

**Society of American Archivists Foundation
Board of Directors Meeting
May 9–10, 2016
Chicago, Illinois**

**2016 Grant Proposals
(Prepared by Review Committee Members Fynnette Eaton,
Mark Duffy, Lisa Mangiafico, and Carla Summers)**

In March 2015 the SAA Foundation Board of Directors approved a [Grant Funding Policy](#) as well as a [Grant Application Process and Guidelines](#). The policy and procedures were publicized beginning in April 2015. Four letters of intent were received by the Foundation office by the deadline of February 1.

The Grant Review Committee agreed that two of the four proposals were of sufficient scope and quality to merit an invitation to proceed to a full proposal. Those invitations were sent via letter and email on March 8. Both institutions that were invited to submit a full proposal did so by the March 31 deadline.

Following development of specific rating criteria (see Appendix), each Committee member reviewed and rated the two proposals on a simple four-point scale. Scores were averaged and both proposals fell within the good-to-excellent range.

RECOMMENDATION 1

THAT the grant proposal submitted by the Louisiana State University School of Library and Information Science to develop best practice recommendations for the use of user-generated description within moving image collections be funded at the full amount requested, \$2,400.

Support Statement: This project as described in the proposal fits within the mission and goals of the SAA Foundation and addresses the strategic planning priorities of the Society of American Archivists.

Fiscal Impact: \$2,400. The Foundation has the resources to fund this proposal.

RECOMMENDATION 2

THAT the grant proposal submitted by the La MaMa Experimental Theater Club Archives for “Connecting Community-Based Digital Archives to the DPLA” be funded at the full amount requested, \$5,000.

Support Statement: This project as described in the proposal fits within the mission and goals of the SAA Foundation and addresses the strategic planning priorities of the Society of American Archivists.

Fiscal Impact: \$5,000. Per the SAA Foundation Grant Application Process and Guidelines, “The Board will consider grant requests in amounts ranging from \$500 to \$3,000, although the SAAF will consider larger funding requests that could have an unusual impact on the profession.” The Foundation has the resources to fund this proposal.

SAA Foundation Grant Proposal Evaluation Form

Please rate each grant proposal using the following scale applied to each of the evaluation criteria. Use “NA” if you consider a criterion inappropriate or not applicable to the proposal.

1 – Excellent 2 – Good 3 – Fair 4 – Poor

Evaluation Criteria

Purpose and Significance

- Are the purpose and goals of the project clearly identified and justified?
- Does the proposal identify and address specific aspects of the Foundation’s mission?
- Does the proposal identify one or more of SAA’s strategic goals that it seeks to address?
- Does the proposal substantiate the significance of the project for the archives profession?

Work Plan and Methodology

- Is the proposed timeline realistic to accomplish the project’s goals?
- Are the activities and/or phases of the project clearly specified?
- Is the proposed methodology/approach appropriate to accomplish the project’s goals?

Budget and Resources

- Does the budget provide convincing detail to completely support the activities to be carried out in the proposal?
- Is the proposed budget realistic for completing the project?
- Could the project/activity be significantly enabled if the SAAF were not able to fund the full amount requested? Are there other funding sources?

Impact/Outcomes

- Are the outcomes and deliverables of the project clearly defined in the proposal?
- Does the proposal specify the expectations for the project’s professional impact and contain a provision for assessing success?
- Does the proposal include a provision, plan or approach for disseminating and publicizing the project’s outcome?