicants for undertaking project work.

**Upload a project plan with timeline that includes all major project activities and deliverables. (max. 3 pages, 2MB, .pdf format only)** 

See [Project Plan](#) in the Application Uploads section for more details.

**Technical Plan (max. 4 pages, 5MB, .pdf format only)** 

See [Technical Plan](#) in the Application Uploads section for more details.

**Principal Investigators (250 words max.)**


In this section, summarize the relevant qualifications of up to three individuals who will be responsible for the deliverables named in the proposal or other work specified in the project or technical plans.

- The qualifications of all named Principal Investigators (PIs) must be included here. Up to three PIs are allowed.
- Individuals may not be named as PI on more than one proposal in an application cycle and may not serve as PI on two *Digitizing Hidden Collections* projects simultaneously.
- If this is a collaborative proposal, applicants are encouraged to select PIs from different institutions participating in the project, but no more than three PIs are allowed regardless of the number of collaborative partners.

*Use this space to draft response*

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**Why we ask:** Reviewers consider the experience of principal investigators to be essential indicators of applicants' capacity to complete a successful project. They will look to this section for concisely articulated reasons why individuals chosen to participate in this project are well-suited to undertake the specific responsibilities they will hold for project work.

**Upload resumes/CVs for the project PI(s)** (No page limit, 2MB, .pdf format only). 

See [PI Resumes/CVs](#) in Application Uploads section for more detail.

**Key project staff** (*required, if applicable*) (250 words max.)

If proposing the use of grant funds to cover, in full or in part, other key project staff, summarize the relevant qualifications of these individuals to accomplish the work proposed in the project or technical plans. If any of the individuals included in this section has not yet been identified or hired, applicants should explain the nature of the qualifications required of a candidate for that role in the project.

*Use this space to draft response*

**Why we ask:** Reviewers consider the experience of key project staff to be essential indicators of applicants' capacity to complete a successful project. They will look to this section for concisely articulated reasons why individuals chosen to participate in this project are well-suited to undertake the specific responsibilities they will hold for project work. This response should also include thoughtful reflection on how **equity, diversity, and inclusion** will be applied to the hiring and retention process. If one of the individuals included in this section has not yet been identified, reviewers will look to this section for evidence that applicants are properly prepared to hire a qualified candidate.

**Upload job description(s) for grant funded position(s)** (No page limit, 2MB, .pdf format only). 

See [Job Descriptions for Grant Funded Positions](#) in Application Uploads section for more detail.

**How many staff will be assigned to this project?** (75 words max.)

You may include students and volunteers in this list. List the number of applicable staff that will be assigned to the project and briefly describe their roles (e.g. professional, graduate student, etc.), noting how many are full-time and how many are part-time staff.

*Use this space to draft response*

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**Why we ask:** Reviewers will consider the numbers supplied in this section in their assessment of whether the project team is both manageable and of an appropriate size given the demands of the proposed work.

### **Will specialized skills or training be required?** (250 words max.)

Explain the nature of any skills or training necessary to undertake the project and how the applicant institution intends to solicit or provide it.

*Use this space to draft response*

**Why We Ask:** Reviewers consider whether the approach to recruitment or training proposed for the project seems appropriate given the institutional context, staffing plan, timeline, and workflow outlined elsewhere in the proposal. If special skills or training periods are required, time for such activity should be built into the [project plan and timeline](#). Additionally, if project funds are being requested for such activity, these should be further justified in the [Budget Narrative](#). This program encourages adequate training for all staff, especially those in term limited positions funded through the program. Such skill development builds institutional capacity. When such training is supported by the institution, this should be included as a cost-share in the [Budget Narrative](#) to show institutional support for the project.

## **INITIAL PROPOSAL PHASE PAGE 4 OF 5**

### **SECTION 7: SUSTAINABILITY**


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**Digital Preservation and Discoverability Plan** (max. 2 pages, 2 MB, .pdf format only) 

See [Digital Preservation and Discoverability Plan](#) in the Application Uploads section for more details.

### **SECTION 8: INSTITUTIONAL CAPACITY**

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**Upload a letter of support from the head administrator(s) of the applicant institution(s).** (Max. 10 MB, .pdf format only) **Final round only.** 

See [Letter of Institutional Support](#) in the Application Uploads section for more details.

### **Equity, Diversity, and Inclusion** (300 words max.)

Drawing from the points already made about equity, diversity, and inclusion as related to the materials nominated for digitization, the plans for scholarship and outreach, and hiring and retention practices, discuss how these plans fit within institutional goals and initiatives and how these will be sustained into the future. Also specifically address:

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- Your team’s efforts to include and retain groups that are underrepresented among cultural heritage collections and practitioners. These include—but are not limited to— persons with disabilities, LGBTQIA+ individuals, and people of Hispanic or Latino, Black or African-American, Asian, Middle Eastern, Native Hawaiian or Pacific Islander, First Nations, American Indian, or Alaskan Native-descent;
- Past experiences that have informed the project team’s approach to equity, diversity, and inclusion;
- Ways you will encourage the participation of people with diverse perspectives in your project activities (e.g. hiring or supporting scholarship from individuals from underrepresented groups), and how these efforts will be supported by the applicant institution(s).

*Use this space to draft response*

**Why we ask:** The Andrew W. Mellon Foundation, CLIR, and the *Digitizing Hidden Collections* reviewers are committed to supporting inclusive values and initiatives that broaden representation and access. It is helpful for reviewers to understand how the project team is thinking about these issues, how the project staff will promote them within the context of the proposed initiative, and what support can be expected from the participating institution(s) for this work.

### **Institutional Priorities** (250 words max.)

Describe the applicant's institutional priorities for digitization, digital collection development, maximizing access, and supporting scholarship, learning, and/or the public good, as well as those of any collaborating institution(s). Explain the relationship of the proposed project to those priorities. Applicants may mention or cite relevant details given elsewhere in the proposal and supporting documentation but need not repeat those details in their entirety. The purpose of this section is to provide space for additional evidence of the applicants’ motivation to undertake the proposed project and sustain its outcomes beyond the project term.

*Use this space to draft response*

### **Institutional Strengths** (500 words max.)

Describe the institutional strengths that justify the undertaking of the proposed project by the applicant and any collaborating institutions. Strengths may include existing infrastructure, partnerships, professional associations, staff experience, access to local expertise (scholars, volunteers, students), financial or other resources, etc. Applicants may mention or cite circumstances that are described in greater detail elsewhere in the proposal but need not repeat those details in their entirety.

*Use this space to draft response*

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**Why we ask:** The purpose of this section is to provide evidence of the applicant's preparation for and suitability to undertake the proposed project. CLIR's review panel prioritizes funding projects that align well with both applicants' and partners' institutional priorities, especially those formalized in institutional strategic agendas, collection development policies, or other relevant institutional plans. This alignment increases the chances that a funded project would succeed and retain the support of institutional leaders beyond the term of a grant. Examples of this can be provided in the "Prior Initiatives" section below.

### **Building capacity** (250 words max.)

Describe how this project builds local institutional capacity for undertaking and sustaining digital projects, including any planned professional development, training, or mentorship opportunities for all staff involved.

*Use this space to draft response*

**Why we ask:** The purpose of this space is to reflect on the long-term impact of the project locally, recognizing the importance of professional development for all project staff, including permanent staff, short-term staff, student workers, and volunteers. Reviewers for this program are keenly interested in supporting projects that create opportunities for all project stakeholders to grow in experience and to increase their potential to undertake important work with special collections and archives in the future.

### **Prior Initiatives** (100 words max. each)

Provide up to three examples of prior initiatives that demonstrate preparedness of the institution(s) to undertake project work.

*Use this space to draft response; duplicate as needed*



**Why we ask:** This information helps reviewers assess an applicant's depth of relevant experience. A priority of this grant program is to promote inter-institutional collaboration and resource sharing, particularly strategies that have proven cost-effective, efficient, and useful models for others. Examples of successful collaboration, or examples that demonstrate a level of engagement with broader professional and academic communities, are particularly welcome and strongly recommended for applicants proposing collaborative projects.


## **SECTION 9: FUNDING**

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**NOTE:** These Guidelines & Template have been revised to [reflect modifications to the proposal deadlines](#), [the allowable project start dates](#) for the 2020 *Digitizing Hidden Special Collections and Archives* cycle, and [final round requirements](#). Changes have been highlighted in yellow throughout.

CLIR requires all applicants to complete and upload two budget documents:

- **Budget Narrative**   
See [Budget Narrative](#) in the Application Uploads section for more detail.
- **Budget Detail** (must be submitted using CLIR's Excel form, available for download on the [Applicant Resources page](#))   
See [Budget Detail](#) in the Application Uploads section for more detail.

**Subcontracts** (*required if applicable*) (*No page limit, max. 10MB, .pdf format only*) **Final round only.** 

See [Subcontracts](#) in the Application Uploads section for more detail.

## INITIAL PROPOSAL PHASE PAGE 5 OF 5

### SECTION 10: APPLICANT INFORMATION

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#### Applicant Institution Address

The address at the lead applicant institution to which, if awarded, the check will be sent.

<b>Payable to Institution Name</b>	<i>Use this space to draft response</i>
<b>Department</b>	<i>Use this space to draft response</i>
<b>Contact Name</b>	<i>Use this space to draft response</i>
<b>Address</b>	<i>Use this space to draft response</i>
<b>City</b>	<i>Use this space to draft response</i>
<b>State</b>	<i>Use this space to draft response</i>
<b>Zip Code</b>	<i>Use this space to draft response</i>
<b>Contact Email</b>	<i>Use this space to draft response</i>

#### Contact information for principal investigator(s)

Provide the contact information for up to three Principal Investigator(s) (PIs) for the proposed project. The PI(s) will take direct responsibility for completion of the project,

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should funds be awarded. They must be significantly involved with the project's direction and execution and will be responsible for submitting required narrative and financial reports to CLIR.

The primary Principal Investigator, to be listed first, is the person who will take direct responsibility for completion of the project, should funds be awarded. They should be significantly involved with the project's direction and execution and will be responsible for submitting required narrative and financial reports to CLIR and for all other project-related communications with CLIR. Normally the primary Principal Investigator is formally affiliated with the Applicant Institution.

<b>Salutation</b>	<i>Use this space to draft response; copy and paste table as needed for drafting additional contacts</i>
<b>First Name</b>	
<b>Last Name</b>	
<b>Title</b>	
<b>Institution</b>	
<b>Email</b>	
<b>Address</b>	
<b>City</b>	
<b>State</b>	
<b>Zip Code</b>	
<b>Country (If not U.S.)</b>	

**How many additional PIs would you like to propose?** (Between 0 and 2)

**Is CLIR's point of contact during the application period someone other than the proposed Principal Investigator (e.g., a grants administrator or project manager)?**

- Yes
- No

**Application Contact**



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If CLIR's point of contact during the application period should be someone other than the proposed Principal Investigator(s) (e.g. a grants administrator or project manager), enter the name and contact information for the relevant individual here.

- If an Application Contact is designated, CLIR will address any questions related to a submitted application to this person.
- Should a proposal be approved for funding, CLIR will address any subsequent questions related to a funded project to the primary Principal Investigator.

**Salutation**

*Use this space to draft response; copy and paste table as needed for drafting additional contacts*

**First Name**

**Last Name**

**Title**

**Institution**

**Email**

**Address**

**City**

**State**

**Zip Code**

**Proof of Nonprofit Status** (No page limit, max. 2MB, .pdf format only) 

See [Proof of Nonprofit Status](#) in the Application Uploads section for more details.

**Board/trustee list.** **Final round only.** 

See [Board/Trustee List](#) in the Application Uploads section for more details.

## Final Proposal Supplemental Questions

The Final Proposal Supplemental Questions will only be visible to applicants in SM Apply if invited to submit during the final proposal round. This tab within the online grant management system is 1 page long. Applicants have the option to "Save & Continue Editing" if all prompts cannot be completed in one session (note: all fields are required unless marked "optional"). You may use filler content to continue navigation, but be sure to

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check all responses thoroughly prior to “Marking as Complete.”

**Final proposal adjustments** (*max. 250 words*) **Final round only.**

Following the initial proposal round, reviewers provide feedback; the final proposal should be revised to address these comments. Briefly summarize the changes you have made in the final version in response to reviewer comments and point to where the revisions can be found in the final proposal.

*Use this space to draft response*

**Why we ask:** An [independent, standing panel of expert reviewers](#) is responsible for assessing Digitizing Hidden Collections proposals and advising CLIR staff on the development of the program guidelines and application. While an individual application may be read by different reviewers from year to year and from round to round in the competition, an applicant’s history with the program and responsiveness to previous reviewer comments are important considerations in panel deliberations. Reminding reviewers of this history can help them be clear, consistent, and thorough.

**Effects of COVID-19** (*max. 250 words*) **Final round only.**

So much has happened in the world since your project development and proposal writing began. Use this space to share 1) how the ongoing pandemic has affected project planning and design and 2) what risk mitigation strategies you have in mind should elements of your project become difficult or impossible to implement. In addition to these two points, we welcome other brief reflections on the effects of the pandemic and current economic crisis on your organization.

*Use this space to draft response*

**Why we ask:** Reports of the effects of COVID-19 related closures and quarantine in the GLAM and cultural heritage sectors have been dire. In consultation with reviewers, we felt it was important to allow dedicated space for you to address how this has affected your organization. Before review panel meetings, CLIR staff always highlights trends and concerns observed during the application process; staff will guide the panel not to withdraw funding recommendations on the basis of possible future pandemic impacts. CLIR may use anonymized responses in future reports or to inform CLIR’s program strategy and guidelines going forward.

**Rationale for digitization service provider selection** (*max. 150 words*) **Final round only.**

If an external vendor will perform digitization, explain why you selected that service provider. Discuss elements of the service provider proposal that had significant impact on the selection and why you trust they will perform technically competent digitization

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appropriate for the nominated materials. Compare these elements with the offerings of alternate service providers considered during project planning.

If your institution has a policy against selecting a vendor prior to the award of grant funds, identify a tentative/provisional vendor for the purposes of preparing the grant budget and explain how institutional procedures and policies will govern making final selections in the event grant funds are awarded.

*Use this space to draft response*

**Why we ask:** This statement helps reviewers see that the applicant has conducted enough research to make a sound decision about which external service provider is best suited to perform the work required for the proposed project, given the nature of the materials to be digitized, geographic and other circumstances, and the capacity of the applicant institution(s). While cost efficiency is appreciated, reviewers understand that the least expensive provider may not always be the best choice, and this section gives applicants the opportunity to describe the factors that are most important in selecting the service provider(s) for the project.

**Is your organization a college, university, or federally recognized tribal organization?**

- Yes
- No

**If no, you will be prompted to provide a [Board/Trustee List](#) once you have completed this application form.**

## Application Uploads

**Note:** *The Digitizing Hidden Collections application is completed in two phases: an open, initial phase and a closed, final phase. Uploads below are designated as "Initial" or "Final" and include references to the thematic sections of the proposal for additional context. References to the uploads have also been included throughout the guidelines with an upload icon.*

**Any uploaded documents that exceed specified page limits will be truncated prior to being shared with the Digitizing Hidden Collections review panel. Be sure to verify all documents prior to and after upload.**

**To edit uploaded documents:** *Should changes be needed after a document is uploaded, click on the "..." icon to edit, preview, download, or remove the file.*

[Initial Round Uploads](#) | [Final Round Uploads](#)

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## Initial Round Uploads

### Representative image

Upload one image to represent the project in the Hidden Collections Registry, on CLIR's website, or in program-related social media.

- *Max 10MB, .png, .jpg, .jpeg format only*
- *Images should be a minimum of 500 x 500 and a maximum of 2500 x 2500 pixels.*
- This supports the content in [SECTION 1: Project Summary](#).

**Why we ask:** This image will be used to identify and promote the collection(s) on [CLIR's Hidden Collections Registry](#), on CLIR's website, or in program-related social media. Examples of images used by past projects may be viewed by browsing the funded projects in the Registry.

### List of collections to be digitized

Complete a list of the collection(s) or partial collection(s) to be digitized through the grant, following [CLIR's template](#). Include information on the amount(s) and format(s) of materials to be digitized from each collection, the holding institution(s), and re-usage rights applicable for each collection.

- *No page limit, max. 2MB, .xls or .xlsx format*
- This supports the content in [SECTION 2: Description Of Content](#).

**Why we ask:** At a glance, this list gives reviewers a more complete understanding of the sources and variety of materials nominated for digitization and the proportion of the materials that may be subject to access restrictions.

### Representative samples of materials to be digitized

Upload a .pdf document containing images of up to ten (10) selected items from the collection(s) to be digitized. This document must be no more than 10 pages in length. Each image should be accompanied by a brief, one-sentence description and full citation that includes the following:

- The name of the holding institution,
- The collection title,
- Any identification numbers or shelfmarks, and
- Any available information about rights or licensing.

The document may contain embedded URLs linking to additional content, such as sample audio or audiovisual files, but must contain samples of no more than ten (10) items.

- *Max. 10 pages, 12MB, .pdf format only*
- This supports the content in [SECTION 2: Description of Content](#).

**Why we ask:** This document should give reviewers a clear impression of the source materials nominated for digitization, helping them understand their current

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condition and future potential to support scholarship and teaching. This document is descriptive in nature; citation should be brief. Applicants may also indicate whether or not CLIR may use the representative sample as described in [SECTION 2: Description of Content](#).

## Rights, ethics, and re-use statement

Upload a .pdf statement responding to the prompt in the Application Guidelines, available on the [Applicant Resources page](#).

This statement should not be a “boilerplate” institutional policy or template but should be tailored to this project and to the requirements listed in the Application Guidelines. The statement should describe any assumed rights, explaining thoroughly why rights are known to be open or, conversely, why rights are known to be restricted.

- *Max. 4 pages plus optional appendix, 5MB, .pdf format only*
- This supports the content in [SECTION 3: Rights, Ethics, And Re-Use](#).

**Guidelines:** Upload a description of up to four pages that:

- Summarizes all known rights, embargoes, and access or legal restrictions applicable to the source materials to be digitized and describes how these rights, embargoes, or restrictions will be communicated to the public (such as employing the standardized, machine-readable statements provided at [RightsStatements.org](#)). It is crucial that proposals include (a) clear identification of each category of source materials in the project and the restrictions or rights issues that may be applicable to each category; (b) the proposers’ plans for addressing and eliminating any restrictions; (c) whether work has begun to address copyright or related concerns; (d) the total percentage of materials that will be affected by restrictions; and, (e) any access or reuse controls to be implemented for project materials (i.e., any items checked in [SECTION 3: Rights, Ethics, and Re-Use](#));
- Identifies and explains any ethical considerations that affect circulation of, access to, or re-use of the digital copies. The extent and nature of ethical issues and the anticipated impact on access to project materials must be carefully explained;
- Explains the specific terms under which users of the collections will be able to access and re-use the digital copies created through the project;
- Describes any other measures to be taken to restrict access to or re-use of the digital copies in order to comply with the law or with applicable, pre-existing agreements or contracts;
- Describes how the institution will uphold ethical and moral claims and the rights of interested individuals or communities if personally or culturally sensitive information is present (or could potentially be present); and
- Clarifies and strongly justifies decisions that led you to tick any of the boxes in the section above ([SECTION 3: Rights, Ethics, and Re-Use](#)).

Approaches that avoid due diligence by shifting responsibility for determining

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usage rights to users have been viewed unfavorably by reviewers for this program. Applicants should include copies of, or links to, institutional policies, deeds of gift, or other additional documents in this section as an optional appendix to this section. Where reliance on a deed of gift is the basis for asserting a lack of copyright or privacy concerns, supporting documents must be included. If fees will be charged, a copy of or link to the proposed fee structure must be submitted in this appendix for review. This appendix should be combined into the same PDF as the statement, led by a cover sheet identifying each additional document.

**Why we ask:** This statement will allow reviewers to assess how well applicants understand the legal and ethical issues pertaining to their collections and how well prepared they are to sign the required agreements. This statement also helps reviewers assess the degree to which a proposal reflects the program's commitment to supporting open, free, unrestricted access to digitized scholarly content when no legal or ethical constraints prohibit such access.

## Project plan

Upload a project plan that includes all major project activities and deliverables, including a project timeline with deliverable deadlines. Refer to the Application Guidelines, available on the [Applicant Resources page](#), for additional instructions.

- *Max. 3 pages, 2MB .pdf format only*
- This supports the content in [SECTION 6: Project Design](#).

**Guidelines:** The timeline for the project should be as explicit as possible.

- Project funds may not be applied to activities or charges occurring before the project start date; however, applicants may briefly describe related activities, funded through other means, that occur in a “pre-award period” that may help reviewers understand the institutional groundwork laid for the project’s success.
- The plan should identify major activities to be undertaken during each phase of the proposed grant term and name the parties who will participate in those activities. Applicants may choose to divide the term into months or quarters of each year.
- The plan may include tables, diagrams, images, references, etc. at the applicant's discretion, but may not exceed the three-page limit.
- To ensure clarity for reviewers, the language used to describe project activities and deliverables should be the same as that used elsewhere in the proposal, such as in the list of project deliverables or in the technical plan.
- If training was required for any staff, account for that in the timeline either during the defined project term or in a “pre-award” timeframe.
- If significant project funds are dedicated to the salaries/wages of term-limited positions, consider that hiring may take considerable time. No solicitation of applications may be made until the official award announcement by CLIR (typically in the first two weeks of January).

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## Technical plan

Upload a document that explains how the equipment, technologies, standards, specifications, and methodologies to be employed for the project relate to one another in a step-by-step workflow that will result in the project's major deliverables. Refer to the Application Guidelines, available on the [Applicant Resources page](#), for additional instructions.

- *Max. 4 pages, 2MB, .pdf format only*
- This supports the content in [SECTION 6: Project Design](#).

**Guidelines:** This document should explain how the equipment, technologies, standards, specifications, and methodologies to be employed for the project relate to one another in a step-by-step workflow that will result in the project's major deliverables.

- It is highly recommended that this document include at least one “mock-up” image that gives reviewers a clear idea of the context within which newly created digital files will be presented online, including examples of all descriptive information or metadata to be created and associated with those files. Any metadata or content that will be restricted in some way should be clearly marked.
- After outlining the proposed workflow in detail, applicants should briefly explain how the proposed methods and tools relate to current practice at their institution or in their community, mentioning any particularly innovative features of their approach within this context.
- Describe the proposed approach for quality control of the project deliverables.
- Applicants must explain the standards or technologies to be employed and explain why these best suit their project. Any deviations from the selected standards should be explained and justified. Applicants might find information from the [Digitizing Special Formats wiki](#), which is curated by CLIR's Digital Library Federation (DLF) program, helpful in making technical plans.
- For technical specifications (e.g. resolution, bit depth, etc.), reviewers typically expect applicants to adhere, at a minimum, to the recommendations by the [Federal Agencies Digitization Guidelines Initiative \(FADGI\)](#), unless an alternate standard is proposed.

**Why we ask:** Reviewers look to the technical plan for evidence of applicants' preparedness to undertake project work thoroughly, efficiently, and through the most cost-effective means possible, without compromising quality control measures or assessment and outreach activities described elsewhere in the proposal. Reviewers also use this document to assess applicants' understanding of current standards and best practices for digitization of special formats held in cultural institutions.

## PI resumes/CVs

Upload a resumé/CV for each of the named project principal investigators (limit three).

- *Max. 2MB each, .pdf format only*



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- This supports the content in [SECTION 6: Project Design](#).

**Why we ask:** Reviewers will seek to verify any claims applicants make in their descriptions of the qualifications of individuals named in [SECTION 6: Project Design](#) with evidence of relevant prior experience in these resumes. If a job description is provided for an unnamed individual, reviewers will consider whether applicants have realistic expectations about what they can require and who they can attract in their given time frame, salary range, and geographic location(s).

## Job Descriptions for Grant Funded Positions (optional)

Upload resumés/CVs for key project staff whose work will be covered by grant funds, in full or in part, *or* job descriptions if the positions will be filled at a later date. Refer to the Application Guidelines, available on the [Applicant Resources page](#), for additional instructions.

- *Max. 2MB, .pdf format only*
- This supports the content in [SECTION 6: Project Design, Budget Narrative, and Budget Detail](#).

### Guidelines:

- Submitted resumés/CVs should be brief and highlight the qualifications and experience of the individual specifically linked to the project work they will be expected to complete.
- If the applicant proposes the hiring of a new position, upload the job description or a draft description that will be used for the hiring process. In addition to a brief description of the type of work expected, include the required and preferred qualifications, rate of pay, a brief description of the benefits package (if applicable), and the term of the position if not permanent.
- If hiring student workers, a single job description may be submitted with an indicator of how many like-positions are expected to be hired over the course of the project.
- Combine multiple descriptions into a single pdf.

**Why we ask:** Reviewers will use any documents provided to evaluate whether applicants have realistic expectations about what they can require and who they can attract in their given time frame, salary range, and geographic location(s). The qualifications listed in the descriptions should be commensurate with the salary/wages and benefits listed in the [Budget Narrative](#) and [Budget Detail](#).

## Digital preservation and discoverability plan

Upload a digital preservation and discoverability plan explaining how project deliverables will be made secure and discoverable for the long term. Refer to the Application Guidelines, available on the [Applicant Resources page](#), for additional instructions.

- *Max. 2 pages, 2MB, .pdf format only*



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- This supports the content in [SECTION 7: Sustainability](#).

**Guidelines:** Upload a digital preservation and discoverability plan explaining how project deliverables will be made secure and discoverable for the long term. This document is uploaded as a separate task in the application system.

- The digital preservation and discoverability plan should identify where digital files created through this project will be stored, how they will be backed up, and the steps the applicant will take to ensure that the files and metadata are checked regularly for continued integrity (i.e., lack of corruption, loss and/or errors) and monitored for possible future migration
- This plan should identify clearly the parties accepting responsibility for sustaining those preservation activities after the conclusion of the project; the basic terms under which they would provide such services; and the qualifications of the parties to provide them. Should any such activities be outsourced, applicants can upload the relevant subcontracts (or proposals/requests for proposals, as appropriate) on the Funding tab. (*note:* subcontracts are only requested for the final round)
- The plan should describe actions to be taken if technical or other circumstances require the migration of project files and metadata from one system to another.
- The plan should also explain how digital files, their associated metadata, and any software developed through the project will be made easily discoverable and accessible to relevant user communities for the long term. It should justify why these means are appropriate given the subject matter and/or users of the source materials to be digitized. This explanation should include any measures to be taken to maintain, update, aggregate and publish project metadata for external harvesting.
- If access to digital copies created through the project will be restricted or controlled in some way, the digital preservation and discoverability plan should explain how these access policies will be re-assessed and adjusted in the future. Applicants may choose to cite or briefly mention plans detailed elsewhere in the proposal rather than repeating such information.

**Why we ask:** One of this program's [core values](#) is the promotion of sustainable practices for creating and maintaining access to digitized special collections and archives. Recent research suggests that high proportions of digital files in online repositories become less accessible and discoverable over time because of the failure to migrate and maintain those files in robust systems that remain compatible with up-to-date search, discovery, and retrieval protocols. For more details on the motivation behind this aspect of the program, see "[How do we Ensure Digitized Collections Remain Discoverable?](#)", CLIR Issues 99.

## Budget narrative

Upload a .pdf responding to the prompt in the Application Guidelines, available on the [Applicant Resources page](#).

- *No page limit, max. 2MB, .pdf format only*

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- This supports the content in [SECTION 9: Funding](#).

**Guidelines:** The budget narrative must describe and justify the cost assumptions for each category and line item in the budget detail. The narrative should include the following six sections, as applicable to your project.

- *Line items:* Explain the need for each budget line and the method(s) used to compute the projected costs.
  - *Salaries/Wages:* For any staff working on this grant, provide an explanation of the salary range and job classification as well as any differences from the salaries and classifications of permanent staff. CLIR and the *Digitizing Hidden Collections* reviewers expect to see fair and equitable wages, aligning with comparable positions in the region. Show evidence that the requested salary meets this requirement, citing institutional policy or reliable salary statistics relevant to the position and location. Consider the precarity of term-limited laborers and insure your proposal shows evidence of the capacity to help short-term staff transition to future employment. See [Appendix A: Budget](#) for additional explanation of salaries.
  - *Fringe benefits:* For any staff hired on this grant, provide a justification for and explanation of the fringe benefits rate. Include a 1-2 sentence explanation of what is included in the fringe rate (e.g., health care, vacation, etc.) as well as justification for any limitations that may be placed on benefits for term-limited labor (e.g., probationary periods before benefits begin).
  - *Consultant and training fees:* Provide the name or type, as appropriate, of any consultants or training services which will be used. If consultants are being used for processing of materials, justify this over the use of hiring an employee that would be eligible for benefits. If training is being supplied, detail who will have access to the training. See also CLIR's [Guidelines for Grants Involving Consultants or Subcontractors](#).
  - *Equipment/Supplies:* Include a description of all equipment, supplies, and materials necessary for the digitization of the materials and to achieve stated project goals. The total amount for all items included in this section should abide by the maximums described in [Appendix A: Budget](#).
  - *Services:* List and describe any services (e.g., server time, backup charges) related to project objectives that are not included under other budget categories. This includes subcontracts with vendors. See also CLIR's [Guidelines for Grants Involving Consultants or Subcontractors](#).
  - *Other:* List and describe all other items not previously listed. Note that undefined "miscellaneous" and "contingency" categories are not acceptable. Allowable costs under other could include expenses related to conference attendance, convening of advisory boards, and outreach activities. Note that some categories have funding caps; refer to [Appendix A: Budget](#) for more information.
- *In-house digitization costs:* Explain how you have arrived at your cost estimates for in-house digitization and metadata creation, including a

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description and justification for the calculation(s) used. Your explanation must include details about how salary and benefit amounts have been calculated as well as per-item digitization and metadata creation cost estimates for each type of material to be digitized through the grant. CLIR and the Digitizing Hidden Collections review panel are committed to supporting fair compensation for workers on funded projects, including for contingent laborers.

- *Vendors:* If the digitization work is being outsourced, include the vendor(s) being considered and describe and justify the associated costs. See CLIR's [Guidelines for grants involving consultants or subcontractors](#) for more information. Note that formal vendor quotes are not required until the second round of competition, when they should be uploaded under "subcontracts."
- *Grant management:* Briefly explain how the applicant institution would manage the grant funds if awarded.
- *Cost share:* Describe the direct contributions to be made by the applicant (and partnering) institutions to the project, e.g., staff time or the purchase of equipment and supplies for which grant funds are not being requested. Cost share is not required in this program, but reviewers consider cost sharing as one indicator of institutional support when evaluating the proposal. If your institution prohibits including a cost share in a proposal, applicants should specifically note this. CLIR does not fund indirect costs, and indirect costs should not be included as part of an applicant's cost share. See [CLIR's indirect cost policy](#).
- *Private foundations (if applicable):* Applicants whose organizations are private foundations must include a section in the budget narrative addressing the foundation's need for external funding support through this program. The rationale should identify the major funding sources of the organization and state the reasons the activities described in the proposal cannot be supported from these sources.
- *Collaborative partners (if applicable):* Describe how grant funds will be shared by the participating partner institutions and how the proposed distribution of funds will encourage an equitable partnership. If one or more institutions will receive a significantly greater proportion of the grant funds than the other collaborating partner(s), explain the reasoning behind this distribution of funds and how it will benefit all partners. The Andrew W. Mellon Foundation, CLIR, and the *Digitizing Hidden Collections* reviewers expect evidence of fair compensation for labor at all institutions.

You may also include additional narrative sections related to your budget as necessary to provide the reviewers with appropriate context.

## Budget detail

Complete one of CLIR's Budget Detail Excel templates, available on the [Applicant Resources page](#), choosing the version of the template that corresponds to the length of the proposed project.

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- *Max. 2MB, .xlsx format only*
- Select the appropriate detail template based on project length:
  - Applicants proposing **12-month projects** should use the one-year template;
  - Applicants proposing projects that will last **more than 12 but no longer than 24 months** should use the two-year template; and
  - Applicants proposing multi-institution projects lasting **more than 24 months, up to 36 months**, should use the three-year template.
- This supports the content in [SECTION 9: Funding](#).

**Guidelines:** Provide a detailed budget broken out by year. The budget detail must be submitted using CLIR's budget form, available on the [Applicant Resources page](#). Should the proposal be selected for funding, this budget will also be used to report financials in the project's interim and/or final reports to CLIR.

- If this is a collaborative project, funds will be disbursed to the applicant institution. CLIR will not disburse funds for one award to several institutions. The submitted budget should aggregate the total funds requested.
- Cost share should not be included in the budget detail. However, applicants are encouraged to note any financial or in-kind support provided by their institution in support of this project as part of their budget narrative.
- For more detailed information about the budget, including step-by-step instructions on completing the form, refer to [Appendix A: Budget](#).

## Proof of nonprofit status

All applicants, including collaborating institutions, must provide proof of their non-profit status. See Application Guidelines, available on the [Applicant Resources page](#), for additional instructions.

- *No page limit, max. 2MB each, .pdf format only*
- This supports the content in [SECTION 10: Applicant Information](#).

**Guidelines:** All applicants, including collaborating institutions, must provide proof of their non-profit status. This document must include the applicant institution's legal name and Employer Identification Number (EIN; this number is also known as a Federal Tax Identification Number).

All applicant institutions must provide a copy of their IRS determination letter, with the exceptions of universities and government units. Universities may provide their EIN in lieu of an IRS letter. Government units may submit a copy of their charter or the legislative act that established their unit.

Indian Tribes, Alaska native villages, regional corporations, and village corporations must instead provide documentation demonstrating formal status, such as the list of eligible entities from the Bureau of Indian Affairs or the applicable provisions in the Alaska Native Claims Settlement Act (43 U.S.C. 1601 et seq.).

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Alternative, equivalent documentation will be accepted, in consultation with CLIR staff, for Canadian institutions included as collaborative partners. Contact [hiddecollections@clir.org](mailto:hiddecollections@clir.org) with any questions.

## Final Round Uploads

### Letters of community support *(optional)*

Final round only.

Upload up to three letters of support from members of communities represented in collection materials. See the Application Guidelines, available on the [Applicant Resources page](#), for additional instructions.

- Max. 10MB each, .pdf format only
- This supports the content in [SECTION 3: Rights, Ethics, and Re-Use](#).

**Guidelines:** Applicants proposing to digitize collections that document historically marginalized communities are strongly encouraged to submit additional letters of support from members of those groups. Such letters should include the ways community members will participate in describing, providing access to, and utilizing digital files. Applicants may submit between one and three letters.

**Why we ask:** Letters of community support are an opportunity to demonstrate efforts to engage documented constituencies in conversations about how the materials will be described and made accessible, and to mitigate the risks of making culturally sensitive materials openly available without appropriate consultation. Review panelists prefer projects where the applicant institution(s) have well-established, meaningful connections with the documented communities that exist prior to the proposed project's term.

### Letters of scholarly support

Final round only.

Upload three letters of scholarly support for your project. See the Application Guidelines, available on the [Applicant Resources page](#), for additional instructions.

- Max. 10MB each, .pdf format only
- This supports the content in [SECTION 4: Scholarly and Community Significance](#).

**Guidelines:** Exactly three letters of scholarly support are required for each proposal. These letters must come from individuals knowledgeable about the collections or some other aspect of the project, but may not come from those who are directly affiliated with the project. It is strongly recommended that applicants obtain these letters of support from experts outside their home institution, and at least one letter from outside their geographic region. (See [Guidelines for the Authors of Letters of Support](#) for more.)

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**Why we ask:** Letters of scholarly support help reviewers understand the impact and scholarly significance of the proposed collection. “Scholar” may be broadly defined; letters can come from professional and student researchers, teachers, journalists, artists, librarians, archivists, and curators, among others. What is important is that the letter writers make the strongest possible case for potential uses of the digital files and can speak to these uses with authority.

## Letter(s) of Institutional support

Final round only.

Upload a letter of support from the head administrator of the applicant and each collaborating (if applicable) institution. See the Application Guidelines, available on the [Applicant Resources page](#), for additional instructions.

- *Max. 10MB, .pdf format only*
- This supports the content in [SECTION 8: Institutional Capacity](#).

**Guidelines:** Upload one letter of support from the head administrator at the applicant institution and, for multi-institution projects, each of the collaborating institutions. The letter(s) should express the institution’s commitment to undertake the proposed project and explain how it advances the institution’s mission. Letters from head administrators at partnering institutions should be included with the primary institutional letter of support in a single file in PDF format. Applicants are encouraged to provide letter writers with CLIR’s [Guidelines for the Authors of Letters of Support](#).

**Why we ask:** The letter(s) of institutional support demonstrate(s) an awareness of the project on the part of institutional leadership. CLIR has found that projects with early support from institutional leadership often progress more smoothly and encounter fewer hurdles after the grant is awarded.

## Subcontracts (*required if applicable*)

Final round only.

Provide subcontracts for any work to be done by service providers or independent contractors associated with this project where the cost will be greater than \$5000. Quotes from service providers may be provided in lieu of more formal contract documents as necessary, as long as the relevant work to be conducted and costs incurred are clearly delineated. See the Application Guidelines, available on the [Applicant Resources page](#), for additional instructions.

- *No page limit, max. 10MB each, .pdf format only*
- This supports the content in [SECTION 9: Funding](#).

**Guidelines:** If applicable, provide any subcontracts or proposals for work associated with this project that supports the proposed costs listed in the budget documents, as well as proposals from additional or alternative providers considered.



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- All subcontracts, quotes, and service provider proposals should clearly delineate the costs incurred and relevant work to be conducted, as well as relevant digitization specifications, such as file formats to be produced (e.g., TIFF; JPEG 2000) and their resolution (e.g., ppi; bit depth). Additional information on technical specifications for digitization can be found in the [FADGI Technical Guidelines for Digitizing Cultural Heritage Materials](#).
- Details provided in the subcontractor documentation should align with those provided elsewhere in the proposal.
- Applicants are strongly encouraged to include proposals from multiple service providers. Up to three proposals can be submitted in this section, including the selected proposal. If your project will involve multiple subcontracts, combine them into one .pdf document for upload into the online application system, clearly marking which provider(s) you have selected and which ones are alternates.
- See CLIR's [Guidelines for grants involving consultants or sub-contractors](#) for more information on service provider proposals and quotes.
- At least one service provider proposal is **required** if a subcontractor will be paid \$5000 or more using grant funds. If your institution has a policy against selecting a vendor prior to the award of grant funds, it should be explained in the "Rationale for digitization service provider selection" in the [Final Proposal Supplemental Questions](#) form, and quotes from multiple prospective providers should be included to support the estimated costs listed in the budget detail.

## Board/trustee list

Final round only.

Upload a current list of board or trustee members for the applicant institution. See the Application Guidelines, available on the [Applicant Resources page](#), for additional instructions.

- *Must be on institutional letterhead, max. 2MB, .pdf format only*
- This supports the content in [SECTION 10: Applicant Information](#).

**Guidelines:** Upload a current list of board or trustee members for the applicant and any collaborating institution(s).

- The list must be on institutional letterhead.
- This is not required for colleges, universities, or local, state, federal, or tribal government units. It is required for all other applicants and collaborating institutions.
- For collaborative projects, each applicable institution must provide this information; multiple lists should be merged into one PDF for upload.



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## Review and Submission

Submitting an application through the SM Apply system is a multi-step process:

- Once each section of the application has been marked as complete, the **“Review & Submit”** button will become active. Clicking this button will present the entire application (including uploads) for review.
- If revisions are necessary, click the “Back to Application” button to return to the previous screen and make the necessary corrections.
- If the application is complete, click the **“Submit Your Application”** button at the bottom of the screen. A confirmation message should appear, and you can click the “Go to My Applications” button to view your completed application.
- SM Apply will send a form message to the email address of the primary applicant after successful submission of the proposal. Be sure to check any spam folders for this message. If you have any questions about whether or not your proposal has been successfully submitted, email [hidencollections@clir.org](mailto:hidencollections@clir.org).

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# Appendix A: Budget

## Allowable Costs

Applicants may request funds for the following expenses:

- Salaries/wages and applicable fringe benefits for staff members who will be specifically dedicated to the project. If applicants request funds for permanent staff salaries, they must explain in the budget narrative why grant funds are needed and how the staff member's normal duties will be covered during the time they are working on the project.
- Consultant and/or training fees related to the project, including expertise from communities connected to or affected by the digitization of the collections.
- A maximum of \$10,000 toward administrative support for personnel who are not directly affiliated with the project but contribute to its overall coordination or implementation (e.g., accountants, administrative staff who will schedule project meetings or process invoices or reimbursements, etc.). This administrative support may only be requested by multiple-institution projects (i.e., collaborative projects); grant or development office staff do not qualify for these funds. If any administrative support funds are requested, applicants must specify the types of administrative work the funds will cover. In accordance with [CLIR's Indirect Cost policy](#), no indirect costs (i.e. "overhead") may be included in this allowance.
- Equipment, supplies and materials necessary for digitization and the production of metadata including dedicated software and hardware (e.g., storage media) and re-housing and storage supplies. Items in this category should be one-time purchases. Total requests for all supplies and materials in a project budget are limited to a maximum of \$7,500 total for single institution projects or \$12,500 total for collaborative projects (e.g. the limit is not for each piece of equipment or type of supply, but for all equipment, supplies and materials to be purchased for the project with grant funds); applicants may request partial funding for items and contribute the remaining funds as shared costs.
- Other services (e.g., equipment rental, server time, backup charges) related to project objectives.
- Funds for travel that is essential to carry out the proposed project.
- Conference registration and related travel. Applicants should explain how attendance at a given conference is related to scholarly outreach and should be planning to attend as presenters rather than attendees. The maximum amount an applicant may request for conference registration and travel is \$5,000, unless the proposal is a collaboration between an institution in the United States and a Canadian institution. The maximum request for conference registration and related travel for such a collaboration is \$10,000.

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## Disallowed Costs

Requests for the following are not allowed. Proposals that request funds for these items may be rejected as ineligible for review:

- Indirect costs (see [CLIR's Indirect Cost Policy](#));
- Indirect costs listed as direct costs, such as network charges, telephone, photocopying, etc.;
- General-purpose items that may reasonably be expected to have a useful life after the project, such as office furniture, shelving, or archival cabinets;
- Conservation or preservation treatment services for source collections; such costs should be assumed by the applicant and/or collaborating institutions;
- Tuition remission for student employees.

## Budget Detail Instructions

The budget detail will be used both for the proposal budget and for interim and final financial reports on approved grants. Further details about expenses, including underlying assumptions used to calculate budget expenses, should be provided in the budget narrative. All budget figures should be calculated and provided in whole U.S. dollars, as this is the currency in which grant funds will be distributed. For additional information, contact CLIR at [hidrencollections@clir.org](mailto:hidrencollections@clir.org). During the application period, CLIR accepts inquiries by email only —no phone calls, please.

### General instructions for the budget detail

1. Download and open the appropriate budget detail Excel template provided by CLIR on the [Applicant Resources page](#). If a security icon or pop-up window appears when opening the spreadsheet, click “enable editing,” “enable content,” “enable macros,” “options,” or equivalent to enable the template’s macros.
2. A spreadsheet should open, where you can input the budget information for your project. Each field in the sheet will have a small red number next to it. If you hover your cursor over a number, instructions for the corresponding field should appear in a pop-up box next to it. These instructions can also be found on the Instructions sheet in the Excel workbook. Take a moment to orient yourself with the template.
3. Enter your project’s information for fields 1-5, referring to instructions on the template if necessary.
4. Skip fields 6-7, which are only applicable if your project is selected for funding.
5. In field 8, enter the date range for each reporting period for the proposed project. Reporting Period I should start with the grant start date; the final reporting period should end with the grant end date. Reporting periods should each be one year long, although the length of the last reporting period may vary. For example, for a 26-month project that starts on January

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- 1, 2021, and ends on February 28, 2023, the reporting periods would be as follows: Reporting Period 1: 01/01/2021 - 12/31/2021 (12 months); Reporting Period 2: 01/01/2022 - 12/31/2022 (12 months); Reporting Period 3: 01/01/2023 - 02/28/2023 (2 months).
6. Skip ahead to field number 11. Enter the project's expenses by line item in the "Description" column. The cost of each line item should be added to the "Budgeted" column of the corresponding reporting period. Leave the "Actual" column blank, since it is only applicable for projects that have been selected for funding. Expenses should be calculated in full dollars. Additional information on entering line items can be found below.
  7. In field 10, assign a budget category to each expense you have itemized from the preset options (salaries/wages, fringe benefits, consultant/training fees, equipment/supplies, services, other costs). To assign a category, click on the cell where you'd like to insert the information and a drop-down arrow should appear on the right side of that cell. Click on the arrow to view the available categories, and select the appropriate option from that list. As you do this, the box on the top right corner of the page called "Summary of Expenses by Category" should automatically populate.
  8. In field 12, have an individual with institutional responsibility for financial reporting review the budget and add their name, title, email, and date.
  9. The budget totals should automatically calculate in the vertical grey box on the right-hand side of the sheet.
  10. Save document and upload it in the application form.

## Entering line items in the "Description" column

- **Salaries and wages:** Provide the names and titles of the principal project personnel. For support staff, include the title of each position and indicate the number of persons who will be employed in that capacity. Additional details such as percentage of salary covered by the grant or amount of time spent on the project in each reporting period should be included in the budget narrative, or in line on the spreadsheet, space allowing.
- **Fringe benefits:** If more than one rate is used, list each rate and aggregated salary base individually. Additional details can be provided in the budget narrative.
- **Consultant and training fees:** Include payments for professional or technical consultants. Provide the name or type, as appropriate, of any consultants or training services which will be used. Details such as the number of consultants, days of training, and computation method (e.g., "2 days @ \$500/day") can be included in the budget narrative, or in the spreadsheet, space allowing.
- **Equipment/Supplies:** Provide an item description for all consumable supplies, materials to be used in the project, dedicated software, and expendable equipment. Details on the method of computation (e.g., "6 widgets @ \$30/widget") can be included in the budget narrative, or on the spreadsheet, space allowing.

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- **Services:** Services (e.g., server time, backup charges) related to project objectives that are not included under other budget categories. Subcontracts with vendors should be included in this category.
- **Other costs:** Include any items not previously listed. “Miscellaneous” and “contingency” are not acceptable budget categories. Funds may not be requested for indirect costs.

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# Appendix B: Application Checklists

## Initial Round

The checklist below itemizes all components of the Digitizing Hidden Collections initial application by section. Details on specific questions, statements, and attachments are covered in the corresponding sections of the application guidelines.

### Eligibility Questions

- Answer questions in this section of application form.

### Section 1: Project Summary

- Answer questions in this section of application form.
- Upload representative image for project (.jpeg).

### Section 2: Description of Content

- Answer questions in this section of application form.
- Upload completed list of collections to be digitized, using CLIR's template (.xls or .xlsx).
- Upload representative samples of materials to be digitized (.pdf; max 10 pages).

### Section 3: Rights, Ethics, and Re-Use

- Answer questions in this section of application form.
- Upload rights, ethics, and re-use statement (.pdf; max 4 pages).

### Section 4: Scholarly and Community Significance

- Answer questions in this section of application form.

### Section 5: Project Context and Impact

- Answer questions in this section of application form.

### Section 6: Project Design

- Answer questions in this section of application form.
- Upload project plan and timeline (.pdf; max 3 pages).
- Upload technical plan (.pdf; max 4 pages).
- Upload up to three CVs of PIs(.pdf).
- Upload job descriptions for grant funded positions

### Section 7: Sustainability

- Upload digital preservation and discoverability plan (.pdf; max 2 pages).

### Section 8: Institutional Capacity

- Answer questions in this section of application form.

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### **Section 9: Funding**

- Answer questions in this section of application form.
- Upload budget narrative (.pdf).
- Upload completed budget detail, using CLIR's template (.xlsm).

### **Section 10: Applicant Information**

- Answer questions in this section of application form.
- Upload proof of nonprofit status or equivalent documentation (.pdf).

## **Final Round**

The checklist below itemizes all components of the Digitizing Hidden Collections final application by section. *Requirements for new information are highlighted in burgundy and italicized.* Details on specific questions, statements, and attachments are covered in the corresponding sections of the application guidelines. In addition to completing tasks unique to the final application, applicants are expected to revise components of their initial application based on reviewer feedback.

For additional details on editing proposals for the final round, refer to the SM Apply Directions document, available on the [Applicant Resources page](#).

### **Eligibility Questions**

- Answer questions in this section of application form.

### **Section 1: Project Summary**

- Answer questions in this section of application form.
- Respond to final proposal adjustments prompt in application form.*
- Upload representative image for project (.jpeg).

### **Section 2: Description of Content**

- Answer questions in this section of application form.
- Upload completed list of collections to be digitized, using CLIR's template (.xls or .xlsx).
- Upload representative samples of materials to be digitized (.pdf; max 10 pages).

### **Section 3: Rights, Ethics, and Re-Use**

- Answer questions in this section of application form.
- Upload rights, ethics, and re-use statement (.pdf; max 4 pages).
- Upload 1-3 letter(s) of community support (.pdf) (Optional).*

### **Section 4: Scholarly and Community Significance**

- Answer questions in this section of application form.
- Upload three letters of scholarly support (.pdf).*

### **Section 5: Project Context and Impact**



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- Answer questions in this section of application form.

### **Section 6: Project Design**

- Answer questions in this section of application form.
- Upload project plan and timeline (.pdf; max 3 pages).
- Upload technical plan (.pdf; max 4 pages).
- Upload up to three CVs of PIs(.pdf).
- Upload job descriptions for grant funded positions (.pdf).

### **Section 7: Sustainability**

- Upload digital preservation and discoverability plan (.pdf; max 2 pages).

### **Section 8: Institutional Capacity**

- Answer questions in this section of application form.
- Upload one letter of support from each applicant institution (.pdf).*

### **Section 9: Funding**

- Answer questions in this section of application form.
- If applicable, respond to rationale for digitization service provider prompt in application form.*
- Upload budget narrative (.pdf).
- Upload completed budget detail, using CLIR's template (.xslm).
- If applicable, upload subcontracts associated with project (.pdf).*

### **Section 10: Applicant Information**

- Answer questions in this section of application form.
- Upload proof of nonprofit status or equivalent documentation (.pdf).
- If applicable, upload board/trustee list (.pdf).*