

2026/2027 DLG Competitive Digitization Proposal Application Form

Due June 10, 2026

Institution:	
Project Name:	
Applicant:	
Email:	
Phone:	
<i>If different than above:</i>	
Project contact person:	
Project contact email:	
Email for DLG mailing list:	

In the last five years, has your organization received grant-funded digitization services from DLG?

Yes

No

Have all project partners and governing boards assessed the MOU and agreed to sign if awarded? (see [MOU template](#) for terms)

Yes

No

The following questions have no bearing on project selection and are used for planning purposes only:

1. If selected, when can the materials be delivered to the DLG offices to begin work? Project start dates run from September 1 to March 1.



2. If selected, would you be interested in presenting details about your subgrant project at the 2027 GALILEO Annual Conference?

Project Information

Project summary: A short summary of the project written so that someone unfamiliar with the materials or subject matter would understand the project's importance. Please include:

- The name of collection, materials, or item(s) proposed for digitization. Include the dates, format of materials, and creator information.
- Why it is important to digitize and provide free access to the materials online.
- How do the materials reflect the richness and complexity of Georgia's cultural, political, social, geographic, and/or economic heritage? Do they represent an under-documented community, subject, time period, or area of the state?
- Who might use the materials and how? Is there anyone outside of your local area that would benefit from having them online?
- Are there similar or related items already available in the DLG that might complement the materials (please provide examples)?

How would this sub-grant benefit your organization and collection? Would you be able to do the project without this opportunity?

Have you done a digital collections project before? If yes, please explain.

How will you promote the project and encourage use among your users?

What is the copyright status of the materials and who is the copyright owner? Please also complete the table on page 4.

Are there any other legal or ethical considerations that may be a barrier to reuse. (Ex., contractual obligations, sensitive cultural or personal information, etc.)

Use the table below and elaborate as needed.

Publication status	Rights Holder	Oral history permissions	Reuse (select one)
☐ Unpublished? ☐ Published?	☐ Holding institution ☐ Known holder (written permission for online use) ☐ Holder not known/orphan work	☐ Have release forms ☐ Have permission to put online ☐ Can secure permission to put online prior to digitization	☐ Public Domain ☐ In Copyright ☐ In Copyright - Educational Use Permitted ☐ In Copyright - Non-Commercial Use Permitted

Project Responsibilities (see the [Metadata Categories](#) and [Cost Recovery List](#) for detailed explanations)

Metadata creation	Digitization	Online display	Archival storage
☐ DLG (complete description) ☐ Applicant+DLG (improved access) ☐ Applicant provided (ingest only)	☐ DLG ☐ Applicant	☐ DLG ☐ Applicant	☐ DLG ☐ Applicant

Project Costs (use rows 53-56 in the [budget spreadsheet](#))

Category	Quantity	Cost
Digitization		
Storage		
Metadata		
Project total cost		

-
- ☐ I agree that any metadata created during the course of this project can be freely shared as public domain.
 - ☐ I agree to provide DLG staff with accurate rights-related information.
 - ☐ I agree not to add watermarks or bands to any files created by the DLG as part of the subgranting award.
 - ☐ I agree that the DLG and DPLA may use the digitized files and data created by DLG staff as part of the subgranting award without charge for publicity purposes related to the promotion of this collaborative project and for inclusion in freely available educational materials (including online exhibits and primary source sets) available through either the DLG or DPLA.