Your application will be eligible for review if you can answer yes to all the following criteria:

This application meets the intent of the grant cycle schedule and the goal of preparing 250 or more metadata records for one or multiple collections to be added to DPLA by September 2021.	
The applying organization (hereafter known as 'you') is a public library, academic library, or special (archive, museum, other cultural heritage institution) library located in Ohio, and does not currently have a digital collection in ODN or DPLA.	
The application requests $4,999 or less in grant funding.	
At least one project contact will be able to attend a virtual open office/check in session, to be held Tuesday April 13, 10AM.	
You can commit to digitizing, remediating, enhancing, retrospectively converting, and/or re-cataloging a minimum of 250 items by Wednesday June 30, 2021, in preparation for a September harvest.	
You will be able to meet the requirements and recommendations specified in the Ohio Digital Network's Metadata Application Profile. When the collection is ready for harvest, ODN's Metadata Template will be submitted to the Metadata Librarian via email.	
You will submit the final metadata remediation and claim for disbursement by Friday August 20, 2021.	
You are willing to submit final narrative report and final financial report according to the schedule outlined in the contract by Thursday September 30, 2021 per IMLS guidelines.	
The grant application form and proposed budget form has been used and are complete—all questions have been answered, all signatures obtained, all required attachments of the application submitted.	
The application is submitted by 5PM ET on Monday, November 2, 2020, through the grant portal application system.	