Digitizing Hidden Collections

Digitizing Hidden Special Collections & Archives: Amplifying Unheard Voices

2023-2024 Application Guidelines

Version 1 - Initial Application

The instructions and template included in this document act as a step-by-step guide to the Digitizing Hidden Collections: Amplifying Unheard Voices Initial Application. Please review them before beginning the application process.

All Initial Applications must be submitted through the official online application form by November 1, 2023 at 11:59 pm Eastern.

Council on Library and Information Resources

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Contents

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Introduction

About this resource

The Application Guidelines serves as a step-by-step guide and--when [copied](#)--a collaborative workspace for preparing a *Digitizing Hidden Special Collections and Archives: Amplifying Unheard Voices* application. The document walks applicants through each question, describes what should be covered in each response, and offers space to draft responses. Throughout, you will see a template application form followed by:

> **Instructions** - The **Instructions** provide additional detail to explain the requirements of each task and question, as well as details applicants should include in their responses.

> *Insights* - The *Insights* 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 following icon is used throughout the Guidelines:

⊜ 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 all proposals submitted to the *Recordings at Risk* and *Hidden Collections* grant programs, whether selected for funding or not, as well as information contributed by independent sources.

Fields from the *Digitizing Hidden Collections* application that inform the registry are marked with the above Registry Information Icon. Visit the [Hidden Collections Registry](#) for additional information and to explore sample entries.

Application overview

Initial Application - Deadline: November 1, 2023
The Initial Application helps applicants to share a brief overview of their proposed project and to explain its alignment with the [Core Values](#) of the program. The tasks of the Initial Application are outlined below.

Forms:
- Eligibility
- Applicant Information
- Project Overview
- Project Details
    - Project Details: Materials
    - Project Details: Tell the Story
    - Project Details: Rights, Ethics, and Re-use
    - Project Details: Outcomes
    - Project Details: Capacity
    - Project Details: Need for Support

Final Application (for invited applications) - Deadline: May 8, 2024
The Final Application will ask applicants to expand on the information submitted above, and submit a detailed work plan and budget as well as other supplementary materials. The tasks of the Final application are outlined below.

- Final Eligibility
    - Reconfirm initial eligibility
    - Confirm conditions of award acceptance
- Final Applicant Information
    - Review/update initial
- Final Project Overview
    - Review/update initial application responses
    - NEW: Final application adjustments
- Project Details: Materials
    - Expand initial application response
    - NEW Upload: List of collections (template)
    - NEW: Quantities of materials to be digitized
    - NEW Upload: Representative samples
- Project Details: Tell the Story
    - Expand initial application response
    - NEW Upload: External letters of support
- Project Details: Rights, Ethics, and Re-use
    - NEW: Indicate access restrictions
    - Expand initial application response

- ○ NEW Upload: Rights, ethics, and re-use appendix (optional)
- ● Project Details: Outcomes
  - ○ Expand initial application response
  - ○ NEW: Quantities of digital files to be created
  - ○ NEW: Platforms for access
- ● Project Details: Work Plan
  - ○ NEW Upload: Project Work Plan and Timeline
- ● Project Details: Capacity
  - ○ Expand initial application response
  - ○ NEW Upload: Letter(s) of Commitment
  - ○ NEW Upload: Resumes/Job Descriptions
  - ○ NEW Upload: Board/Trustee List(s)
- ● Project Details: Need for Support
  - ○ Expand initial application response
  - ○ NEW Upload: Budget Detail (template)
  - ○ NEW Upload: Budget Narrative (template)
  - ○ NEW Upload: Service Quotes/Estimates (if required)

Ways to use this document

➔ [Create your own editable copy of this Google Doc](#) (must be logged into a Google account)
➔ Download this document to work on your computer by selecting "File" then "Download as" from the menu.

Additional Resources

Staff will hold an open introductory webinar and a follow-up Q&A webinar for Initial Applicants. Information about these webinars will be available on the program's [Apply for an Award](#) page. The [Apply for an Award](#) page also provides a number of resources for applicants, including a document library and Frequently Asked Questions. Other resources relevant to planning a digitization project are available on the [DLF Digitizing Special Formats wiki](#).

Questions?

During open application periods, CLIR staff are available and ready to help via email: hiddencollections@clir.org.

Online Application

The information below follows the order and layout of the [online application](#). Applicants work through the application by completing "tasks" that appear as tabs in a left-hand menu; each tab is represented below in the Heading 3 format.

Instructions (format: bold, color #937206) and *Insights* (format: italic, color #d13100) are included in the Guidelines to help guide your answers. The following questions are required for the initial application due **November 1, 2023**, except when marked "*Optional*."

There is no need to complete your entire application in one sitting. The online application system (SM Apply) allows users to "Save & Continue Editing" at any point. When you have completed all required questions and are satisfied with your responses, select "Mark as Complete" and navigate to the next task on the left-hand of the screen. [Submission instructions](#) are included later in these Guidelines.

Eligibility

Task Instructions: This section prompts you to confirm the eligibility of your organization, any collaborating organizations, and the proposed project.

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

Applicant organizations and any collaborating organizations are located in the US or Canada.

Applicant organizations and any collaborating organizations fall under one of the following categories and meet the requirements for that category:
1. US organizations tax-exempt under one of the following:
    a. IRS Code Section 501(c)3
    b. IRS Code Section 115; or
    c. IRS Code Section 170(c)1;
2. Canadian organizations that are
    a. A current registered charity listed by the [Canada Revenue Agency](#);
    b. A [designated educational institution recognized as eligible to receive Canada Student Loans](#);
    a. Another Canadian nonprofit organization that the CLIR Grants Team has confirmed to be eligible.

3. Federal, state, provincial, territorial, municipal, tribal, or indigenous government units in the US or Canada not falling within one of the above categories may also be eligible, provided they can present evidence that collecting, preserving, and sharing rare and unique materials with the general public is part of the purpose and normal functioning of the unit. Government organizations should email hiddencollections@clir.org and confirm their ability to demonstrate eligibility prior to preparing and submitting a proposal.

NOTE: Proof of eligibility for applicant and any collaborating organizations will be required for projects recommended for funding.

All materials proposed for digitization are **owned and held** by an eligible organization; the materials themselves are also **located** in the United States or Canada.

The proposed project falls within the allowable ranges for requested funds, duration, and dates:
- Request is between $50,000 and $300,000 USD (Currency of award funds will be issued as USD or CAD dependent on the lead applicant organization.)
- Request is only for Allowable Costs as described in the Application Guidelines.
- Project is 12, 24, or 36 months in length.
- Project begins on January 1, 2025.
- Project will be completed by December 31, 2025, 2026, or 2027.

Individuals listed as a Principal Investigator (PI) are not named on more than one submitted proposal and would not serve as PI on two *Digitizing Hidden Collections* projects simultaneously, if the proposal is funded. Individuals may, however, serve as PI on simultaneous projects funded through *Digitizing Hidden Collections* and *Recordings at Risk*.

The above statements are true.
- ❏ Confirm

Applicant Information

Task Instructions: This section requests information about the lead applicant organization, any collaborating organizations, and the principal investigator(s).

Lead Applicant Organization (Legal Name) ⊕
Provide the full legal name of the organization applying for the grant. In the event this proposal is approved for funding, this organization will accept payment and assume fiscal responsibility for the project.

> *Use this space to draft response*

Lead Applicant Organization (Colloquial Name) ⊕ (optional)

Provide a more familiar name for the applicant organization if it differs from the full legal name. If the project is funded, 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*

Lead Applicant Organization Type ⊕

Choose the Sector and Organization Type that best describe the lead applicant organization.

Sector: (Select Academic, Government, Independent, Indigenous, Joint, Public)

Organization Type: (Select Agency, Archive, Archive/Museum, Association/Society, Department/Program, Religious Organization, Community Organization, Consortium, Foundation, Gallery, Historical Society, Library, Library/Archive, Library/Archive/Museum, Library/Museum, Media Organization, Memorial, Museum, Symphony/Orchestra, Theater, Other)

Instructions:

1. Select the broad sector that best describes the lead applicant organization.
   a. *Academic*: Public or private higher education organizations.
   b. *Government*: Organizations that are units or departments of federal, state/provincial, or municipal governments. State/provincial universities should prefer "Academic."
   c. *Independent*: Organizations that do not fit within the other designated sectors.
   d. *Indigenous*: Organizations that are overseen by any Indigenous body. Tribal governments should prefer this sector designation.
   e. *Joint*: Organizations that belong to some combination of designated sectors.
   f. *Public*: Organizations that are part of the public trust but not necessarily a formal part of a government agency. Examples include public libraries and public media stations.
2. Select the Organization Type that best describes the primary mission of the applicant organization. In most cases, this type will be specific to the unit or section of a larger organization in which project work will take place. If the organization does not fit within a listed type, select "other".

Insights: Responses to this question are used to compile statistics each application cycle and help to inform outreach efforts. Reviewers also consider the variety of organization sectors and types when making recommendations for funding.

Lead Applicant Organization Address

Address	*Use this space to draft response*
City	*Use this space to draft response*
State/Province/ Territory	*Use this space to draft response*
Zip Code	*Use this space to draft response*

Is the Lead Applicant Organization directly affiliated with a Native Nation, Tribe or Community?

❏ Yes
❏ No

If yes, indicate which Nation, Tribe or Community.

Use this space to draft response

Is this a collaborative project?
Note that all collaborating organizations must also meet the same eligibility requirements and provide proof of eligibility alongside the lead applicant organization should the project be nominated for funding.

❏ Yes
❏ No

Insights: Collaborative projects should model the program's core values of broad representation and authentic partnerships, foregrounding meaningful engagement with the communities whose stories the source materials tell and building diverse, inclusive teams across organizational and geographic boundaries.

● For the purposes of this program, 'collaborative' means that the applicant organization and any named partner organization(s) 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.

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 organization should email hiddencollections@clir.org.

Collaborating Organizations (if applicable) ⊜

List any collaborating organizations and designate a primary contact at each. CLIR may share the submitted application and feedback from CLIR's review panel with the individuals listed here and include them on relevant correspondence.

Do not include the lead applicant organization on this list.

How many collaborating organizations would you like to name? (Select up to 15)

Collaborator Information

Organization	*Use this space to draft response; copy and paste table as needed for drafting additional collaborators*
Sector	(Select *Academic, Government, Independent, Public, Indigenous, Joint*)
Organization Type	(Select *Agency, Archive, Archive/Museum, Association/Society, Department/Program, Religious Organization, Community Organization, Consortium, Foundation, Gallery, HistoricalSociety, Library, Library/Archive, Library/Archive/Museum, Library/Museum, Media Organization, Memorial, Museum, Symphony, Theater, Other*)
Contact First Name	
Contact Last Name	
Contact Email	

State/Province/ Territory	
Affiliated Native Nation, Tribe or Community (if applicable)	

Instructions:

- Begin by selecting the total number of collaborators you would like to add from the dropdown (between 1 and 15 are allowed) in order to generate data entry fields. You will have the opportunity to add additional collaborators should your project include more than 15 organizations.
- Complete the listed fields for each collaborating organization. More information on Sectors and Organization Types are provided under "Lead Applicant Organization Type," above.
- Provide contact information for an individual familiar with the project at each collaborating organization. CLIR may share the submitted application and feedback from CLIR's review panel with the individuals listed here and include them on relevant correspondence.

Do you require space for more than 15 collaborators? (if applicable)

- ❏ Yes
- ❏ No

If you need to include more than 15 collaborators, provide the required information for the additional collaborators using the following format for each additional collaborating organization:

Organization Name, Sector, Organization Type, Contact First Name, Contact Last Name, Contact Email, Organization State/Province/Territory, Affiliated Native Nation, Tribe or Community (if applicable)

Separate each additional collaborator with a semicolon(;).

Use this space to draft response

Collaboration agreement (if applicable)
Check to confirm:

- ❏ The Digitizing Hidden Collections Application Guidelines has been shared with representatives from all organizations collaborating on this project.
- ❏ Representatives from all organizations collaborating 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 organizations collaborating 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.
- ❏ Representatives from all organizations collaborating on this project understand that, should funds be awarded, their organizations will be required to sign the grant agreement.
- ❏ All participating organizations meet the eligibility requirements of the program and are prepared to submit the necessary proof of non-profit status.

Contact information for principal investigator(s)

Provide 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, should funds be awarded. A maximum of three PIs are allowed, regardless of the number of collaborators on a project.

The primary Principal Investigator, to be listed first, is the person who takes responsibility for communicating with and reporting to CLIR, should funds be awarded. This individual should be significantly involved with the project's direction and day-to-day execution. Normally the primary Principal Investigator is formally affiliated with the lead applicant organization.

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	
Organization	
Email	

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

Additional Contact?
Would you like to add an additional contact (e.g. a grants administrator or project manager) during the application period?
- ❏ Yes
- ❏ No

Application Contact
The additional contact listed below will be included on communication from CLIR regarding the application in addition to the proposed Principal Investigator(s).

First Name	
Last Name	
Title	
Organization	
Email	

Project Overview

Task Instructions: This section requests information about your proposed project.

Project Title ⊕
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.

(*max. 50 words*)

> *Use this space to draft response*

Project Summary ⊕
Write a paragraph-length summary of the proposed project.

(*max. 150 words*)

> *Use this space to draft response*

Instructions: Write a paragraph-length summary of the proposed project that mentions the duration of the project, the names of participating organizations, the nature of the source materials to be digitized, major activities to be undertaken during the project, and the significance of the project for its intended audiences once completed. Summaries of funded projects will be made available on CLIR's funded projects website.

Insights: 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 *Digitizing Hidden Special Collections and Archives: Amplifying Unheard Voices*.

Field(s) of Study ⊜

Designate up to 6 keywords or phrases to describe the fields of study most related to the proposed project. Separate each keyword or phrase by a semicolon (;).

> *Use this space to draft response*

Instructions: Designate up to 6 keywords or phrases that describe the fields of study or interest most closely related to the subject matter of the proposed project. Each word or phrase should be separated by a semicolon (;).

Insights: The information supplied in this field helps CLIR staff assign the most appropriate reviewers to proposals. Descriptors will also be used by CLIR to analyze the diversity of collections nominated for digitization through this program.

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

Applicants may request between $50,000 and $300,000 USD. Awards will be issued in USD or CAD based on the location of the lead applicant organization. For Initial Applications, use the information in these Guidelines to calculate a rough estimate.

> *Use this space to draft response*

Instructions: Requests may range in size from a minimum of $50,000 to a maximum of $300,000 USD. Enter the amount in whole dollars with no comma and no cents. Requests for amounts outside this range are not eligible for

consideration. For Canadian organizations, payment will be made in CAD based on the USD request at the current exchange rate at the time of issue.

What is the proposed project timeline?
Provide the project length in whole months.
Projects must:
- Last 12, 24, or 36 months;
- Begin on January 1, 2025; and
- End by December 31, 2027.

Project length (in months) (Choose 12, 24, or 36)

Project Details

Task Instructions: This section requests the details of your proposed project and makes the case for funding it through CLIR's program.

Project Details--Materials

Instructions: This section requests details about the materials you are proposing to digitize.

What materials will you digitize?
Describe the source collection(s) you would like to nominate for digitization through this program. Be sure to include general information about:
- the range of material formats in the collection(s);
- their provenance, geographic scope, and date range;
- their current condition;
- any specific preservation and conservation treatment(s) planned; and
- the size of the collection(s).

This response should start revealing how the proposed project supports the [program's core values](#) of public knowledge and broad representation.

(*max. 500 words*)

Use this space to draft response

Instructions: Describe, to the best of your ability, the collection(s) being nominated for digitization. This response should clearly communicate to the reviewers:

- The range of material formats included in the project;
- Their provenance and other information to explain the materials' journey to your organization, if known,
- The general geographic scope and date range (more specific information will be included in the following questions);
- Their current condition and storage environment(s);
- The age of the materials; and,
- The size of the collection(s).

When drafting this description, highlight specific aspects unique to the materials and describe how materials at collaborating organizations, if applicable, are related. If any information is uncertain, for example materials condition or collection size, explain how your assumptions or estimates were determined.

You may include URLs to recent inventories or collection assessments (note: URLs count as one word and will not display as hyperlinks).

Insights: Reviewers should see evidence from your response that the materials you've selected for digitization support the [program's core values](#) of public knowledge and broad representation.

Project Details--Tell the Story

Instructions: This section asks you to provide more details about the content of the materials nominated for digitization and how they will amplify unheard voices.

Whose voices will this project amplify?
Tell the story of how the content of the collections reveals the voices and/or experiences of individuals, communities, and/or populations who have been historically marginalized and/or underrepresented in digital research and learning environments. This response:

- should show how the proposed project supports the [program's core values](#) of public knowledge, broad representation, and authentic partnerships;
- should address why you consider the nominated materials to be currently "hidden", and why digitizing them and creating access to the content is appropriate and high priority for the participating organization(s) and communities

(*max. 500 words*)

Instructions: Collections and materials nominated for digitization should support the theme of *Amplifying Unheard Voices* and the core values of the *Digitizing Hidden Collections* program. In particular, this response should:

- Clearly communicate the connection between the voices, communities, applicant organization(s), and materials nominated for digitization and how this selection will embody the thematic focus and core values of the program;
- Compellingly illustrate why these materials are currently "hidden" and how digitization of the nominated collection(s) will work to advance public knowledge and understanding while centering the peoples and communities represented in the nominated materials; and
- Engage the reviewers in the story of the voices you hope to amplify.

Insights: Understanding the voices represented in the nominated collection(s) is essential for reviewers to envision the impact the project will have for its intended audiences. Evidence of the involvement of representatives of related communities should be apparent in the applicant's approach to the project.

Related "Voice Groups"

Indicate which of the groups listed are documented in the materials you propose to digitize. This program's theme and core values focus on often "hidden" histories that include, but are not necessarily limited to, those of Black, Indigenous, Latine, and other People of Color; Women; Gay, Lesbian, Bisexual, Transgender, Non-binary, and other Genderqueer people and communities; Immigrants; Displaced populations; Blind, Deaf, and Disabled people and communities; and Colonized, Disenfranchised, Enslaved, and Incarcerated people.

Choose one or more from the following list: Persons with disabilities; LGBTQIA+ individuals; Hispanic or Latine; Black or African American; Asian or Asian American; Middle Eastern, Arab, or Arab American; Native Hawaiian or Pacific Islander; First Nations or American Indian; Alaskan Native; Women; another specified group [indicate group].

Instructions: Choose all that apply.

Insights: The purpose of the *Digitizing Hidden Collections: Amplifying Unheard Voices* program is to support efforts to digitize materials that deepen public understanding of the histories of people of color and other communities and populations whose work, experiences, and perspectives have been insufficiently recognized or

unattended. This information will help CLIR determine the diversity of collections nominated for digitization through this program and will help inform future marketing and outreach.

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

Instructions: This section asks you to address any legal or ethical concerns and how those concerns, or lack thereof, will inform plans for access to and re-use of the digitized materials and related metadata/description.

What rights or ethical concerns apply to this project?

Describe any rights or ethical concerns that will influence your project as you plan to provide community-centered access, one of the [program's core values](). This statement should include:

- The steps you will take to evaluate and address potential concerns, especially those that affect people of color and other communities and populations whose work, experiences, and perspectives have been insufficiently recognized or unattended;
- The rationale for any assumptions that the proposed project is both legal and ethical;
- Any fees or other barriers to access that people using the digital files will face, and why these fees or barriers are necessary.

Even if no restrictions are anticipated, the statement should describe any assumed rights, explaining thoroughly why rights are known to be open and plans for access are community-centered and ethical.

This statement should be tailored to this project, the materials being nominated for digitization, and the requirements listed in the Application Guidelines, available on the [Apply for an Award page]().

(*max. 500 words*)

> *Use this space to draft response*

Instructions: The response should:

- Describe any legal or ethical concerns that may necessitate access restrictions. It is crucial that proposals include

- ○ (a) clear identification of each category of source materials in the project (e.g., newspapers, photographs, AV materials, etc.) 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 the previous list or indicated in the List of Collections upload)
- Explain the decisions that led you to check any of the boxes in the previous list;
- Estimate the percentage of the overall project that will or may be impacted by rights or ethical concerns that prompt restrictions;
- Explain the specific terms under which users of the collections will be able to access and re-use the digital copies created through the project and how any access restrictions will be communicated (such as employing the standardized, machine-readable statements provided at RightsStatements.org or implementing tools such as Local Contexts); and
- Describe how the applicant 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).

*Insights***:** This response will allow reviewers to assess how well applicants understand the legal and ethical concerns pertaining to their collections and how well prepared they are to address these concerns. This statement also helps reviewers assess the degree to which a proposal reflects the program's commitment to supporting community-centered access, facilitating differentiated access when prompted by legal or ethical concerns, and embracing open access when no legal or ethical constraints prohibit it.

CLIR's standing independent review panel has expressed reservations in the past to funding organizations that charge fees for access and re-use of materials digitized through this program. While not prohibited, fees must be clearly explained so that reviewers understand the reasoning behind them.

Project Details--Outcomes

Instructions: In this section, provide details about the intended outcomes of your project and the audiences you aim to reach.

What are the outcomes and audiences for this project?
Describe the outcomes of your envisioned project and who would benefit from its success. This response should:

- Show how the proposed project supports the program's core values of public knowledge, authentic partnerships, sustainable infrastructure, and community-centered access;
- Provide a general overview of the planned digital outputs, online access platforms, and long-term digital sustainability plan;
- Explain how estimates were made for the quantity of digital output and the length of time project activities will take;
- Describe any strategies, events, or other activities you are planning to raise awareness of the digital collection;
- Demonstrate how the planned outcomes will engage specific audiences.

(*Max. 500 words*)

> *Use this space to draft response*

Instructions: Applicants should describe expected outcomes; how each will support community-centered access, especially where measures are being taken to improve accessibility for specific user communities (e.g. the visually or hearing impaired; users with limited internet access; foreign language speakers, etc.); and under what conditions outcomes and access will be available. This response should clearly communicate to the reviewers information such as

- The estimated number and types of digital surrogates and related metadata expected to be created during the project and where users will be able to access digitized collections;
- How estimates were made for the quantity of digital output and the length of time project activities will take (these estimates will inform the Project Details--Work Plan to be provided in the Final Application phase);
- Plans to engage diverse potential users and facilitate inclusive outreach activities involving distinct user groups; and
- Authentic relationships with communities represented in the collection(s) and how the applicant organization(s) engage them throughout project activities.

*Insights***:** Reviewers will use this response for reference in their assessments of the proposed project timeline and the overall potential impact of the project. Special measures to increase accessibility for specific user communities are not a requirement of the program but are often viewed favorably by reviewers and show

how organizations embody the program's funding priorities to amplify unheard voices.

Reviewers look for outreach strategies that demonstrate an awareness of the full range of potential beneficiaries of a project, that show a creative approach to raising the project's profile, and that include occasions to solicit constructive feedback on project outputs from those who can place materials in local contexts. Reaching out to the public through an organization's routine announcements or newsletters is helpful, but insufficient as an outreach and engagement strategy.

Project Details--Capacity

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. Your response should address:

- How the proposed project embodies the [program's core values](#) of broad representation, authentic partnerships, and sustainable infrastructure;
- The current capacity and strengths of your organization(s), including the learned and lived experience of the team members, which will support the proposed project;
- How the proposed project will help build future capacity for your organization(s);
- How the proposed project will equitably support and empower individuals and groups that are underrepresented among cultural heritage practitioners. These include, but are not limited to, persons with disabilities; LGBTQIA+ individuals; and people of Hispanic or Latine, Black or African American, Asian, Middle Eastern, Native Hawaiian or Pacific Islander, First Nations, American Indian, or Alaskan Native descent; and
- Any past related work or projects that are relevant to the current capacity or proposed project plan.

(*Max. 500 words*)

> *Use this space to draft response*

Insights: 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 seeks projects that show evidence that the plan is appropriate to the organization and will be sustainable after project funding is spent. Include examples of previously successful projects or long-standing partnerships to help demonstrate this. 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.

Project Details--Need for Support

Instructions: This application section asks for justification for the need for support from this program to support your award request.

Why do you need support from CLIR's program to undertake this project?
Explain why you need external support from CLIR's *Digitizing Hidden Collections: Amplifying Unheard Voices* program in order to undertake your proposed project. Your response should:

- Demonstrate how project funds will support work that embodies the program's thematic focus and the program's core values;
- Articulate why an external investment from this specific program is essential to undertake the project; and
- Explain how the participating organization(s) are committed to supporting the project team and expected outcomes.

(*Max. 500 words*)

> *Use this space to draft response*

Instructions:

- Explain the organization(s') need for external funding through this specific program and why the program's funding priorities and core values align with the mission and values of the applicant organization(s).
- Include any reasons that the activities described in the proposal cannot be supported by the organization and/or its partners themselves.
- If a private foundation is listed as the lead organization or collaborator, specifically address why major foundation funding sources cannot be used for the proposed project and why funding from this program is necessary.

- If this is a collaborative project, explain how external funds from this program would help to support [authentic and equitable partnerships](#) between organizations.

Insights: Reviewers for CLIR's program will prioritize applications that clearly demonstrate a need for external support, and that clearly align with the program's [core values](#) and its goal of diversifying digital collections. In order to make their recommendations, it is helpful for them to understand to what extent the value of building digital collections is reflected in current budgets for applicant organizations, what if any future prospects there might be for budgeting to steward digital collections over time, and what other potential sources of financial support for digital collections applicants might have now and in the future.

Review & Submission

Submitting an application through the [online application system](#) is a multi-step process:

- Once each section or "task" 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 and you may be asked to click "Submit" one more time. A confirmation message should then appear, and you can click the "Go to My Applications" button to view your completed application.
- If you return to the "My Applications" space in the online application system, you will be able to download your submitted application.
- After successful submission of the proposal, the application system will send a confirmation message to the email address of the application owner, all designated PIs, and the additional contact (if applicable). Some individuals may receive multiple notifications, especially if their contact information is entered multiple times in 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 hiddencollections@clir.org.

Appendix A: Budget

Allowable Costs

Applicants may request funds for the following expenses. Applicants invited to submit a proposal for the *final round* will be required to provide a line item budget detail and narrative of project costs.

- **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 summary 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.
- **Staff training and/or consultant fees** related to the project, including advisors from communities connected to or affected by the digitization of the collections.
- **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 collaborative projects, as defined by this program. 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. ***Maximum: $10,000***
- **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. Applicants may request partial funding for items and contribute the remaining funds as shared costs. ***Maximum: $10,000***
- **Other services** related to project objectives. Services might include, but are not limited to, digitization service providers, equipment rental, server time, and backup charges.
- **Funds for travel** that is essential to carry out the proposed project.
- **Conference registration and related travel expenses** when attendance at a given conference is specifically related to project outreach. Generally, attendees should be directly involved with project work and planning to attend as presenters rather than attendees. ***Maximum: $7,500***

Disallowed Costs

Requests for the following are not allowed. Proposals that request funds for these items may be 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 beyond the stabilization of materials in preparation for digitization; such costs should be assumed by the applicant and/or collaborating institutions;
- Activity related to the conversion or migration of born-digital files;
- Tuition remission for student employees.

Appendix B: Assessment Rubrics

Assessment of Initial Applications

Up to 30 reviewers will submit scores for Initial Applications, with a smaller group of participating reviewers convening to make decisions about what proposals to advance for Final Application submission.

Applicants will be informed and reviewers instructed that all submitted initial applications will be assessed on the basis of these three criteria:

1. alignment with the program's [core values](#) and its goal of diversifying digital collections through including materials that document the histories of people of color and other communities and populations whose work, experiences, and perspectives have been insufficiently recognized or unattended,
2. demonstrated understanding of relevant rights and ethical considerations, and
3. demonstrated need for external support for the project.

In addition to submitting comments, reviewers will be asked to score each Initial Application as "Excellent," "Adequate," or "Not Recommended" on the basis of the following prompts in CLIR's online application system:

1. To the extent that the Initial Application form allows, how confident are you that the proposed project embodies the program's core values (Public Knowledge, Broad Representation, Authentic Partnerships, Sustainable Infrastructures, Community-Centered Access) and will result in creating access to materials that document underrepresented and historically marginalized communities and populations?
2. How confident are you that the proposal's authors understand the rights and ethical concerns they should consider in order to create community-centered access that is as broad as possible? How confident are you that the people and organization(s) participating in the project need external support in order to make the proposed project a success?

Scores will be weighted as follows:

1. Alignment with the program's core values and purpose: 50%
2. Apparent understanding of rights and ethical considerations: 25%
3. Apparent need for external support: 25%

Reviewers will use the Initial Application Review Rubric (below) and be instructed to offer additional explanations of their assessments or suggestions for applicants in comment boxes associated with each prompt. Comments will be used internally for panel discussions and will be shared with applicants after the completion of the initial application review.

CLIR's grants team will calculate average scores for each initial application and present the average scores to the panel, who will decide as a group the minimum score to be considered for advancement and nominate a group of applicants from that top-scoring tier that represent a diverse range of subject matter, institution types, and geographic locations.

Initial Application Review Rubric

Criterion	Excellent (Recommend for award)	Adequate	Not Recommended
1. Alignment with Core Values (2 points maximum for each core value)			
The proposed project will contribute to **Public Knowledge** and create access to materials that document underrepresented and historically marginalized communities/populations.	The project will create and disseminate digitized special collections and archives as a public good. (2)	The project engages with public knowledge, but the project may miss opportunities to reflect public knowledge or further develop this aspect of the project. (1)	Little or no evidence of engagement with public knowledge. (0)

The proposed project will contribute to **Broad Representation**, creating access to materials that document underrepresented and historically marginalized communities/populations and offering opportunities for these communities and populations to participate in building their historical record.	The project will thoughtfully share the untapped stories of people, communities, and populations who are underrepresented in digital collections, contributing to a more complete understanding of human history. (2)	The project unevenly demonstrates broad representation, but the project misses opportunities to diversify the digital historical record, or must develop this aspect of the project. (1)	Little or no evidence of broad representation. (0)
The proposed project will foster **Authentic Partnerships** in its approach to creating access to materials that document underrepresented and historically marginalized communities/populations.	The project demonstrates meaningful engagement with the underserved communities whose stories the source materials tell, and builds inclusive teams across institutional and geographic boundaries. (2)	The project demonstrates uneven engagement with authentic partnerships. The project misses opportunities to develop authentic partnerships, or needs to develop this aspect of the project. (1)	Little or no evidence of authentic partnerships. (0)
The proposed project will establish or employ **Sustainable Infrastructures** while creating access to materials that document underrepresented and historically marginalized communities/populations.	The project will promote forward-thinking strategies ensuring the long-term availability, discoverability, and interconnectedness of digitized content. (2)	The project unevenly develops sustainable infrastructures. The project misses opportunities to create sustainable infrastructures, or must develop this aspect of the project. (1)	Little or no evidence of sustainable infrastructures. (0)
The proposed project exemplifies **Community-Centered Access** in its approach to creating access to materials that document underrepresented and historically marginalized communities/populations.	The project will demonstrate approaches to access, description, and outreach that make digitized content as widely available and useful as possible within legal and ethical constraints, centering digital inclusion and respect for materials' local contexts. (2)	The project unevenly develops community-centered access. The project misses opportunities to create access, or must develop this aspect of the project. (1)	Little or no evidence of community-centered access. (0)

2. Understanding of Rights and Ethics (5 points maximum)

The proposed project addresses the rights and ethical concerns that may affect access to the content nominated for digitization, centering the interests of the people who created or who are represented in the source materials in its strategy for creating access and sharing information about re-use.	Detailed awareness of relevant rights and ethical considerations, clearly reflected in their strategy for creating community-centered access to the nominated materials. Demonstrates thoughtful consideration of the needs and interests of the creators and communities documented in the materials and, when possible, solicits input from those creators and communities to ensure the project deliverables are empowering, meaningful, and useful to the people closely connected to the content. (5)	Basic awareness of relevant rights and ethical considerations but lacks clear explanations for how these issues will be addressed or translated into strategies for providing access to project deliverables and for communicating information about re-use. Applicants may need more time to develop their approaches to creating access, to engaging with content creators or represented communities, or to managing risks related to creating access. (3-4)	Limited or inaccurate assessments of the rights and ethical considerations that will restrict ability to create access to the content nominated for digitization. (1-2)

3. Demonstrated Need for External Support (5 points maximum)

The people and organization(s) participating in the project have demonstrated a need for external support in order to make the proposed project a success.	Clear explanation why external investment from this program is essential to undertake the project. (5)	Reasonable case for external support through this program, but leaves some doubt about the level of support requested. May raise questions about the degree of commitment of one or more participating organizations to the project's outcomes. (3-4)	Does not explain why internal resources are insufficient to support the project, does not show sufficient evidence of engagement with the program's or CLIR's goals and core values. (1-2)