

## **Society of Georgia Archivists Personal Digital Archiving Workshop Outreach Grant 2014**

**Purpose:** The Society of Georgia Archivists Personal Digital Archiving Workshop Outreach Grant is meant to help information professionals in Georgia promote the idea that librarians, archivists, and records managers are a source of expertise for assisting individuals (the public, family members, students, corporate employees, etc.) with their personal digital archiving needs. The grant will be given to the first three individuals who apply for the grant after hosting and teaching the workshop at their institutions/in their communities (using the curriculum materials designed by SGA, GLA, and Atlanta ARMA, available here: <http://soga.org/involvement/advocacy/professional>).

**Grant Parameters:** The 2014 award amount is \$100 to the first individual to submit an application for the grant after hosting and teaching the workshop (using the curriculum materials designed by SGA, GLA, and Atlanta ARMA) at his/her institution; \$50 to the second individual to submit an application for the grant after hosting and teaching the workshop (using the curriculum materials designed by SGA, GLA, and Atlanta ARMA) at his/her institution; and \$50 to the third individual to submit an application for the grant after hosting and teaching the workshop (using the curriculum materials designed by SGA, GLA, and Atlanta ARMA) at his/her institution.

**Selection Process:** The Society of Georgia Archivists (SGA) Outreach Manager will accept applications for the Society of Georgia Archivists Personal Digital Archiving Workshop Outreach Grant starting on 8/1/2014 and will continue accepting them until the grant has been awarded to three individuals. The application includes a narrative describing how the workshop was hosted, how many attended, future plans to host further workshops, and ideas for improving the workshop as an outreach tool. The SGA Outreach Manager will notify applicants about the status of their applications within two weeks of the application submission.

**Grantee Responsibilities:** The grantee will submit his/her grant application *after* he or she has hosted and taught the workshop at his/her institution. The applicant must have used or adapted the curriculum materials designed by SGA, GLA, and Atlanta ARMA *in some way* as part of their workshop. For example: the applicant might have distributed the Additional Resources Handout to participants or adapted it to suit their audience; the applicant might have reused the presentation or adapted it to suit their audience; the applicant might have facilitated a version of the activity described in the Hands-On Activity Instructions, etc. The curriculum materials are available here: <http://soga.org/involvement/advocacy/professional>.

## **Application for the Society of Georgia Archivists Personal Digital Archiving Workshop Outreach Grant 2014**

Please submit this completed PDF form to the SGA Outreach Manager, [outreach@soga.org](mailto:outreach@soga.org). Please also email the Outreach Manager with any questions.

**Name of individual who hosted and taught the Personal Digital Archiving Workshop (applicant):**

**Job title:**

**Address:**

**Email:**

**Phone number:**

**Date and time of workshop:**

**Location of workshop:**

**Please provide a brief summary of the workshop (roughly 500 words), including:**

- **The curriculum and structure (How did you use the curriculum materials designed by SGA, GLA, and Atlanta ARMA? Did you make changes to the curriculum to suit your audience? Did you decide to include both a lecture and a hands-on activity?)**
- **Number of attendees and general description of their demographics**
- **Future plans to host the workshop again**

- **Ideas for improving the workshop as an outreach tool that promotes the idea that information professionals are a source of expertise for assisting individuals with their personal digital archiving needs**
- **Any other impressions or suggestions you would like to convey**

Please submit this completed PDF form to the SGA Outreach Manager, [outreach@soga.org](mailto:outreach@soga.org).  
Please also email the Outreach Manager with any questions.