

Library Services & Technology Act (LSTA) **2014** Grant Application

Library Development Office
Indiana State Library
315 West Ohio Street
Indianapolis, IN 46202
Telephone: (317) 232-3697
FAX number: (317) 232-0002
www.library.in.gov



Library Services and Technology Act Grant

2014 General Application Instructions

Thank you for your interest in a 2013 LSTA grant! This page will provide you with general application guidelines to reference as you prepare your application for submission. **Line-by-line application instructions are available** in a PowerPoint file downloadable from the Grant Application page of the Indiana State Library website: <http://www.in.gov/library/3732.htm>.

Grant Guidelines

A set of specific grant guidelines is accessible for each LSTA grant opportunity through the Indiana State Library main LSTA webpage: <http://www.in.gov/library/lsta.htm>.

Review the guidelines in their entirety; they not only describe the grant opportunity but also provide the **application deadline, submission mailing address and instructions for any required application supplements**. Incomplete applications will not be reviewed.

Application Form

Text boxes will expand as you type but please **limit your answers to any one question to a maximum of one page**. We do expect you will need **at minimum one paragraph** to answer most questions.

If you are unsure how to answer an application question, **please call the LSTA Grant Consultant** for help at **(317) 234-6550**.

Project Budget

With your application form, you will submit a Project Budget. The Project Budget will inform Part VIII of the application form, the Project Budget Narrative. For this reason, you will want to craft your Project Budget before you finish the application form. The Project Budget worksheet is located on our Grant Application webpage: <http://www.in.gov/library/3732.htm>.

Digitization Application Supplements

Supplemental questions for Indiana Memory Digitization grant applications can be found in *Appendix A* of the digitization grant guidelines. Submit a document answering each question in *Appendix A* with your completed application form and project budget.

Application Submission

To apply, **you must mail or hand deliver** one signed original of the application form, a budget worksheet, and any required supplements to the address provided in your grant guidelines. **You must ALSO e-mail a copy** of all application materials to the Library Development Office at LDO@library.in.gov. Please refer to your grant guidelines for more information. Faxed applications will **not** be accepted.



LIBRARY SERVICES AND TECHNOLOGY ACT GRANT APPLICATION

State Form 53456 (R6 / 12-13)
INDIANA STATE LIBRARY

GENERAL INFORMATION

Grant Program <i>please mark with an X</i>	Indiana Memory Digitization	Technology	Information Access for the Unservd
	x		
Project Title	Preservation of video and audio recordings		
Organization	Sisters of Providence Archives [in collaboration with Saint Mary-of-the-Woods College library]		
Full Mailing Address	1 Sisters of Providence, St. Mary-of-the-Woods, IN 47876		
Web Address	www.spsmw.org		
Organization Director	Sister Denise Wilkinson, S.P.	E-mail Address	dwilkins@spsmw.org
Telephone Number	(812) 535-3131	Fax Number	(812) 535-1011
Project Director <i>contact for grant purposes</i>	Sister Lisa Stallings, S.P.	E-mail Address	lstallin@spsmw.org
Telephone Number	(812) 535-3131	Fax Number	(812) 535-1011
Fiscal Agent <i>responsible for fiscal reporting</i>	Sister Mary Ryan, S.P.	E-mail Address	mryan@spsmw.org
Telephone Number	(812) 535-3131	Fax Number	(812) 535-1011
Federal Congressional District(s)	8th	County	Vigo
Estimated Number of People Served by Project During Grant Period	7000	LSTA Amount Requested	\$7500
Source of this Number <i>US Census, library circulation records, etc.</i>	Historical figure	Amount of Cash Match	\$750
FEIN Number/Tax ID Number	35-0868174	Total Cost of Project	\$8250
Federal DUNS Number <i>If unsure of this number, call 1-866-705-5711</i>	07-203-6254		

FEDERAL LIBRARY SERVICES AND TECHNOLOGY ACT (LSTA) PRIORITIES

Mark ONLY ONE with an X to indicate the PRIMARY purpose that best describes your project.

<input type="checkbox"/>	Expand services for learning and access to information and educational resources in a variety of formats, in all types of libraries, for individuals of all ages.
<input checked="" type="checkbox"/>	Establish or enhance electronic and other linkages between and improve coordination to improve library services.
<input type="checkbox"/>	Provide training and professional development to enhance the skills of the current and future library workforce.
<input type="checkbox"/>	Develop public and private partnerships with other agencies and community-based organizations.
<input type="checkbox"/>	Target library services to individuals of diverse geographic, cultural, and socioeconomic backgrounds, with disabilities, and with limited functional literacy or information skills.
<input type="checkbox"/>	Target library and information services to persons having difficulty using a library and to underserved urban and rural communities, including children from families with incomes below the poverty line.
<input type="checkbox"/>	Develop library services that provide all users access to information through local, state, regional, national and international collaborations and networks

INDIANA STATE LIBRARY LSTA GOALS

Mark ONLY ONE with an X to indicate the PRIMARY purpose that best describes your project.

<input checked="" type="checkbox"/>	Information Access - Indiana libraries will provide up-to-date, reliable access to information by utilizing effective telecommunications, technology, and resources. <i>(Includes projects involving technology, digitization, and resource sharing)</i>
<input type="checkbox"/>	Enhanced Services - Indiana libraries will improve services to residents, including services that support lifelong learning, employment, and civic engagement. <i>(Includes projects involving the following special populations: Children, Institutional, unserved / underserved, blind and physically handicapped and unemployed.)</i>
<input type="checkbox"/>	Capacity Building - Indiana libraries will improve the capacity of libraries through staff development and training opportunities.

PRIMARY PROJECT AUDIENCE

Mark next to **AT LEAST ONE** but **NO MORE THAN THREE** with an **X** to indicate your primary audience(s) for the project.

	Pre-Schoolers (0-5)		Seniors (65+)		Urban Populations
x	Children (6-12)		People with Special Needs		Institutionalized Persons
x	Youth (13-17)		Library Staff		Non- or Limited English Speakers
x	Adults (18-64)		Rural Populations		Statewide Public

PART I. PROJECT SUMMARY

Provide an abstract describing all project components in 150 words or less.

The Sisters of Providence Archives holds approximately 350 video cassettes, 35 8 mm films, 100 audio cassettes and 50 reel-to-reel tapes comprising the recent cultural history of the institute. The films, videos, and reel-to-reel tapes provide a record of religious ceremonies, cultural events and presentations before, during and after the Second Vatican Council. As such, they provide context for and perspective on the changes in the Church and Catholic culture brought about by the Council.

Most of the audio cassettes are recorded interviews of prominent members of the Congregation. These are women who have navigated the cultural shifts created by Vatican Council II as well as women who have been leaders in education, social action and the civic community.

Digitization of these materials is essential to preserve them and to ensure that they can be used with available replay devices.

PART II. NEEDS STATEMENT

Describe the need or problem that generated this project and explain how you determined this need.

Although the collection has been maintained in a controlled environment, the passage of time has brought about normal deterioration of the audio and video recordings. Additionally, the Sisters of Providence no longer have playback devices for many items in the collection. As a result, part of the collection is currently inaccessible, and the rest is likely to become inaccessible if it is not preserved digitally.

Identify the goal from the *Indiana State Library's Five-Year LSTA Plan* (posted at <http://www.IN.gov/library/lsta.htm>) that your project will address and explain how your project will address this goal.

The preservation of the video and audio collection best addresses the first goal of the Five-Year Plan: "The Indiana State Library will provide up-to-date, reliable access to information to meet the needs of all Indiana residents by utilizing effective telecommunications, technology and resources." As stated elsewhere, access to the collection is dependent upon its being preserved by means of up-to-date technology. If the collection is converted to digital media, it can be used by students, teachers, and researchers who wish to better understand the social, ecclesial and cultural shifts of the 20th century. Additionally, visitors to the campus of Saint Mary-of-the-Woods or to the website of the Sisters of Providence will be able to access and learn from this collection.

PART III. OBJECTIVES, ACTIVITIES, & EVALUATION

OBJECTIVES

Describe the overall objectives of your project.

This project will:

1. Preserve an historical record of the mid-20th century, a period of extensive changes in Church and society.
2. Provide an opportunity for students to study cultural history from the perspective of those who lived it.
3. Provide an opportunity for older adults to consider the cultural history they lived from the the perspective of women religious.
4. Provide an account of women in leadership roles in the mid-20th century.

ACTIVITIES

Describe all project activities in detail.

The Sisters of Providence Archives staff, in collaboration with library personnel and faculty from Saint Mary-of-the-Woods College, will consider the audio/video collection to determine which items are of greatest value in terms of their historical/educational value. Those items deemed most valuable will then be converted to digital media. Once converted, the collection will be made available to students at Saint Mary-of-the-Woods College and throughout the Archdiocese of Indianapolis. Historians and archivists will be made aware of the accessibility of the collection through professional publications and newsletters and will be invited to use the collection for their own research. Visitors to Saint Mary-of-the-Woods and to the website of the Sisters of Providence will have the opportunity to view parts of the collections as they are added to the site or shown in Providence Spirituality and Conference Center.

Identify project staff and detail their individual roles in your proposed project.

Archives staff and selected members of the Saint Mary-of-the-Woods College community will review the collection and select the items with greatest significance. Among those selected as significant, they will establish priorities with an eye to providing a full spectrum of experiences of the period. Sisters of Providence Mission Advancement staff will incorporate selected video clips on the website. They will also use social media and blog posts to draw the Congregation's publics to the website. Finally, they will coordinate communication with schools, parishes, and other entities in the Archdiocese of Indianapolis to invite them to avail themselves of the collection. Providence Spirituality and Conference Center Staff will make use of the recordings in their work with tour groups and visitors of all ages. Faculty and staff at Saint Mary-of-the-Woods College will be able to use the collection to introduce students to the sponsoring entity of the college, the Sisters of Providence. They will also be able to use parts of the collections in academic courses, particularly history and theology courses, as appropriate.

PART IV. COMMUNICATION PLAN

Grantees are encouraged and expected to publicize the project through available and appropriate media outlets. How will you promote your project to your target audience?

The availability of the collection will be communicated to our publics through our normal avenues of communication: congregation publications, social media and website. Additionally, we will communicate directly with the education office of the Archdiocese of Indianapolis and will place a notice in the archdiocesan news publication. The accessibility of the collection will also be publicized through professional newsletters/organizations of archivists: Archivists of Congregations of Women Religious, the Society of Indiana Archivists, the Midwest Archives Conference, and Wabash Valley Vision and Voices.

How and when are you planning to share the results of your project beyond your local jurisdiction?

While most of the organizations listed in the communication plan outlined above are local or regional, the Sisters of Providence website, social media and congregation publication reach sisters, alumni, benefactors and friends throughout the world. Because we hope to make the video/audio materials available through the web, the resources can be shared globally.

Is this project a model for replication? If so, please explain.

No.

All funded grant projects are required to acknowledge the IMLS on all products.
For more information, go to <http://www.imls.gov/recipients/communication.shtm>.

PART V. EVALUATION PLAN

Outcomes Based Planning and Evaluation (OBPE) is the preferred evaluation method for your grant project.

Refer to <http://www.shapingoutcomes.org/course> for more information about Outcomes Based Planning and Evaluation (OBPE). If you are unfamiliar with the terms below, the site's [Glossary of Terms](#) is an excellent place to begin.

INPUTS

The primary resources needed for this project are funding and time. Because of the Congregation's limited resources, the scope of this project will need to be limited appreciably without additional funding. If funding can be secured, however, the project will go forward as staff and volunteer time allows. All concerned will be asked to provide regular progress reports so that the project is not stalled in the process.

OUTPUTS

Providence Conference and Spirituality Center alone draws approximately 4000 visitors annually and would provide a ready-made audience for the video and audio collection. Saint Mary-of-the-Woods College provides another "home-grown" audience with on-campus students as well as visitors and alumni. The Archdiocese of Indianapolis includes 137 parishes and 71 schools, another arena for sharing the materials. While the number of persons who come to the Sisters of Providence Archives for research is not great, the department regularly receives requests for access to the holdings.

Finally, since the year-long celebration of the 175th anniversary of the Sisters of Providence and Saint Mary-of-the-Woods College will begin in October, 2014, there is a reasonable expectation that there will be greater interest in the history of the institute during that period. While many friends, alumni and associates of the Congregation will visit the campus during the year of celebration, even more can be expected to view the materials on the website or through social media.

OUTCOMES

Desired outcomes of the project include an increased awareness of the cultural and ecclesial changes during the mid-20th century and the ways in which the lives of women religious were affected by Vatican Council II. Viewing and hearing these accounts of the lives of women religious will contribute to breaking down stereotypical attitudes about persons who pursue a life of ministerial service in the Church. Finally, the collection, particularly the audio recordings of interviews, will provide the audience with examples of strong women who served as effective leaders in education, social action and the civic arena.

EVALUATION PLAN OVERVIEW

Describe how you will determine *whether* the needs of your target group were met by your project. Then explain how you will *measure the impact* of the project on your target audience(s).

It will be possible to measure the number of times the video and audio recordings are played as well as the number of people who comprise the audiences. It will also be helpful to calculate the number of first-time visitors exposed to this living cultural and ecclesial history. The Mission Advancement office of the Congregation regularly reports on the number of website hits, Facebook likes and comments, blog readers and comments, and Twitter traffic. Calculating the attention given to the video and audio recordings could easily be a sub-report of the regular reports.

Participants in programs of the Providence Spirituality and Conference Center are regularly asked to provide written evaluations for their experience; impact on that audience could be measured in that way. Interaction with students and teachers who use the recordings in the classroom and in other programs will provide a measure of impact as well.

EVALUATION INDICATORS

Because the desired outcomes are largely a matter of awareness and attitude, indicators of these outcomes will be anecdotal and self-reported. Comments gleaned from evaluation forms, responses to social media and blogs posts will reflect any new or deepened understanding of the history.

EVALUATION METHODS

Written and electronic evaluation forms will be used for formal presentations based on the digitized materials. Responses to web and electronic postings will indicate the effect of the materials on the various audiences.

PART VI. PROJECT TIMETABLE

Using as few or as many rows as you need, complete a timetable of activities for each aspect of your proposed project that describes *what* will be done and indicates by *whom* and *when* it will be done.

PROJECT IMPLEMENTATION

ACTIVITY	WHO	WHEN (month and year or "ongoing")
Selection of recordings for digitization	Sisters of Providence Archives staff, representatives from Saint Mary-of-the-Woods College	June-July, 2014
Digitization of selected recordings	Harbour Light Video Transfer	August, 2014 and on-going
Cataloguing	Sisters of Providence Archives staff	on-going
Communication with publics	Sisters of Providence Mission Advancement staff	on-going

COMMUNICATION

ACTIVITY	WHO	WHEN (month and year or "ongoing")
Social Media and website	Sisters of Providence Mission Advancement staff	September, 2014 and on-going
Media release	Sisters of Providence Mission Advancement staff	September, 2014
Posting in professional publications	Sisters of Providence Archives staff	September, 2014
Communication with Archdiocese of Indianapolis agencies	Project Director	September, 2014

EVALUATION

ACTIVITY	WHO	WHEN (month and year or "ongoing")
Quarterly review and on-going planning	Sisters of Providence Archives staff and Project Director	September, 2014 and on-going

REPORTING

ACTIVITY	WHO	WHEN (month and year or "ongoing")
First Quarter Progress Report	Project Director	August 31, 2014
Second Quarter Progress Report	Project Director	November 30, 2014
Third Quarter Progress Report	Project Director	February 28, 2015
Financial Final Report	Project Director or Fiscal Agent	June 30, 2015
Narrative Final Report	Project Director	June 30, 2015

PART VII. CONTINUATION PLAN

Explain how activities or benefits from the project will continue after the LSTA funding period has ended or if the program will not be continued, explain why.

After the funding period has ended, the materials will continue to be used. As our staff and Congregation members become more aware of what is available, new uses will undoubtedly surface.

PART VIII. PROJECT BUDGET NARRATIVE

In narrative form by project budget category and funding source, describe your project budget items as listed in the Project Budget worksheet and briefly identify how they contribute to your proposed project. Be sure that each item for which you want LSTA funds is described in detail below. The Project Budget Narrative must match your Project Budget worksheet.

The Project Budget worksheet and guidelines on acceptable use of LSTA grant funds are available on our website:
<http://www.IN.gov/library/lsta.htm>.

PERSONAL SERVICES

Describe budget items to be paid with LSTA funds.

n/a

Describe budget items to be paid through cost sharing (local cash or in-kind contributions).

n/a

SUPPLIES

Describe budget items to be paid with LSTA funds.

n/a

Describe budget items to be paid through cost sharing (local cash or in-kind contributions).

n/a

OTHER SERVICES & CHARGES

Describe budget items to be paid with LSTA funds.

Digitization of selected video and audio recordings will be funded by the LSTA.

Describe budget items to be paid through cost sharing (local cash or in-kind contributions).

Funds for digitization of selected video and audio recordings will be provided by the Sisters of Providence.

CAPITAL OUTLAYS

Describe budget items to be paid with LSTA funds.

n/a

Describe budget items to be paid through cost sharing (local cash or in-kind contributions).

n/a

PART IX. ASSURANCES

The Institute of Museum & Library Services (IMLS) requires the Indiana State Library to obtain certification from its sub-grant applicants regarding federal debt status, debarment and suspension, non-discrimination, a drug-free workplace, and other applicable assurances. These requirements are incorporated in the Assurances Statement below. Review the Statement and sign the certification form. If you receive a grant, you must comply with these requirements.

By signing the application form, the authorizing official, on behalf of the applicant, assures and certifies that, should a sub-grant be awarded, it will comply with the statutes outlined and all related IMLS and ISL regulations. These assurances shall obligate the applicant for the period during which Federal financial assistance is extended. The applicant recognizes and agrees that any such assistance will be extended in reliance on the representations and agreements made in these assurances, and that the United States government has the right to seek judicial enforcement of these assurances, which are binding on the applicant, its successors, transferees, and assignees, and on the authorized official whose signature appears on the application form.

Certifications Required of All Applicants

1. Financial, Administrative, and Legal Accountability;
2. Debarment and Suspension;
3. Non-Discrimination;
4. Drug-Free Workplace Act of 1988
5. Lobbying
6. E-Verify Employment Eligibility Verification
7. State Ethics Laws
8. Information Technology Accessibility Standards; and
9. Telephone Solicitations Laws

Certification of Authorizing Officials

I have examined this application, and I hereby certify on behalf of the applicant organization that:

1. The information provided is true and correct;
2. All requirements for a complete LSTA Grant application have been fulfilled;
3. The applicant will comply with all applicable payment, accounting, and reporting requirements; and
4. The applicant will comply with applicable certifications regarding Items 1-9 listed above under Certifications Required of All Applicants.

We, the undersigned, hereby certify that should this organization receive a sub-grant, the organization and its leaders will comply with all LSTA regulations, all statutes outlined, requirements as defined by the Indiana State Library (*Managing Your LSTA Grant*), and all applicable Federal statutes and regulations.

Name of Organization	Project Title	Submission Date (month, day, year)
Sisters of Providence of Saint Mary-of-the-Woods	Preservation of video and audio recordings	March 14, 2014

Title of Principal Officer	Signature of Principal Officer	Signature Date (month, day, year)
Sister Denise Wilkinson, S.P.		March 14, 2014

STATE LIBRARY USE ONLY							
Project Number	Approved			Not Approved		Amount Awarded	
Library Type	Public	School	Academic	Special	Multi-Type	SLAA	Institutional

PROJECT BUDGET

Your budget should provide an overview of all anticipated project costs from federal and local sources.

Round all amounts to the nearest whole dollar.

All amounts must match the amounts given in your Project Budget Narrative.

You are not limited to the space provided. Cells are set to expand as you type. Your budget may continue on to additional pages.

A row may be added anywhere by (1) right-clicking on the row above which you wish to insert the new row, (2) selecting *Insert* from the menu that appears and (3) selecting *Entire Row* from the next menu.

You are encouraged to obtain quotes for products and services to develop your application budget. Should your application be approved, your grant contract will include the project budget "as is" unless you request revision in advance. After contract, changes to the approved project budget must be requested of and approved by the Indiana State Library.

Line-by-line instructions in PowerPoint and PDF form are available to download from the Grant Application page of the Indiana State Library LSTA webpage: <http://www.in.gov/library/3732.htm>.

BUDGET ITEM	SOURCE OR METHOD OF COMPUTATION	LSTA GRANT FUNDS	COST SHARING	PROJECT TOTAL
Personal Services				
<i>Salaries & Wages</i>				
<i>Employee Benefits</i>				
TOTAL PERSONAL SERVICES				
Supplies				
<i>Supplies</i>				
TOTAL SUPPLIES				
Other Services & Charges				
<i>Professional Services</i>				
Digitization of audio and video recordings	Estimate from vendor	\$7,500	\$750	\$8,250
<i>Communication & Transportation</i>				
<i>Printing & Advertising</i>				
<i>Repair & Maintenance</i>				
TOTAL OTHER SERVICES & CHARGES				
Capital Outlays				
<i>Furniture & Equipment</i>				
<i>Print, AV, Electronic Resources & Collection Materials</i>				
<i>Software</i>				
<i>Other Capital Outlays</i>				
TOTAL CAPITAL OUTLAYS				
BUDGET TOTAL				\$8,250

LSTA funds cannot be used to supplant local or system funds.

LSTA funds may not be used for administrative overhead.

LSTA Grant Application
Supplemental questions [from Appendix A]

Part I: General Description

A collection of approximately 350 video cassette tapes and 35 8-mm films, along with approximately 100 audio cassettes and 50 reel-to-reel tapes are part of the holdings of the Archives of the Sisters of Providence of Saint Mary-of-the-Woods. Because of limited financial resources, the Congregation has been unable to digitize, and thus preserve, this collection. If funding becomes available, the Archives staff, in collaboration with Saint Mary-of-the-Woods College staff and faculty, will prioritize the recordings according to their historical/cultural significance and digitize as many as funds allow.

Taken together, these audio and video recordings capture the recent history of the institute. The films, videos, and reel-to-reel tapes provide a record of religious ceremonies, cultural events and presentations before, during and since the Second Vatican Council. Most of the audio cassettes are recorded interviews of prominent members of the Congregation.

The copyright for the entire collection is held by the Sisters of Providence of Saint Mary-of-the-Woods, Indiana.

Part 2: Historical Significance

The video and audio recordings represent a living history of the Sisters of Providence in the mid-20th century. The record of events at Saint Mary-of-the-Woods and throughout the Congregation provide context for and perspective on the changes in the Church and Catholic culture brought about by Vatican Council II.

Recorded interviews of prominent members of the Congregation provide a record of women who have navigated the cultural shifts created by Vatican Council II as well as women who have been leaders in education, social action and the civic community in Indiana and elsewhere.

The recordings are clearly “one of a kind.”

Part 3: Technical plan

The audio and video recordings will be converted to CD and DVD, both to preserve the historical record and to ensure that the collection is accessible with current playback devices.

We will avail ourselves of the State Library’s CONTENTdm license as needed; our IT department will be available to facilitate the technical aspects of the project.

The Archives department maintains a climate-controlled environment to ensure that all artifacts and media are protected.

If grant funding is received, the selection and prioritization process will begin in June and digitization will begin in August, 2014.

LSTA Grant Application
Supplemental questions [from Appendix A]

While some of the older items in the collection are fragile, the vendor is confident he can preserve the vast majority, if not all, of the items.

The digitization will be done by a local vendor Harbour Light Video Transfer. This vendor has done work for the Archives department in the past, and we have been satisfied with the quality of his work.

Part 4: Metadata Plan

The Archives department has an extensive catalogue of its holdings. The recordings will be catalogued according to time period, person[s] and event[s] featured, topic[s], etc. Additionally, a brief abstract will be developed for each recording.

Part 5: Management Plan

As opportunities have allowed, the Sisters of Providence have digitized archival materials both to preserve them and to make them accessible to a greater number of people. The most notable effort was the digitization of the journals of Saint Mother Theodore Guerin, writings which are dated from before the American foundation in 1840 up to the time of her death in 1856.

Staff members in Archives are well-suited to the project at hand, with experience in areas of project management and metadata creation. Additionally, the Sisters of Providence Mission Advancement office has had good success in developing and maintaining the website for the Congregation as well as sites for several sponsored ministries and institutions. The Information Technology department is also equipped to assist with technical aspects of the proposed project.

Part 6: Supporting Documentation

In the event that the Sisters of Providence might be unable to sustain the Archives department in the future, the holdings could be added to the collection at Saint Mary-of-the-Woods College or at the University of Notre Dame, which maintains an extensive collection of religious archives.