



# SEFLIN

SOUTHEAST FLORIDA LIBRARY INFORMATION NETWORK

Office 452, S.E. Wimberly Library • Florida Atlantic University • 777 Glades Road • Boca Raton, Florida 33431  
Toll-Free: 877-733-5460 • International: +1-561-208-0984 • Fax: 561-208-0995 • <http://www.seflin.org>

## **SEFLIN announces “Breakthrough Digitization Awards” for SEFLIN area institutions.**

Breakthrough awards are intended to support library digitization efforts that have run into roadblocks due to financial shortfall. The purpose of these awards is to provide the necessary resources to get a project to the next level, or ensure the success of projects just shy of completion. Awards will support projects that aim to create and share significant local digital content. Creativity in proposed projects is welcome, and applicants are encouraged to propose novel solutions to their unique situations.

SEFLIN will offer one-time institution-level awards for an approved fixed cost to applicants who exhibit a need for assistance and can successfully demonstrate how Breakthrough awards will assist projects in breaking through to the next level of success. Awards will provide support for four cost categories: equipment or supply purchases, personnel stipends, contractual costs, or “mixed approved costs.” The Breakthrough award period will be from 2/1 – 7/31 and proposed projects must complete Breakthrough-specific tasks within this period.

### Who is eligible?

Eligible applicants must:

- Be a Florida Library Information Network member in the SEFLIN region;
- Have a demonstrable institutional digitization plan;
- Have resources necessary for the completion of the project, apart from those requested from the Breakthrough program; and
- Have a project that aims towards the creation and sharing of significant local digital content.

### How much funding is available?

SEFLIN has a total of \$8,000 available for the 2018/2019 fiscal year. Award amounts will be determined by proposed need and number of eligible applicants. Awards are expected to value between \$500 - \$4,000 per applicant.

### What expenses are allowable?

Creativity in proposed projects is encouraged, but the goal of the Breakthrough program is to support the completion of projects that create and/or share significant local digital content. To this end, the four award categories are as follows:

- Equipment or supplies – for purchases such as scanners, camera lenses, computer peripherals, etc. that would augment the proposer’s project.
- Personnel stipends – for funding of volunteers, part-time work, staff time buyout, etc.
- Contractual costs – for costs such as consultants, training courses, and the like.



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- “Mixed approved costs” – any costs that would be a combination of the previous three categories, or for other allowable expenses not covered in the other three categories.

Allowable expenses are subject to compliance with Florida Library Cooperative Grant regulations (see Appendix 1), as well as all applicable State, Local, and Federal law. SEFLIN reserves the right to deny applications that are deemed in conflict with these regulations.

### What is the application process?

- By **Friday, 2/1/2019**, applicants must submit a Letter of Intent (500 words max), outlining project purpose and goals, and the proposed Breakthrough award type and requested award amount.
- SEFLIN will review all LOIs by **2/8/2019** and invite full proposals from selected applicants.
- By **Friday, 2/22/2019**, invited applicants must submit a full proposal including the following sections:
  1. Abstract (250 word max) - full project overview, explaining overall scope, purpose, merit, and impact of the project;
  2. Project narrative (500 word max) – description of how the Breakthrough award will augment the project;
  3. Budget – itemized proposal budget for Breakthrough award portion of the project;
  4. Resources description (500 word max) – outline of current, external resources available to ensure successful completion of the proposed project;
  5. Project Timeline – outline of project timeline with dates for milestones (including Breakthrough required dates – see below); and
  6. Digitization plan – evidence of your institution’s digitization plan.
- All application documents should be submitted to the SEFLIN Director of Digital Services, Josh Stone, at [stone@seflin.org](mailto:stone@seflin.org).

### What are the requirements for award recipients?

If selected, award recipients agree to:

- Make demonstrable progress in the proposed project over the award period
- Disburse all Breakthrough funds by 7/31/2019
- Submit a final report by 7/31/2019

### Important Dates

- 2/1/2019 – Letters of Intent due to SEFLIN
- 2/8/2019 – Full proposal invitations distributed on or before this date
- 2/22/2019 – Full proposals due to SEFLIN
- 3/1/2019 – Awards made



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- 7/31/2019 – Awardees must have disbursed all Breakthrough funds by this date
- 7/31/2019 – Final report outlining Breakthrough program’s impact on project due.

## Appendix 1

Library Cooperative Grant Guidelines and Application

Chapter 1B-2.011(2)(c), *Florida Administrative Code*, Effective 11-2018.

## XI. USE OF FUNDS

All grant and local matching funds must be spent on resource sharing activities as identified in Section II. - Program Priorities and as described by the multitype library cooperative’s long-range plan, and annual plan of service and expenditure, and the proposed activities and budget in the grant application. All grant- and local-match-funded products and services shall be offered at no cost to FLIN member libraries in each multitype library cooperative's geographic service area.

Expenditures shall be in compliance with the state guidelines for allowable project costs as outlined in the Department of Financial Services’ Reference Guide for State Expenditures (dated February 2011), incorporated by reference, which are available online at [myfloridacfo.com/aadir/reference\\_guide\\_](http://myfloridacfo.com/aadir/reference_guide_)

Grant and local matching funds may be used for:

- 1. Resource Sharing Activities.** Resource sharing activities include purchase or lease of electronic databases or resources that are shared with all FLIN member libraries in the region, interlibrary loan (ILL), ILL assessments, digitization, or statewide delivery service stops. Other resource sharing activities may be identified in the multitype library cooperative's long-range plan and annual plan of service.
- 2. Loading Records.** Examples include: loading a library’s bibliographic records for the first time, updating records (adds, deletes, cleanup), creating new records and/or providing a cataloging utility that adds records to the statewide database, such as *CatExpress*.
- 3. Consultation in Relation to Resource Sharing.** Providing guidance, information and assistance to libraries on the record loading process, resource sharing and innovations in the use of technologies related to resource sharing and on the creation and sharing of significant local digital content.
- 4. Facilitation in Relation to Resource Sharing.** Facilitating services or contracts that assist libraries in loading records, sharing e-books or databases, implementing technologies related to resource sharing, or creating and sharing significant local digital content.



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5. **Technology Related to Resource Sharing.** Research, exploration, promotion or purchase of technology related to bibliographic record enhancement and library innovations related to resource sharing.
6. **Training.** Training in support of any of the resource sharing activities given above or as a stated and approved activity within the grant application or approved project revisions.
7. **Operational Costs.** Operational costs for resource sharing activities required to accomplish items 1-6 above, such as salaries, rent, etc. These costs should be allocable to the program and auditable.

Digitization projects supported by grant funding (including matching funds) will be required to:

- Be harvestable by the Sunshine State Digital Network to be made available on the Digital Public Library of America. More information is found at <http://www.sunshinestatedigitalnetwork.org>.
- Have all rights and permissions as required under current law to create and make available to the public the content of the items that are planned to be digitized. The Division reserves the right to request rights and permissions and documentation.
- Follow the Technical Guidelines for Digitizing Cultural Heritage materials (dated September 2016) ([http://www.digitizationguidelines.gov/guidelines/FADGI%20Federal%20%20Agencies%20Digital%20Guidelines%20Initiative-2016%20Final\\_rev1.pdf](http://www.digitizationguidelines.gov/guidelines/FADGI%20Federal%20%20Agencies%20Digital%20Guidelines%20Initiative-2016%20Final_rev1.pdf)), incorporated by reference.
- Include copyright information at the item level using the rights statements found at [rightsstatements.org/en/documentation/#use-by-cultural-heritage-institutions](http://rightsstatements.org/en/documentation/#use-by-cultural-heritage-institutions) incorporated by reference.

### **Unallowable Uses of Grant Funds**

Grant funds may not be used for construction, food or other expenditures not allowable under *Florida Statutes*. Grant funds may not be used on activities that are not resource sharing or bibliographic record enhancement or that are not in alignment with the Library Cooperative Grant Program priorities or the grant application and Change Requests included in the grant agreement.