Digitizing Hidden Collections
Applicant Support Series-Session 5:
Staffing & Budget
April 10, 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 box
- Recording in progress

Kaskaskia
Kickapoo
Mascogo
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Peoria
Potawatomi
Seminole
Shawandasse-Tula
Timucula

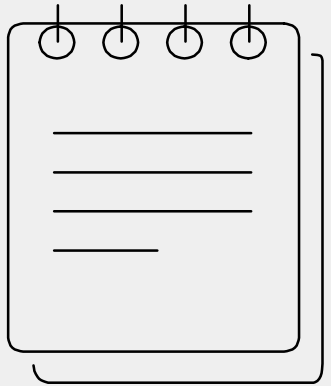
Visit Native-Land.ca to learn about Indigenous Lands where you live.

Session outline:

- ✓ Overview + introductions
- Presentation
- *Break* (5 minutes)
- Presentation
- Q/A
- Wrap up

Final Application Tasks + Uploads

- Task: Project Details—Capacity
  - Upload: Resumes and/or Job Descriptions
- Task: Project Details--Need for Support
  - Upload: Subcontracts
  - Upload: Budget Detail
  - Upload: Budget Narrative



Introductions

Dr. M. Stephanie Chancy
Director of Operations
Digital Library of the Caribbean

Tania Ríos Marrero
Project Coordinator
Digital Library of the Caribbean

Considerations for Staffing & Budgets

M. Stephanie Chancy, Ph.D.
Caribbean Partnerships Librarian
Director of Operations
Digital Library of the Caribbean
George A. Smathers Libraries
University of Florida

Tania Ríos Marrero
Project Coordinator
Digital Library of the Caribbean
George A. Smathers Libraries
University of Florida

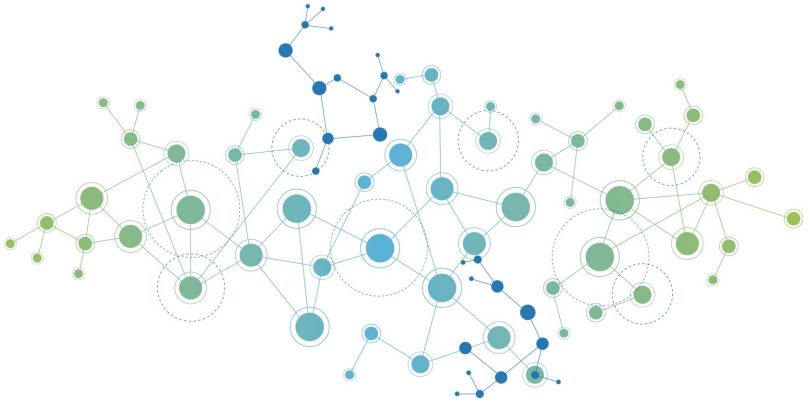
Capacity

Project Details--Capacity

Task Instructions: In this section, share the capacity and strengths you have, those that you hope to build, and how authentic partnerships will support your proposed project.

What capacity and strengths will you bring to this project, and what capacity and strengths do you hope to build?
Explain the strengths of the team and organization(s) involved and how the project will build on these.

Asset Mapping:



a collaborative **process** by which a group can identify and discover their strengths, and at the same time share stories and **connect with each other.**

Image Source: Network Leadership – How To Use Networks To Get Things Done - PSA Training and Consulting

Source: The Asset Mapping Atlas Co-designed by The Jeder Institute

Personal Assets:

knowledge, skills
background & histories
life experiences

passions, dreams
and aspirations of individuals

Social Assets:

relationships, networks,
connections between
individuals and groups

coalitions, associations,
and partners

Organizational Assets:

expertise
programs & services
facilities & space
equipment
financial resources

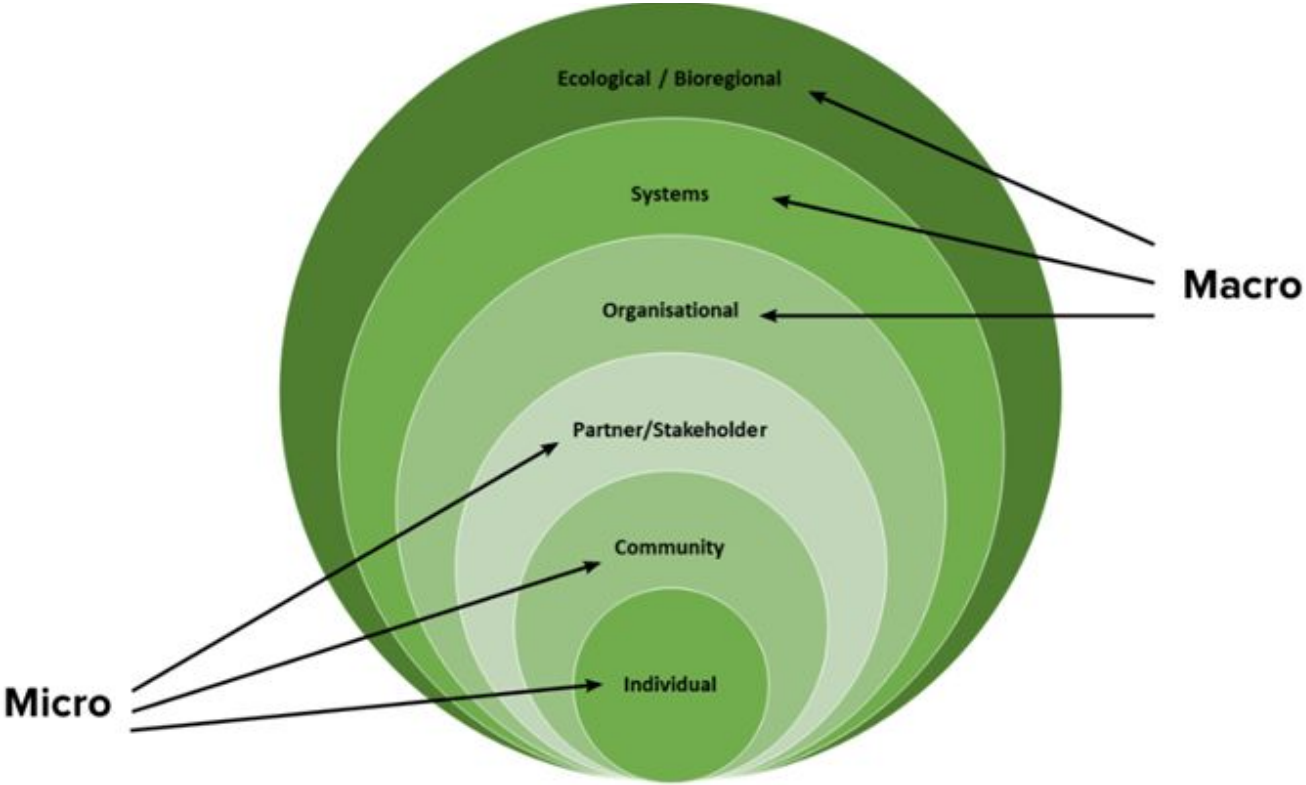


Image Source: The Asset Mapping Atlas Co-designed by The Jeder Institute

Project Staffing Considerations

White paper addressing the specific problems of precarity that grant-funded positions create and reproduce:

osf.io/m6gn2

Full toolkit:

toolkit.dobetterlabor.com

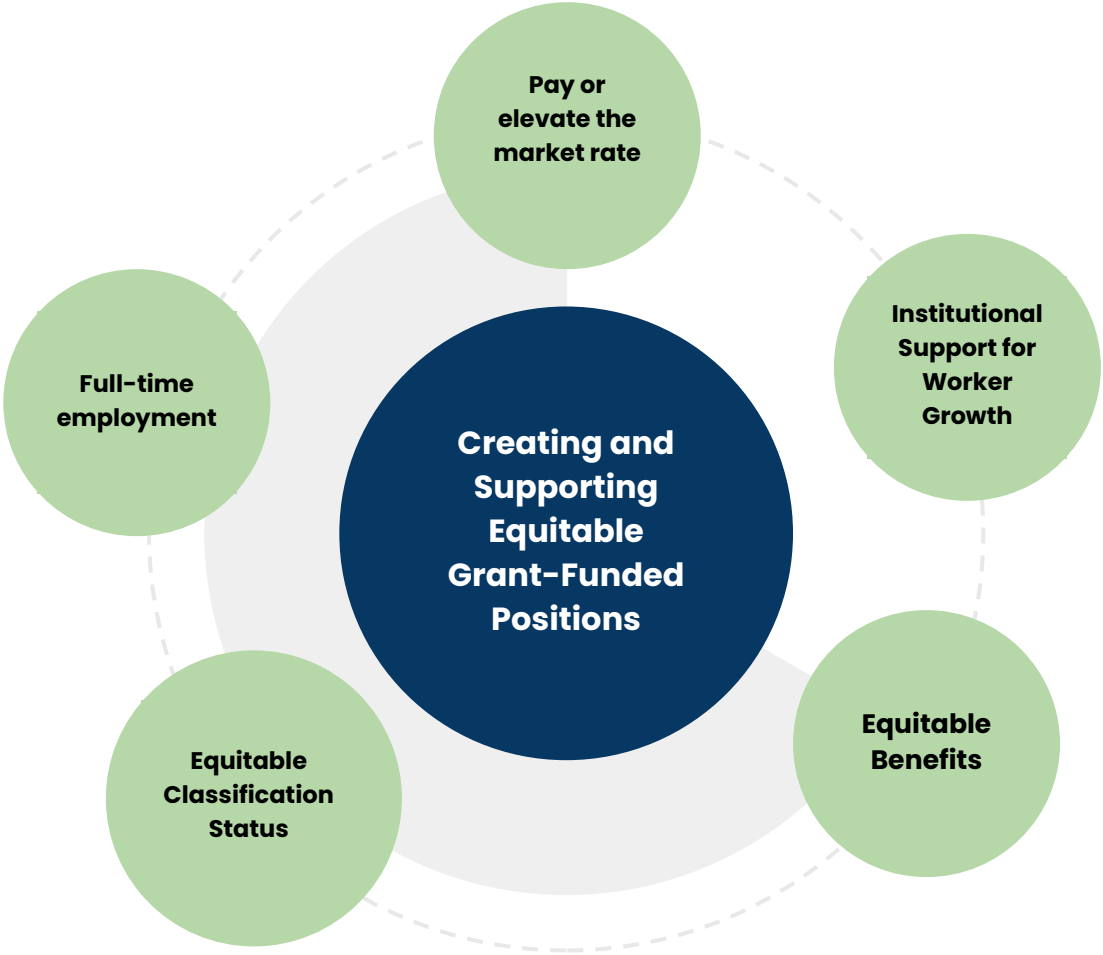
Sources:

1) Arnold, et al. Guidelines for Developing and Supporting Grant-Funded Positions in Digital Libraries, Archives, and Museums (2020)

www.dobetterlabor.com

2) Collective Equity!: A Handbook for Designing and Evaluating Grant-Funded Positions (2020)

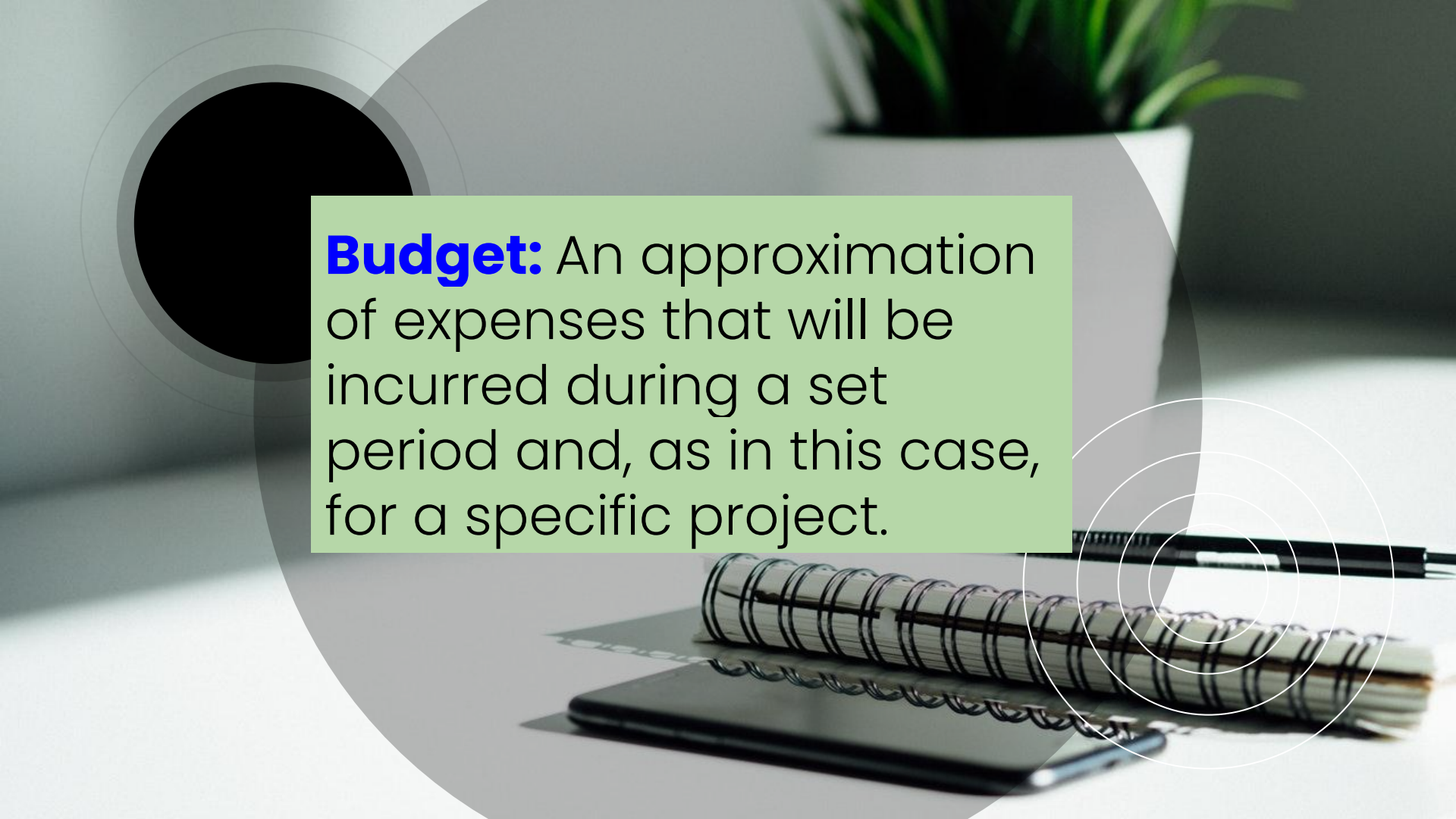
laborforum.diglib.org/handbook



Break

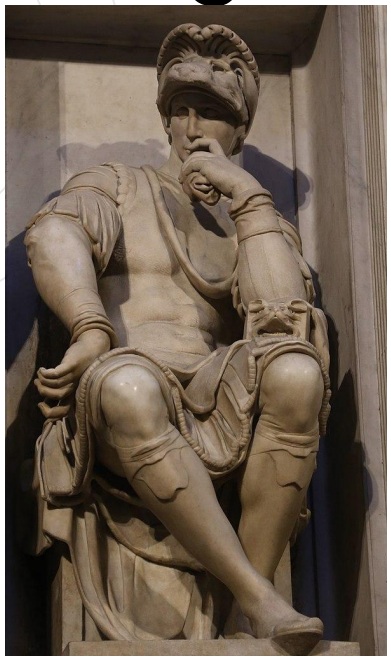
Budgets

Presenter: M. Stephanie Chancy, Ph.D.



Budget: An approximation of expenses that will be incurred during a set period and, as in this case, for a specific project.

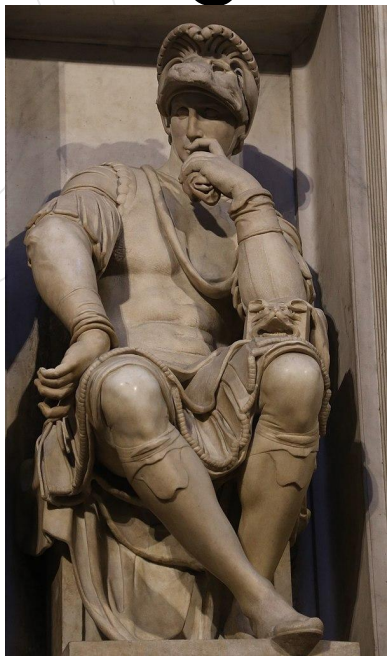
Thinking about the Budget



- From the beginning
- Think about what things, like staffing, consultants, equipment costs
- Budget outlines the money you need to carry out your proposed project
- Need a firm grasp of narrative, goals, objectives, and outcomes

Michelangelo, *Lorenzo de Medici, Duke of Urbino*, 1531-1534, Medici Chapel, Florence, Marble
Image from: https://commons.wikimedia.org/wiki/File:Lorenzo_de_Medici_(Michelangelo)_Cappelle_Medicee_Firenze.jpg

Thinking about the Budget



- Need to be versed in the necessary steps to achieve goals
- Budget lays out what each step will cost
  - Staff salary and fringe benefits (two separate lines)
  - Equipment
  - External consultants
  - Travel
  - Training

Goal!

Convey a realistic understanding of the costs to see your project through successfully

Michelangelo, *Lorenzo de Medici, Duke of Urbino*, 1531-1534, Medici Chapel, Florence, Marble
Image from: https://commons.wikimedia.org/wiki/File:Lorenzo_de_Medici_(Michelangelo)_Cappelle_Medicee_Firenze.jpg

Where The Budget Comes From

- From the activities you are proposing
- Numbers need to be ***realistic***
- Numbers need to reflect what you ***actually require*** to implement the project
- Budget needs to ***Comprehensive*** and ***Detailed***

Sources Consulted

Deborah Ward, *Writing Grant Proposals that Win*, third edition. Boston: Jones and Bartlett Publishers, 2006

Ellen Karsh, and Arlen Sue Fox, *The Only Grant-Writing Book You'll Ever Need*, third edition. New York: Basic Books, 2009

Two Key Questions*

1 **Am I asking for enough?**

Is the money enough to achieve the objectives proposed?

2 **Is the amount reasonable, outlandish, or in between?**

Are you asking for too much or not enough?

Goldilocks of Asks!

Not too High, Not to Low, ***Just Right!***

*Adapted from Karsh and Fox, *The Only Grant-Writing Book You'll Ever Need*, 203.

How do I Get Accurate Numbers?

Do Not Guess or Rely on Memory

The Line-Item Budget

Read the detailed application instructions carefully	Know the Award Amount - for CLIR Hidden Collections = $50,000-$300,000	Know the ***Allowable Costs***, those are the budget line items
Staff Salaries Fringe Benefits (A percentage of the annual salary)	Staff Training Consultant Fees	Allowable Costs but with Restrictions, Limitations, Parameters

Needs to be ***Detailed*** and ***Specific***

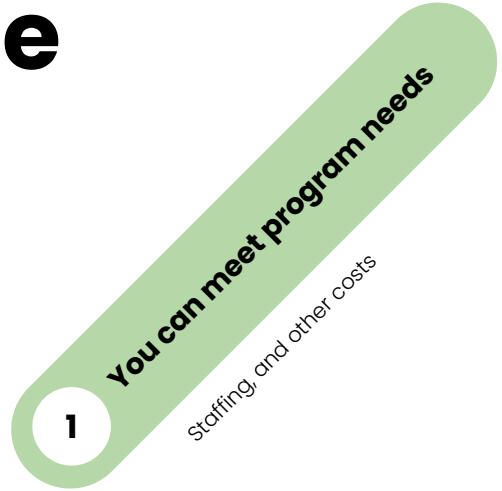
The Budget Narrative

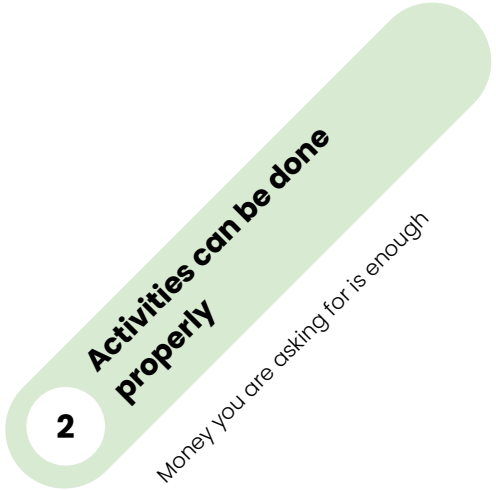
Explains Each Line Item	Explains how you arrived at the costs	Explains how it relates/helps you reach your stated goals
Explain how each expense connects to the objectives	Explain how the money will help you complete activities, meet objectives, reach outcomes	Explain how and why you came up the numbers for each line item

The Budget Narrative
What to Include

What are you paying for?	How much per item?	How much per hour or per day? **Who** are you paying?
How many hours per week will each person charge? How many days for a consultant?	How did you arrive at these dollar amounts?	Don't Forget to include In-Kind Donations

What the Budget Shows*





*Adapted from Karsh and Fox, *The Only Grant-Writing Book You'll Ever Need*, 206.

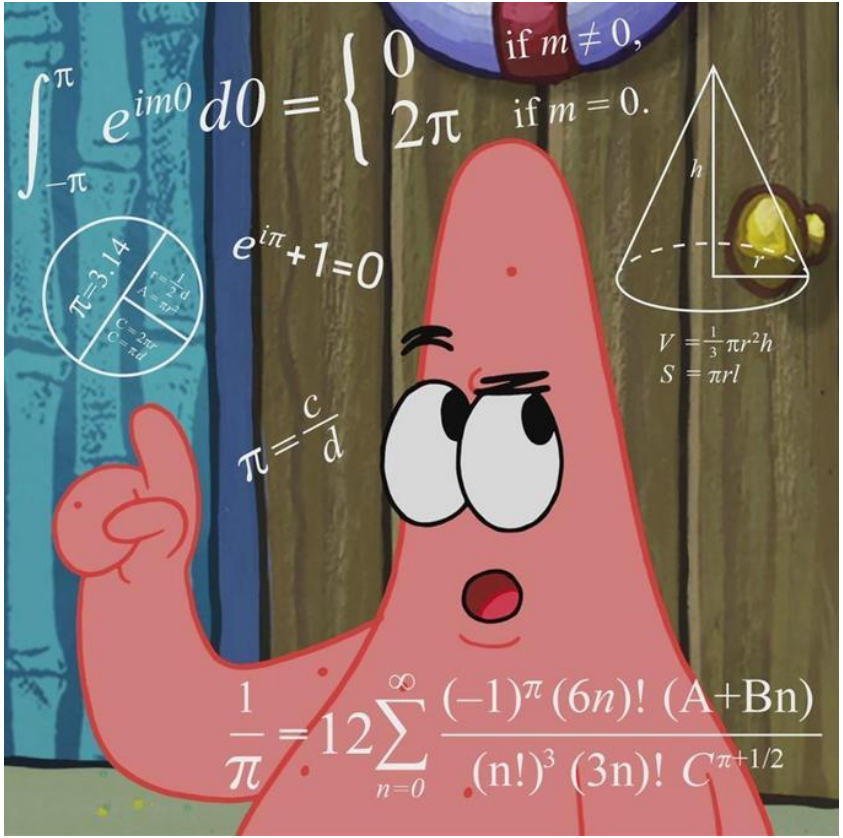


Image from: https://knowyourmeme.com/photos/1786288-math-lady-confused-lady

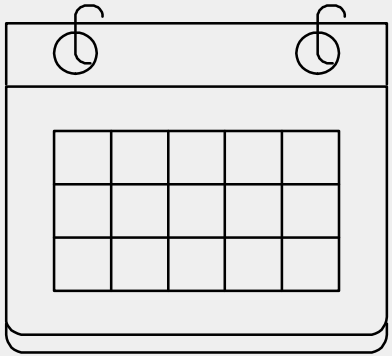
Question + Answer

Submit questions using Q&A box

Wrap up:

Session 6:
Q&A

April 17
2:00–3:00 PM ET



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

Thank you!

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

Questions? hiddencollections@clir.org