Call for Proposals: 

Building Digital Collections

Amount: up to $5,000

The Lehigh Valley Engaged Humanities Consortium (LVEHC) seeks proposals to build well-defined digital collections that adhere closely to the LVEHC Main Themes (see below). We welcome proposals from librarians, archivists, educators, and community members who seek to catalogue, curate, and digitize relevant existing physical collections, acquire new physical collections for digitization, or build new audiovisual collections, for instance of oral histories.

Introduction to the LVEHC:

Generously funded by a grant from the Andrew W. Mellon Foundation through June 2021, the Lehigh Valley Engaged Humanities Consortium (LVEHC) (http://sites.lafayette.edu/lvehc/) fosters exploration of personal, historical, and community narratives that have emerged in the past half-century in the region using methods of the humanities and arts. The LVEHC is guided by a steering committee composed of representatives of a dozen Lehigh Valley academic and cultural institutions.

LVEHC Main Themes:

- The diversity of communities in the Lehigh Valley over the past 50 years.
- The changing nature of work in the Lehigh Valley over the past 50 years.
- The process of story-making in the Lehigh Valley over the past 50 years.
- The evolving landscape, environment, and sense of place in the Lehigh Valley over the past 50 years.

Funding:

- Awards may be expended as stipends for project partners ($1,500 per person, up to two per proposal) and/or related project costs (for instance, acquiring new physical collections, renting or purchasing recording equipment and hard drives, paying for digitization services, etc.).
- Awardees will be responsible for retaining receipts related to grant expenditures.
- Funds will be distributed in two even allotments: one upon notification of award, and one upon completion of the post-award responsibilities.
- Funding must be distributed to a sponsoring institution who will manage the funds in conjunction with the awardee. If the awardee’s home or partner organization/institution is unable or unwilling to receive the grant funds, the awardee will be responsible for declaring the funds on their tax returns.

Application Process:

- Submit a two-page (500 words) proposal, accompanied by any relevant letters of support, to the Steering Committee co-directors via email at LVEngagedHumanities@gmail.com, or by filling out the Proposal Submission Form online.
- Applications will be reviewed by the LVEHC steering committee; responses can be expected approximately three weeks after proposal submission.
**Proposals should contain:**

- One-paragraph summary of the proposed collection;
- List of any collaborating institutions/organizations (including a brief statement of support from participating librarians/archivists/other project partners);
- Anticipated possibilities for new research and teaching on transformations of the past half-century in the Lehigh Valley;
- An itemized budget outlining proposed expenses;
- Statement of how the proposed event aligns with the LVEHC themes (see above)

**Considerations:**

- Special consideration will be given to collection projects that involve two or more institutions or organizations.
- Proposed collections that align with the LVEHC Themes (see above) will be prioritized for funding.
- Preference will be given to proposals that include a letter of support from a partnering librarian or archivist.
- Proposed digital collections must adhere to the Andrew W. Mellon Foundation guidelines on intellectual property; they must be open access and available to the public for educational use. Oral history collections must implement the LVEHC Oral History Permissions Form.
- Applicants proposing oral history collections must also:
  - Submit their project through the IRB process
  - Implement the LVEHC Oral History Permissions Form

**Post-award Responsibilities:**

A 400-500 word reflective statement will be required within 30 days of the conclusion of the project. With the assistance of the grant coordinator, this statement will be developed into a blog post that will be posted on the LVEHC website and will also be used for grant reporting. The statement can be written in the first-person, should be accompanied by one or two photos of the author/s, and can include: a description of the project and process, reflections on successes/challenges, and/or thoughts on how the collection might be used for future research and/or teaching. These statements can be collaborative and offer perspectives from the different participating organizations.

**LVEHC Mellon Grant Steering Committee:**

Andrea Smith (smithal@lafayette.edu), Grant Co-Director, Lafayette College
Charlotte Nunes (nunesc@lafayette.edu), Grant Co-Director, Lafayette College
Allentown Art Museum
Cedar Crest College
DeSales University
Easton Area Public Library
Karl Stirner Arts Trail
Lehigh University
Lehigh Valley Association of Independent Colleges (LVAIC)
Lehigh Valley Research Consortium (LVRC)
Moravian College
Muhlenberg College
Northampton County Historical and Genealogical Society / Sigal Museum

**LVEHC Mellon Grant Coordinator:** Kate Pitts (pittsk@lafayette.edu)

* Calls for Proposals are subject to change. Please consult the website (http://sites.lafayette.edu/lvehc) for up to date guidelines and restrictions.
ALLOWABLE EXPENDITURES AND FUNDING RESTRICTIONS:

ALLOWABLE EXPENDITURES:

- Stipends
  - Flat fee amounts granted to faculty, librarians, community partners, researchers and others
  - These amounts do not require budget breakdowns
- Technology
  - Rental or purchase of hardware such as photography and recording equipment
  - Purchase or licensing of software, cloud storage, etc.
- Honoraria for speakers, performers, and community partners
- Archival acquisitions, digitization costs, and other research-related expenses
- Books, films, licensing fees, art supplies and other expenses for classes and public events

ANDREW W. MELLON FOUNDATION GRANTS CANNOT BE USED FOR ANY OF THE FOLLOWING. THEREFORE, BUDGETS SUBMITTED TO LVEHC SHOULD NOT INCLUDE THESE ITEMS:

- Food and catering expenses
- Venue rentals
- Projects in social sciences or STEM fields
  - However, proposals exploring humanities-related social sciences, and productive relationships between the arts and humanities and the natural and social sciences will be considered
- Endowment management fees
- One-off conferences
- Undergraduate travel, tuition, or financial aid

FOR FURTHER INFORMATION ON THE ANDREW W. MELLON FOUNDATION’S GRANTMAKING POLICIES AND GUIDELINES, PLEASE VISIT: https://mellon.org/grants/grantmaking-policies-and-guidelines/grantmaking-policies/