Background Information
In late 2020, WNYLRC proposed the creation of special purpose grants to support and assist members in creating and uploading Encoded Archival Description (EAD) finding aids for their collections into the Empire Archival Discovery Cooperative (EmpireADC). Specific collections, whether digitized or not, would be identified and a finding aid produced, with the resulting document being uploaded to the EmpireADC platform to improve visibility and access to New York State collections. In addition, institutions with collections that require arrangement and description may apply for funding in order to identify, arrange, and describe those collections so that a finding aid may be subsequently produced.

Grant timeframe
March 1 to June 30, 2021

Fundable WNYLRC Member Project Grant Activities
Projects which may be funded will focus on the identification of a specific collection and the production of a finding aid for upload to the EmpireADC platform, OR on the arrangement and description of a collection with the intention of creating a finding aid for upload.

Non-fundable Project Requests
Projects or activities identified as not eligible for the Special Member Grant are typically those that can be funded under RBDB:

- Digitization Projects
- Retrospective conversion of unique items
- Conservation or preservation of items

All projects need to show how the project will enhance access to information within the library and the region, and must contribute to the overall regional purposes as stated in the WNYLRC Plan of Service 2021-2026. A copy of the Member Input Draft of the WNYLRC Plan of Service 2021-2026 is available on our website at: http://www.wnylrc.org.

Please note the following:
- Member libraries and library systems can submit 1 grant application each for up to $750; up to 5 collection finding aids can be included in a single application.
- Member libraries and library systems may apply for either the arrangement and description component or the finding aid component. Only one collection may be included in an application.
- Special attention will be paid to member grant projects that provide access to innovative or original collections with specific significance to New York State and its heritage and/or those collections which represent under documented topics in New York State digital collections.
- Items that can be funded to support these projects include staff time and equipment as deemed appropriate by the Reading Team.
• Archival Discovery Grant applications should not include funding requests for projects outside the scope of the Fundable Activities
• All applications must include information about training needed for appropriate projects.
• An independent Reading Team will review each application for its fundability. Any deviation from the grant recipient’s original proposal must be first discussed with the WNYLRC Executive Director for approval.
• 75% of the awarded grant will be distributed within 30 days of grant approval notification.

Grant recipient obligations

Grant recipients are required to provide WNYLRC with a projected workflow (start and end dates for work to be done) and, WNYLRC must be informed as soon as possible of any significant changes to the project
• All monies awarded must be expended by June 30, 2021.
• Final report form – a formal report with a predefined set of questions supplied by WNYLRC that must be completed in order to receive the final 25% of the grant awarded. This includes completion of the Final Report Checklist included within the application packet. This report is due by July 31, 2021.