Digitizing Hidden Collections
Final Application Overview
March 7, 2024

Welcome! We're glad you're here.
There is no audio at the moment. Feel free to introduce yourself in the chat box. 👋

We'll begin at 2pm ET | 11am PT.

Council on Library and Information Resources

Digitizing Hidden Collections

Amplifying Unheard Voices

A program of

Council on Library and Information Resources

Introductions

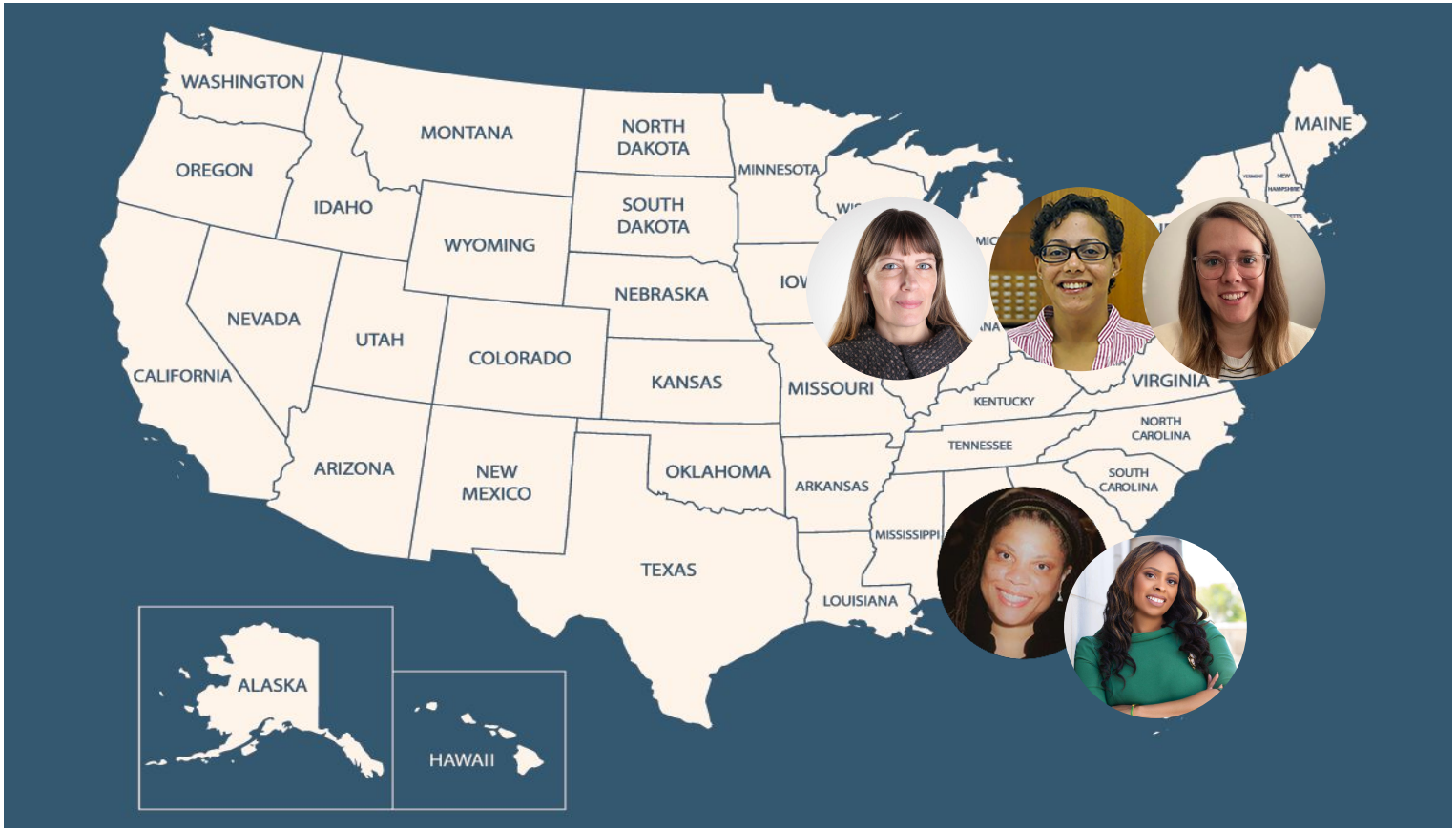
Our Webinar Platform

- Click ‘CC Live Transcript ’ to turn on captions
- All attendees are muted
- Set chat to “All panelists and attendees”
- Submit questions in Q&A
- Recording in progress

Kaskaskia
Kickapoo
Mascogo
Miccosukee
Myaamia
ᛋᚢᛉᚢᛉᛞ ᚴᚦᛟᚦ ᛈᚢᛈᛞ ᛗᚢᛏᛉᚢᛏ(Osage)
Peoria
Potawatomi
Seminole
Shawandasse-Tula
Timucula

Visit Native-Land.ca to learn about Indigenous Lands where you live.

Staff Distribution



Our Presentation

- ✓ Introductions
  - Final application overview
  - Resources and support
  - Question + Answer

Hādhā kitāb sih zabān.
Manuscripts *of the Muslim World*
Free Library of Philadelphia Foundation & Partners (Funded 2017)

Final Application Overview

Useful Links

Digitizing Hidden Collections Homepage:
clir.org/hiddencollections

Apply for an Award page:
clir.org/hiddencollections/apply-for-an-award/

Completed Los Angeles Aqueduct
Digitizing Southern California Water Resources (Funded 2016)
Pomona College & Partners

Application Guidelines

Digitizing Hidden Special Collections & Archives: Amplifying Unheard Voices

2023-2024 Application Guidelines

Version 1 - Final Application

Final Application

- Final Eligibility
- Final Applicant Information
- Final Project Overview
- Project Details--Materials
- Project Details--Tell the Story
- Project Details--Rights, Ethics, and Re-Use
- Project Details--Outcomes
- Project Details--Work Plan
- Project Details--Capacity
- Project Details--Need for Support

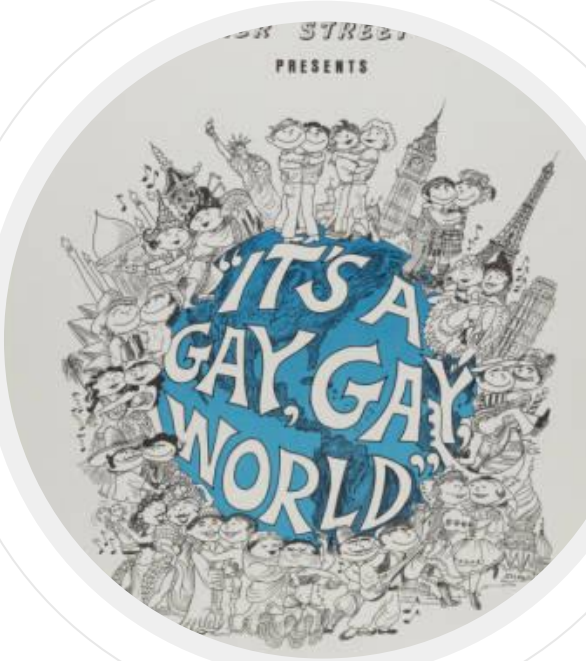
Final Eligibility

- Re-confirm initial eligibility of the lead applicant organization, any collaborating organization(s), and the proposed project
- Understand the program's grant agreement
- Be prepared to dedicate any metadata and software to the public domain, with exceptions for culturally sensitive metadata
- Not claim additional rights or impose additional restrictions on the digital files, with limited exceptions

Contact us with any questions:
hiddencollections@clir.org

Final Applicant Information

- Lead applicant organization
- Collaborating organizations + contacts (if applicable)
- Principal Investigator(s)
- Additional contact (optional)



Christopher Street West '75 presents it's a gay, gay world
Out Front: 60 Years of LGBTQ Political Graphics at ONE Archives (Funded 2016)
University of Southern California

Final Project Overview

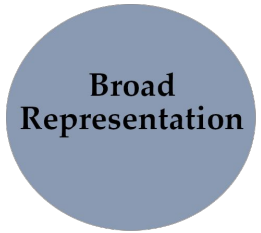
- Project Title
- Project Summary
- Field(s) of project
- Size of request
  - Between USD $50,000-$300,000
- Project timeline
  - 12, 24, or 36 months
  - Beginning January 1, 2025
- Final Application Adjustments

Core Values

clir.org/hiddencollections/#core_values

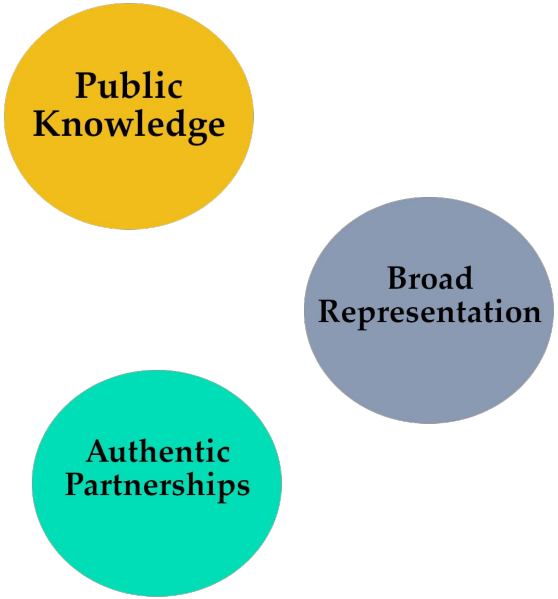
Project Details-- Materials

- Expand initial response
- Geographic Scope
- Date Range
- List of collections (upload)
- Original materials-quantities and types
- Representative Samples (upload)



Project Details-- Tell the Story

- Expand initial response
- External letters of support (upload)



Project Details-- Rights, Ethics, + Re-Use

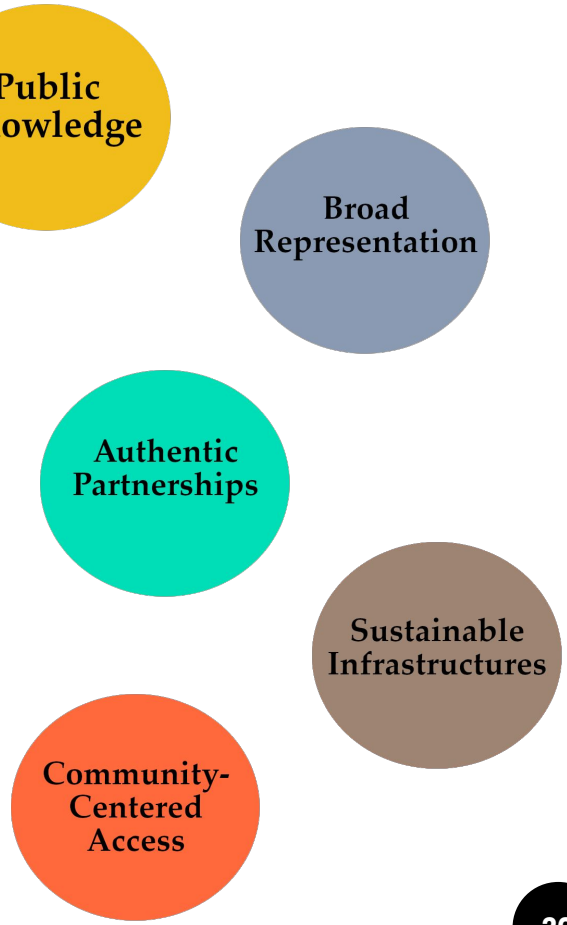
- Indicate any restrictions on access
- Expand initial response
- Rights, Ethics, and Re-Use Appendix (optional upload)

Project Details--Outcomes

- Expand initial response
- Quantities and formats of unique, preservation-quality digital files
- Platforms for access

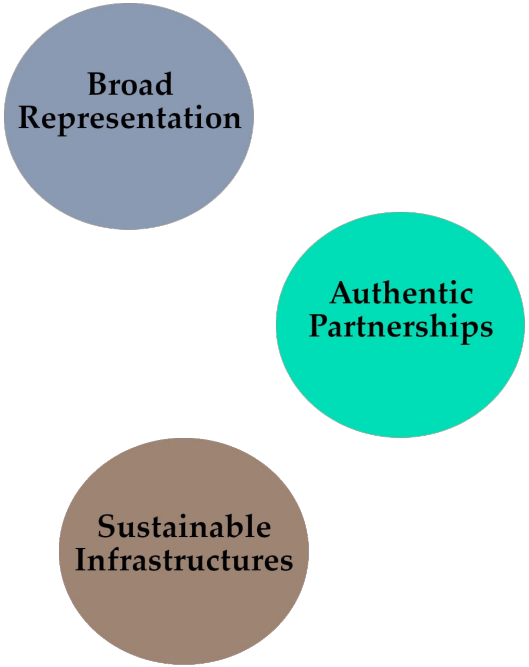
Project Details-- Work plan (upload)

- **Schedule** of work in the project timeframe
- **Activity** planned to accomplish project
- **People** and their roles and responsibilities
- **Partners and Collaborators**
- **Technology** that will be used
- Brief statements on **Risk mitigation**, the team's **Assessment plan**, and the long-term **Sustainability** of project deliverables



Project Details--Capacity

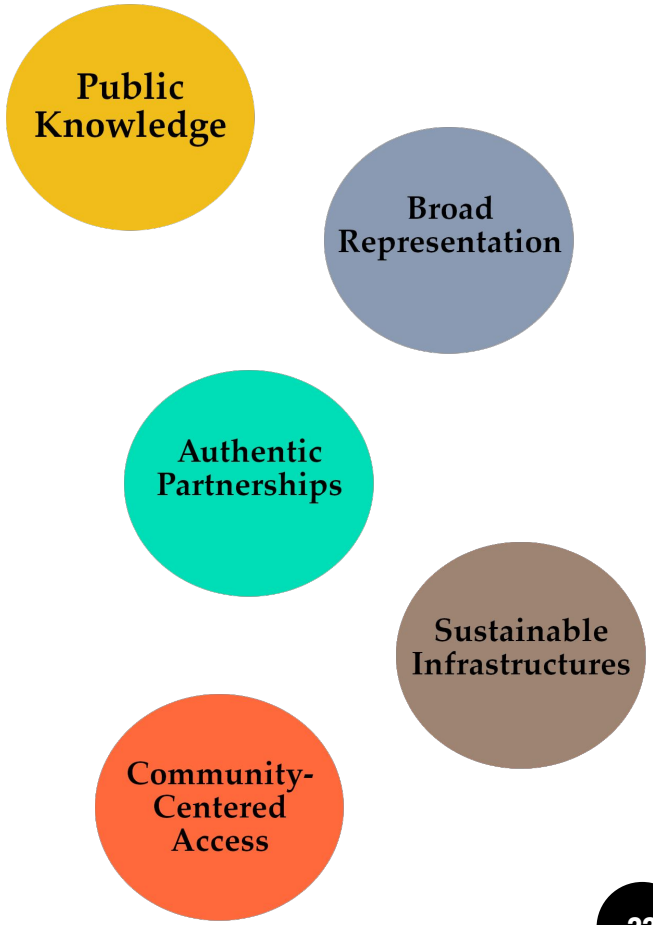
- Expand initial response
- Letters of commitment (upload)
- Resumés and/or Job Descriptions (upload)
- Board/Trustee Lists(s) (upload)



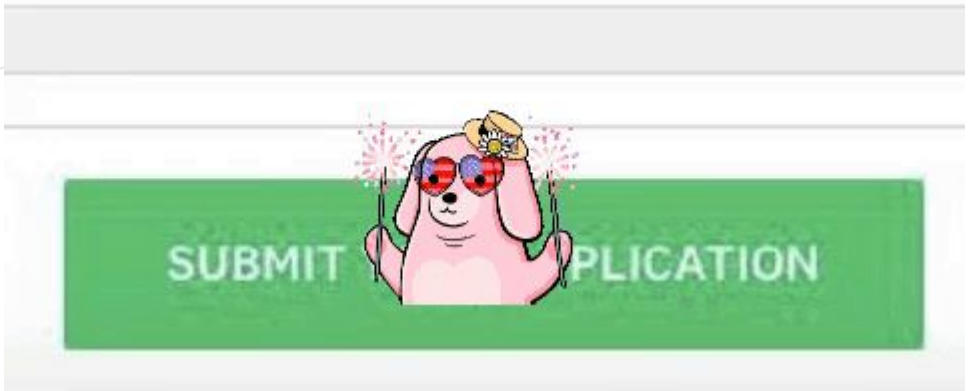
Project Details-- Need for Support

- Expand initial response
- Budget Detail (upload)
- Budget Narrative (upload)
- Service Estimates/Quotes (required upload, if applicable)

Reminder, all budget detail and narrative amounts should be in USD$.



Review + Submit



Final Application Deadline:
May 8, 2024

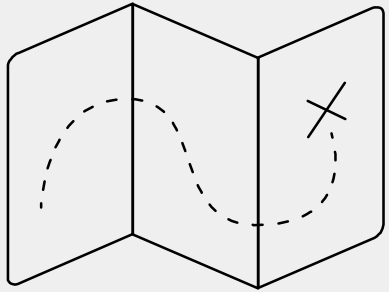
Review Process

- Independent, standing review panel
- Final application
  - At least 3 reviewers
  - Portion of applications recommended for funding
  - $4M USD available for award

Resources and Support

Applicant Support Series

1. Final Application Overview (today's session!)
2. Assessing collections for digitization
3. Designing an achievable, sustainable digitization plan
4. Rights, Ethics, and Re-use
5. Staffing, Budget, and Outcomes
6. Final Q&A with CLIR Grants Team



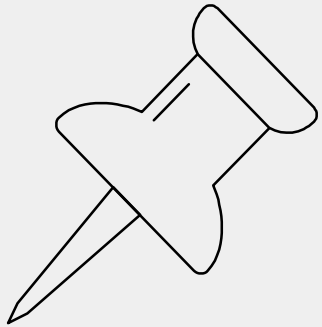
Next up: Session 2

Assessing collections for digitization

Host: Dr. Mitch Fraas

Date: March 13, 2pm ET | 11am PT

Register:
clir.org/hiddencollections/apply-for-an-award/



Other Resources

Visit the *Apply for an Award* page:

📑 Plan your project

- Guidelines for Letter Writers and Proposals Involving Subcontractors or Consultants
- Other resources you may need

💻 Learn about digitization

Question + Answer

Share questions in the chat box

Reach the grants team any time: hiddencollections@clir.org

Thank you!

Please take a moment to complete a survey about this session.

Credits

Special thanks to all the people who made and released these resources for free:

- Presentation template by SlidesCarnival