

## Instructions for Submitting an IDEA to the Catalyst Fund

### Submission Period January 7 – February 20, 2019

#### Step 1: Confirm that you want to submit an Idea, not a Proposal.

With an Idea submission, you are recommending a program, service or solution that LYRISIS could provide to address a need within the library, archive and/or museum fields. If selected, LYRISIS staff will research, design, plan, pilot and/or implement the Idea. Your organization will not be obligated to participate in the resulting program, service or solution.

If you are requesting funds to pilot the project at your own institution, you should instead submit a **Proposal**. With Proposals, funds will be awarded to the applicant if the Proposal is selected and your organization will be responsible for conducting the project. The application instructions and template for Proposals are available at the Catalyst Fund website at <https://www.lyrasis.org/Leadership/Pages/Catalyst-Fund.aspx>.

#### Step 2: Review the criteria and terms for Ideas

Ideas will be evaluated according to the following criteria:

- Does this idea identify a well-defined problem or present a well-defined opportunity for LYRISIS and its members?
- Does the idea innovatively advance an important objective of the library, archive and/or museum communities?
- What is the potential for the proposed program, service or consortial opportunity to serve the broad LYRISIS community?
  - Is it a common and/or shared issue for members of the LYRISIS community?
  - Is the idea of interest to others outside of your organization?
- Can a sustainable model evolve to support the program, service or solution for as long as the community needs it?

#### Step 3: Prepare and Submit your Idea

To submit an Idea to the Catalyst Fund,

- A. Prepare a brief narrative description as a PDF following the template described below, available at the Catalyst Fund website at <https://www.lyrasis.org/Leadership/Pages/Catalyst-Fund.aspx>.
- B. Complete the online submission form and upload your Idea PDF at <https://www.lyrasis.org/Leadership/Pages/catalyst-fund-idea-form.aspx>.

It is best to gather and prepare the information in advance of filling out the online submission form, as you cannot save the submission form mid-process and return to it at a future time.

### A. The Idea Narrative Template

Follow the template described in the table below to tell us about your Idea. The template is offered for optional download in MS Word format through the Catalyst Fund website at <https://www.lyrasis.org/Leadership/Pages/Catalyst-Fund.aspx>.

Please follow these general guidelines in creating your description.

- Font must be 10 point or larger.
- Margins must be 0.5 inches or larger.
- You may change font type and margin sizes in the MS Word template as long as they meet the above requirements.
- The final product must be converted to a PDF for submission.
- The Idea PDF cannot exceed two pages. Any description longer than two pages will be rejected.
- Within the description, address the following topics, as relevant, in the order presented.

Applicant Organization: <i>Name of organization submitting the Idea.</i>
Idea Title: <i>Provide a brief, relevant title for your Idea, maximum 150 characters with spaces. Note that this should be the same as used on the online submission form.</i>
Idea Statement of Purpose: <i>Provide a brief statement of the purpose of your Idea, maximum 400 characters with spaces. Note that this should be the same text as used on the online submission form.</i>
Idea Description: <i>Describe the program, service and/or solution that you recommend LYRASIS provide. What problem, need, issue or challenge for members (libraries, archives and/or museums) will it address?</i> <i>If relevant:</i> <ul style="list-style-type: none"><li>• <i>Include references to any studies or reports that can further elucidate the issue, models from other fields, or existing work in related areas.</i></li><li>• <i>List other organizations that you would recommend as potential partners in implementing the idea.</i></li></ul>

### B. The Online Submission Form

Provide the following information in the spaces provided on the online submission form at <https://www.lyrasis.org/Leadership/Pages/catalyst-fund-idea-form.aspx>.

1. Name of applicant organization
  - *This should match the name of the organization provided at the top of the Idea Narrative described in section A above. The online form allows 100 characters including spaces.*
2. Is your organization a member of LYRASIS?
  - *Note that only LYRASIS members are eligible to apply to the Catalyst Fund. If you are unsure of your organization's status, check the current list of LYRASIS members at [www.lyrasis.org](http://www.lyrasis.org) or contact Member Support at [membersupport@lyrasis.org](mailto:membersupport@lyrasis.org).*
3. Contact Information: First and Last Names, Telephone number, Email address
  - *This is the person to whom future communications regarding the Idea will be sent. Only one contact can be listed on the online form, although others may be described in the narrative.*
4. Title for the Idea
  - *This should match the title provided at the top of the Idea Narrative described above in section A. The online form allows 150 characters including spaces.*
5. Briefly state the purpose of the Idea.
  - *Note that this statement will serve as a brief introduction to your Idea for Leaders Circle review.*
  - *This statement should match the brief statement of purpose provided at the top of the Idea Narrative described above in section A. The online form allows a maximum of 400 characters including spaces.*
8. Upload your PDF Idea Narrative (section A above) in the designated box.
  - *Save your document as a PDF prior to upload. Only PDFs will be accepted.*
  - *Idea descriptions longer than 2 pages will not be accepted.*
9. Select the Submit button at the bottom of the online form.

#### **Step 4: After Submission**

You will receive a confirmation email from LYRASIS after submitting an Idea. The email will contain the information submitted, including an attachment with your PDF narrative.

Following close of the Catalyst Fund submission period on February 20, 2019, Ideas will be sent to multiple reviewers for evaluation according to the criteria listed above. Evaluations will be completed in May 2019. Submitters will be notified of decisions and pending plans by LYRASIS in June 2019.

If you have questions as you prepare your Idea or while it is under review, please contact us at [catalystfund@lyrasis.org](mailto:catalystfund@lyrasis.org).