

Instructions for Submitting a PROPOSAL to the Catalyst Fund

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

Through a **Proposal**, you are requesting funds to pilot a project directly. Funds will be awarded to your organization if the Proposal is selected by the Leaders Circle and your organization will be responsible for conducting the project.

If you are presenting a concept that you believe will benefit the field, but which you would like LYRASIS to address, then submit an **Idea** to the Catalyst Fund instead of a Proposal. The institution submitting an Idea is not obligated to do the work. If selected by the Leaders Circle, LYRASIS staff will design the implementation plan and distribute resources as appropriate to pilot the idea. The application form, instructions and template for Ideas are available at the [Catalyst Fund website](#).

Step 2: Review the criteria and terms for Proposals

Proposals will be evaluated according to the following criteria:

- Does this Proposal **innovatively test-and-try** a solution to a well-defined problem or address a well-defined opportunity?
- Does the Proposal advance an important objective of the library, archives and/or museum communities?
- What is the potential for the Proposal to **impact** and serve the broad LYRASIS community?
 - Is it a common and/or shared issue for members of the LYRASIS community?
 - Are the outputs scalable beyond a single institution?
- Is the Proposal of interest to others outside of your organization? Note that collaboration with other organizations is welcome and encouraged if appropriate, but not required.
- Is the plan of work appropriate to the Proposal's goal, and is the budget reasonable and justified?

In 2018, the LYRASIS Leaders Circle is especially interested in projects that provide open solutions, make use of technology to advance our members' missions, and engage underserved communities. These are not requirements, just suggestions. Applications in other areas also are welcome. Surprise us!

If you wish to submit a Proposal to continue work on a project previously funded by the Catalyst Fund, you may apply, but the application will receive no special consideration and will be judged by the same criteria as others in the competition. The work on the prior Catalyst Fund project must be completed and the required white paper submitted to LYRASIS prior to submission of a new application. In addition, the new Catalyst Fund

submission must include a description of how the previously funded project met its goals and what new activities are proposed.

Step 3: Prepare and Submit your Proposal

In order to submit a Proposal,

- A. Prepare a two-page narrative description according to the template below, available at the [Catalyst Fund website](#) and on the online submission form below.
- B. Complete the online submission form and upload your two-page Proposal at www.lyrasis.org/Leadership/Pages/catalyst-fund-proposal-form.aspx.

It is best to gather and prepare the information in advance of filling out the online form. You cannot save the form mid-process and come back to it at a later time.

A. The Proposal Narrative Template

Use the MS Word Proposal Template ([Catalyst Fund website](#)) to provide the information listed below.

- Font must be 10 point or larger.
- Margins must be 0.5 inches or larger.
- You may change font type and margin size in the template as long as they meet the above requirements.
- The final product must be converted to a PDF for submission.
- The Proposal cannot exceed two pages. Proposals longer than two pages will be rejected.
- No appendices or attachments allowed unless they fit within the two-page Proposal limit.
- Within the Proposal, address the following topics in the order presented, using the table at the end to provide information about your budget. You may change or omit narrative subheadings as long as the subjects are addressed in the order presented. This makes it easier for reviewers when evaluating Proposals.

Template Contents:

Applicant Organization: <i>Name of organization submitting Proposal and receiving funds if selected.</i>	Amount: \$ <i>Total requested, which should match the total at the end of the budget table.</i>
Proposal Title: <i>Provide a brief, relevant title for your Proposal. Note that this should be the same as used on the online submission form</i>	

Project Goal:
Provide a brief statement of the goal or purpose of your Proposal, maximum 500 characters with spaces. Note that this should be the same text as used on the online submission form

Describe the problem, need, issue or challenge that your project will address.

- *Emphasize the potential impact and how the project will benefit the LYRASIS community.*
- *Refer to related work, past or present, if relevant.*
- *If the Proposal continues work previously funded by the Catalyst Fund, describe how the previously funded project met its goals and how the new project builds from or expands upon the earlier project.*

Provide a plan of work, including activities, timeframe, and resource requirements.

Provide names and titles for the principal investigator(s) and other key participants in the project,

- *No résumés are required.*

Budget

Complete rows as needed in the table provided to list expense lines, describe the basis for budget figures, and detail line item costs. The total of line items in the cost column should be entered in the “Total Budget Request” box at the top of the template.

- *Note that Catalyst Funds cannot be used for overhead or capital expenditures.*
- *Include \$1,200 in your budget for travel for one person to attend the two-day LYRASIS annual Member Summit in fall 2018.*
 - *Travel is estimated at \$500/coach airfare, \$400 for two hotel nights, and \$300 for out-of-pocket travel expenses. You may apply unused Summit travel funds to other aspects of your project’s expenses. If you anticipate that travel would exceed the figure provided, you may increase this budget line as long as you explain the basis for the additional anticipated cost.*
 - *Other travel should be based on your organization’s policies and anticipated costs based on destination(s) and days of travel. Describe this basis used in the budget table.*
- *Include in the template only expenses that will be part of the award, if successful. Do NOT include any cost share from your organization in the budget template. Matching funds or cost share is not required or expected.*
- *Add or remove rows as needed to adequately describe the budget. You may adjust column and row heights as needed. Sample provided below.*

Line	Basis	Cost
<i>Travel to the LYRASIS Member Summit</i>	<i>As provided by LYRASIS</i>	<i>\$1,200</i>
<i>Consultant</i>	<i>10 days at \$1,000/day</i>	<i>\$10,000</i>

<i>Consultant travel</i>	<i>Chicago to/from Atlanta for 3 days at \$400 airfare, \$450 hotel, and \$150 per diem</i>	<i>\$1,000</i>
<i>Total Budget Request:</i>		<i>\$12,200</i>

B. The Online Submission Form

Provide the following information in the spaces provided on the online form at www.lyrasis.org/Leadership/Pages/catalyst-fund-proposal-form.aspx.

1. Name of applicant organization
 - *This should match the name of the organization provided at the top of the Proposal 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 or contact Member Support at membersupport@lyrasis.org.*

3. Contact or Project Director: First and Last Names, Telephone number, Email address
 - *This is the person to whom future communications regarding the Proposal will be sent. Only one project director can be listed on the online form, although co-directors may be described in the narrative.*

4. Title for the Proposal
 - *This should match the title provided at the top of the Proposal Narrative described above in section A. The online form allows 100 characters, including spaces.*

5. Briefly state the goal or purpose of the project.
 - *Note that this statement will serve as a brief introduction to your Proposal should it go forward to the Leaders Circle in the final selection phase.*
 - *This statement should match the brief goal statement provided at the top of the Proposal Narrative described above in section A. The online form allows a maximum of 500 characters, including spaces.*

6. Total amount requested
 - *This amount should match the request provided at the top of the Proposal Narrative described in Section A above. Use whole dollar numbers.*

7. Agreement to terms of awards

If the project is selected for funding, the applicant organization agrees to:

- Provide a final white paper, openly accessible under a Creative Commons attribution license, for sharing with the community on the LYRASIS website.
- Present results via an in-person presentation at the 2018 LYRASIS Member Summit either directly or through a LYRASIS-approved representative.
- Make available any software products created with Catalyst Funds on a royalty-free basis according to the terms of an open source license and in an open source repository (such as GitHub).
- Be financially responsible and use the funds specifically for the project as approved.
- Communicate and/or meet regularly with an appointed LYRASIS staff liaison during the course of the project, as mutually agreed-upon at the start of the project.

8. Upload your 2-page PDF Proposal Narrative (section A above) in the designated box.

- *Save your document as a PDF prior to upload. Only PDFs will be accepted.*
- *Proposals longer than 2 pages will be 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 catalystfund@lyrasis.org after submitting a Proposal. 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, 2018, Proposals will be sent to multiple reviewers for evaluation according to the criteria listed above. Evaluations will be completed in early April 2018. The top ranked Proposals will be submitted to LYRASIS Leaders Circle members, whose representatives will vote on which to fund in May 2018. Finalists will be notified of the Leaders Circle decision by early June 2018.

If you have questions as you prepare your Proposal or while it is under review, please contact us at catalystfund@lyrasis.org.