

National Digital Stewardship Residency in New York Host Application Instructions

To become a host for the NDSR-NY, please compile the following and submit in one email to - ndsr@metro.org with the subject “[Institution Name] Host Application.” The deadline to submit is **Friday, April 10, 2015**. An example of each document can be found in the sample application available at <http://ndsr.nycdigital.org/information-for-hosts/>.

1. **Letter of Commitment** – This letter should be created and signed by an upper-level manager and should state their support for the NDSR at their institution.
2. **Statement of Interest** – This brief document (less than one page) should outline why this applicant will make a good host institution. It should describe the nature of digital materials available for projects, including current digital stewardship initiatives and programs at the institutions, and identify how the project and the institutional environment will be conducive for resident learning. This is also the area where applicants can identify previous experience hosting interns, fellows, and/or residents.
3. **Identification of Mentors** – This document should identify the staff member(s) that will be working with each resident and describe why those individual(s) will be effective mentors. It should describe how this mentor is qualified to manage a resident working on a digital stewardship project. A brief resume (no more than 2 pages) for the mentor(s) can also be provided.
4. **Project Proposal** – The NDSR-NY [Host Application](#) PDF form has sections for describing the scope of work that the resident will complete throughout the residency. It includes sections for applicant information, a project title and summary, goals and objectives, timeframe and deliverables, resources required, project context, and required and preferred skills of a resident.

The project webpage for host institutions, <http://ndsr.nycdigital.org/information-for-hosts/>, also contains links to past successful NDSR applications and project descriptions. These may be useful when scoping a project and writing an application.

We at Metropolitan New York Library Council, along with our partners at the Institute of Museum and Library Services and the concurrent NDSR-Boston initiative, want all applicant organizations to submit great proposals. If you need any additional guidance about the type of project to submit, desire feedback on potential project ideas, or have any questions at all on the process, please contact Margo Padilla, NDSR-NY Principal Investigator, at mpadilla@metro.org or 212.228.2320 x117 and we will work with you to craft an application.

Thank you for your interest in the National Digital Stewardship Residency program!