

The DALNET Grants Committee's main purpose is to help attract and facilitate additional funding into the Consortium. The *Committee* recognizes, therefore, that communication and cooperation are the two prime ingredients in the process of writing and presenting any given grant proposal. The *Committee* recommends the following guidelines for grant-seeking projects designed to benefit the Consortium or a group of its member libraries.

- That an initial document for each project be submitted to IHDC. It should contain as much information as possible but need not be formal or exact. It should include an outline description of the project, the scale involved, what hardware or software already exists at the site, what personnel is involved, a timeline envisioned to begin and complete the project, other funding sources and what benefits the project would have for DALNET.
- IHDC would notify the DALNET Director and the Board that a proposal had been received and was under consideration. IHDC thereafter would have no more than 30 days beyond receipt of the plan to arrive at a decision and communicate back to the institution applying, and also to the DALNET Director and the Board.
- If the decision was favorable, the work of seeking funding would begin involving the host institution, the DALNET Grants Committee and IHDC.
- The resulting proposal and background information would include the following these elements:
 - a thorough description of the project;
 - the goals and objectives of the project;
 - the outcome measurements concerning goals and objectives of the project;
 - a detailed timeline on how long the project would take;
 - a cost estimate costs of staff, materials, hardware and equipment;
 - job descriptions for individuals involved in the project;
 - the constituents most effected, how and why;
 - ascertain if additional long-term funding is required;
 - description of benefits to the Consortium;
 - description of resources the Consortium would bring to the project.
- The Grants Committee will help advance the grant proposal to a point where it can be written into its final form for presentation to the funder(s) At this point a grants writer may be employed, using funds designated by the DALNET Board.
- A signed agreement would be sought from the grant's fiscal agent. This agreement will contain information as to the disbursement and allocation of funds, where any capital equipment will physically be housed and maintained and an agreed upon reporting procedure to the grant funder and the DALNET Finance Committee.

When funding had been obtained, IHDC would act as project overseer and liaison to the DALNET Director, who would ultimately report to the DALNET Board. The Grants Committee, thereafter would play no further role than that of liaison to the grant funder and only then if the fiscal agent requests it.