GRANTS OFFICE
empowering communities

Unlock Digitization Grants

Expert Tips to Accelerate Your Organization’s Digital Transformation

Today's Presenters



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TODAY'S AGENDA

01 | What is Digitization?

02 | Digitization Projects

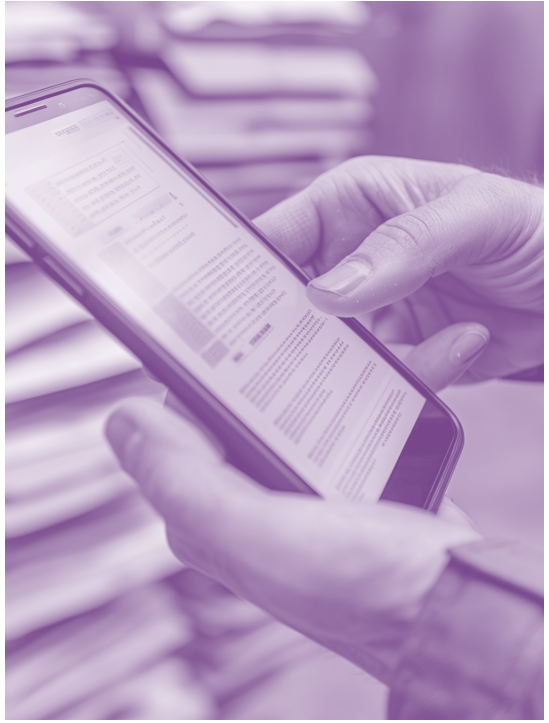
03 | Sources of Grant Funding

04 | Grant Readiness Tips

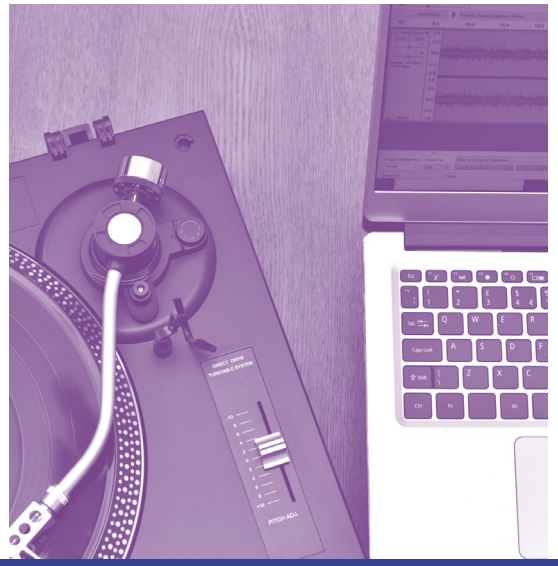
05 | Questions?



What is Digitization?









Digitization Defined

Digitization refers to the process of converting information, data, or physical objects into a digital format.

This can involve transforming an object, image, sound, document, or signal into a binary code (0s and 1s) that computers can process, store, and transmit.

For example, scanning a paper document to create a digital file, or recording into a digitized file, are both forms of digitization.

Digitization Benefits

01 Enhanced Accessibility

Easy access to records and materials online from anywhere at any time.

02 Efficient Search and Retrieval

Allows for quick and accurate retrieval of specific records, eliminating the need for manual searching.

03 Space and Cost Savings

Frees up valuable office space, reduce storage costs, and minimize the risk of damage or loss.

04 Data Security and Disaster Recovery

Ensures data integrity, confidentiality, and protection against unauthorized access.

05 Data Analytics and Reporting

Entities can leverage data analytics tools to identify trends, patterns, and areas for improvement.



Digitization Projects

Examples of Digitization Projects

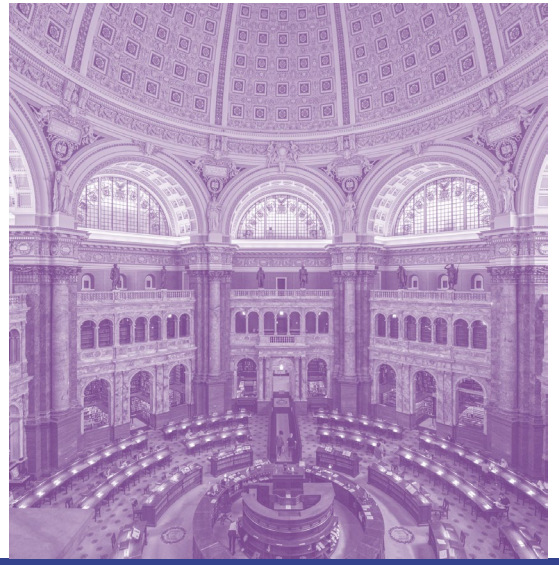
State & Local Government	K-12 and Higher Ed	Additional Areas
Police records: camera footage, criminal history records, and incident reports	Creating online libraries or developing interactive digital textbooks for students	**Healthcare** Patient records
Newspapers, local archives, rare books, photographs, maps, and oral histories	Establishing online databases for faculty to share research papers and data sets.	**Humanities** Materials and collections
Court records: licenses, dockets, laws, case dispositions, and subpoenas	Developing interactive multimedia learning modules	**Libraries** Local history documents and books

Library of Congress Digital Collections

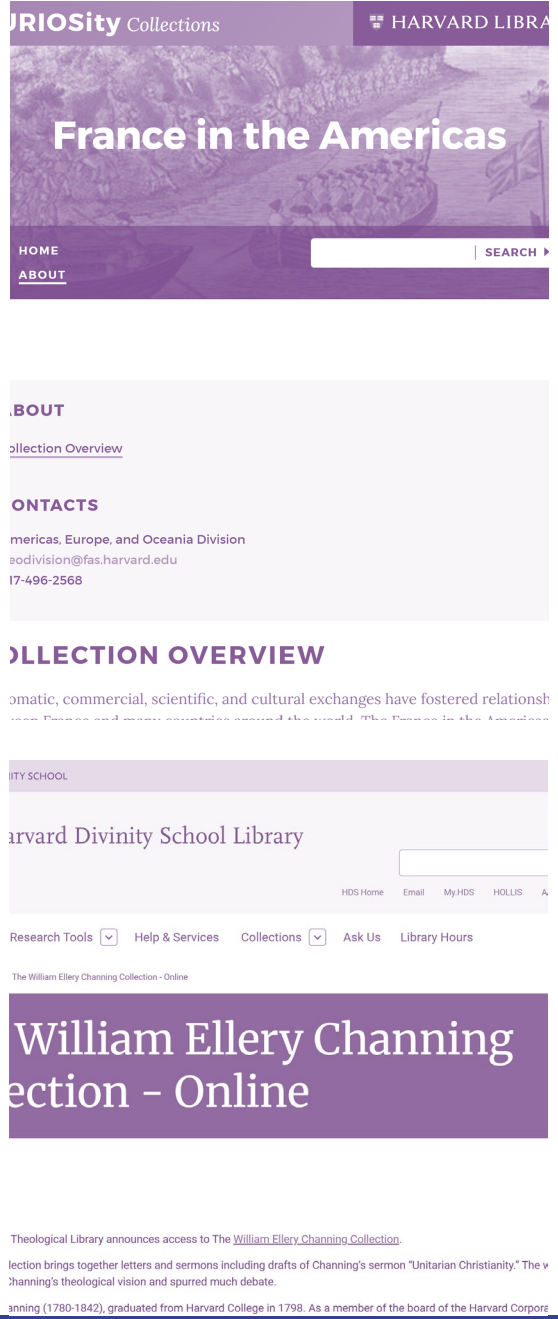
- Papers of various American presidents and statesmen
- Women’s organizations and leading suffragists
- Early civil rights leaders, and famous artists
- Slave narratives
- Maps and charts
- Government documents, business records, and legal treatises
- Sheet music
- Political cartoons
- Fine prints

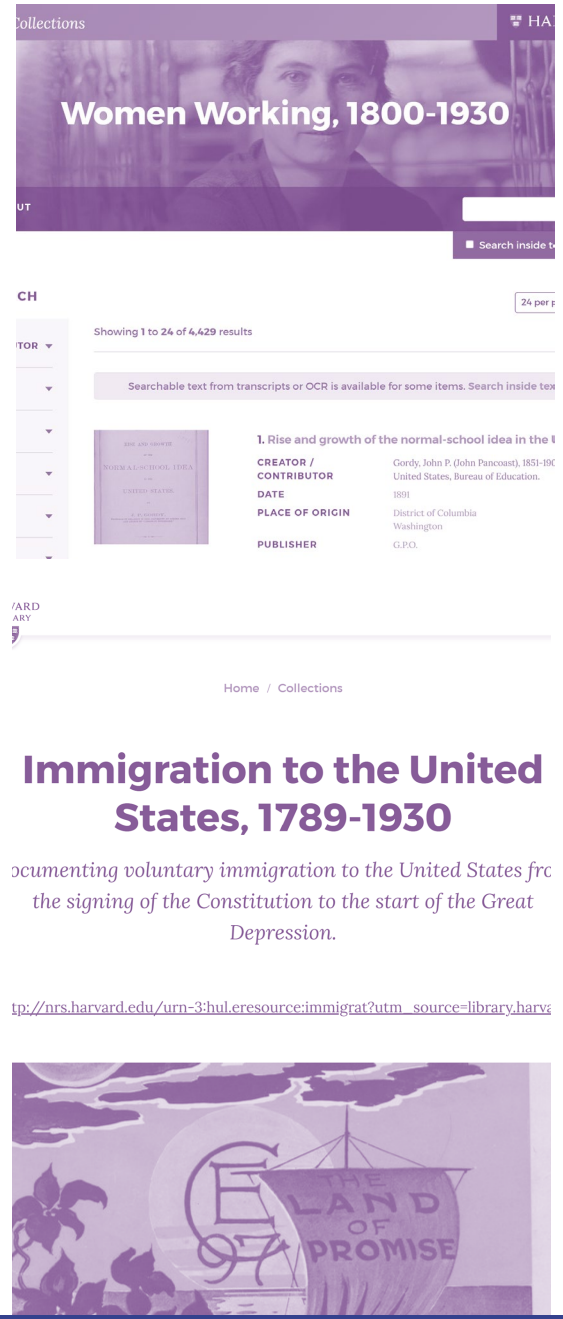












Harvard Digital Collections

- Expeditions and discoveries
- Sponsored exploration and scientific discovery in the modern age
- France in the Americas
- Immigration to the United States: 1789-1930
- The William Ellery Channing Collection
- Women Working: 1800-1930

State-Level Digitization Projects

Louisiana Digital Library

An online library of more than 400,000 digital items from state archives, libraries, museums, and other repositories, making historical records accessible to students, researchers, and the general public.

Michigan Memories

Historical photographs and articles, rare maps and manuscripts. Materials from the past provide a unique look at the people, places, and events.

Washington State Digital Archives

Washington preserves electronic records from state and local government agencies. It is the first state archives in the United States dedicated specifically to preserving electronic records.

Sources of Grant Funding

Types of Funding

Federal Funding

National Endowment for the Humanities (NEH)

Institute of Museum and Library Services (IMLS)

National Archives (NHPRC)

State Funding

New York State Library

South Central Regional Library Council (SCRLC)

California State Library

Foundation Funding

Mellon Foundation

Knight Foundation

Gordon and Betty Moore Foundation

Edward Byrne Memorial Justice Assistance Grant (JAG)

Bureau of Justice Assistance (BJA)

Allows states and local governments to support a broad range of activities to prevent and control drug trafficking, drug-related crime, and violent crime.

JAG funds can be used for state and local initiatives, technical assistance training, personnel, equipment, supplies, contractual support, and information systems for criminal justice.

Grants can provide funding for public safety agencies to move from paper-based record systems to digital systems or for digitizing evidence, including photographs, camera footage, videos, and digital files, ensuring they are properly cataloged and easily accessible.



Funding Amount

A total of $268 million was allocated for FY24. Funds are allocated to states, territories and municipalities by formula.

Deadline

Deadlines vary by state

Eligibility Notes

Units of local government

National Digital Newspaper Program



U.S. National Endowment for the Humanities (NEH)

Partnership between the National Endowment for the Humanities and the Library of Congress (LC).

Grants are provided to create a national digital resource of historically significant newspapers published between 1690 and 1963. This searchable database will be permanently maintained at the Library of Congress (LC) and will be freely accessible online.

Funding Amount

$2.5 million

Deadline

Anticipated October 2025

Eligibility Notes

U.S. nonprofit organizations with 501(c)(3) tax-exempt status, state and local governmental agencies, federally recognized Native American tribal governments, and institutions of higher education.

Access to Historical Records: Archival Projects Program

U.S. National Archives and Records Administration (NARA)

Funding is used to create archival projects that will significantly improve online public discovery and use of historical records and collections. Projects should promote understanding of the nation's history, democracy, and culture from the founding era to the present day.

Projects may preserve and process historical records to:

- Convert existing materials for online access;
- Create new online Finding Aids to collections;
- Digitize historical records collections and make them freely available online.



Funding Amount

$1.4 million

Deadline

May 7, 2025

Eligibility Notes

Nonprofit organizations or institutions, colleges, universities, and other academic institutions, State or local government agencies, federally acknowledged or state-recognized Native American tribes or groups.

NICS Act Record Improvement Program (NARIP)

Bureau of Justice Assistance (BJA)

Funds are awarded to projects that improve the completeness, automation, and transmittal of records to state and federal systems. Such records include criminal history records, records of domestic violence and stalking convictions, records of protective orders, warrants, etc.

In 2024, the Bureau of Justice Statistics prioritized the use of funds for two purposes:

- to enhance the completeness, automation, and transmittal of records to state and federal systems used by the National Instant Criminal Background Check System (NICS), and;
- to improve the overall reporting of persons prohibited from possessing firearms for reasons related to domestic violence and mental health to the NICS.



Funding Amount

$25 million

Deadline

Anticipated July 2025

Eligibility Notes

Native American tribal governments (Federally recognized), State governments, and State courts.

Grant Readiness Tips

Preparing for a Digitization Project

Define the Scope and Objectives

Conduct a Needs Assessment

Research the Appropriate Technology and Tools

Create a Timeline

Develop a Project Plan



"Grant Ready" organizations have…

- ✓ A "grants champion" – someone to lead the charge & the team!
- ✓ Policies & procedures on record for grant proposal efforts and award management
- ✓ Up-to-date account registrations

  Tax ID, SAMS, EIN, grants.gov, etc.
- ✓ Constantly up-to-date knowledge of their impact
- ✓ Engaged possible partners for low-risk idea brainstorming
- ✓ A grants calendar for all prep activities

Tips for making your next grant proposal more competitive

Tip #1	Tip #2	Tip #3	Tip #4	Tip #5
Remember, most grants fund **comprehensive projects**, not *just* products.	Let your project's needs and objectives determine the technology you acquire and the team you build.	Learn as much as possible about the grant program **before** you apply.	Include SMART Goals **S**pecific, **M**easurable, **A**chievable, **R**esults-focused, **T**ime-bound	Get an outside set of eyes to edit your final proposal before submitting.

Questions?

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FREE WEBINAR:
Unlock the U.S. Federal Budget

Congress recently passed a Continuing Budget Resolution that funds the government through the rest of FY2025.

Join us on April 24 for a comprehensive overview of the US federal budget, recent trends, and how it impacts funding opportunities across various sectors! Learn how the government allocates its resources, key priorities in the annual budget, and what this means for funding programs in areas such as education, healthcare, infrastructure, and more.

Register: https://www2.grantsoffice.com/2025_FederalBudget

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