

Taking into account the fact that this DL will require funding, the following is a fictionalized inquiry letter in the initial phrase of grant writing, addressed to a dummy grant issuing institution. All names and addresses are false; the focus is on the content and intention of our efforts to gather appropriate funding. A similar letter would be mailed to a number of institutions.

March 15, 2008

Mr. Ethan West, Program Officer

The Osborne Foundation
8045 Indiana Avenue
Washington, DC 08538

Dear Mr. West:

We take pleasure in requesting support for the Monte Cassino Digitorium, a digital library initiative that will make available heretofore separated manuscripts, penned as a whole in the 12th century at Monte Cassino. The MCD seeks a grant of \$20,000, payable over two years, from the Osbourne Foundation. The first payment of \$10,000 will be applied to Phase I as outlined in our proposal and will immediately address the benefits we wish to bring to our intended user group by focusing on collecting materials and acquiring hardware for the project. The second payment of \$10,000 will be used to make our efforts public and enable the library to debut by October 2008 as per Phrase II.

The Monte Cassino Digitorium seeks to provide educational, thematic, and historical context to medieval historians and scholars around the world. We offer users the opportunity to explore the collections and production of a truly remarkable time in human creative history, including the great art produced in the time period in which we focus. Our efforts highlight not only the medieval tradition, but the religious, political, and devotional efforts of South Italy and the greatness it inspired in the Western Tradition.

Given the Osborne Foundation's focus on historical initiatives and willingness to fund library projects, the Monte Cassino Digitorium project provides a suitable match. The library will shed light on the cultural and historical significance of a great collection by gathering extant examples from around the world and replacing them, digitally, in their original context.

Available 24/7 and from anywhere in the world, MCD offers a unique chance for researchers separated by both time and space by the efforts of this wonderfully unique time in the codification tradition. Our staff has experience in developing digital libraries, including contributions to national and international projects.

Owed to the very nature of Monte Cassino and its efforts in manuscript production throughout its history, examples of its unique work were spread across libraries, universities, and the private and royal holdings of Europe. In the age of modern academia and museum holdings, these manuscripts have been spread even further. Owed to numerous disasters throughout the

subsequent thousand years, most of these texts have been burned, damaged, or lost.

Extant examples throughout the world and in varying states need to be gathered in order for the public to enjoy a side-by-side look at what this monastery produced; resources united for the first time in a millennium. In addition to reconstructing context, a helpful comparison of 12th century codicology and paleography (including an important study of the unique Cassinese script) would be possible.

The estimated total cost of the Monte Cassino Digitorium project is \$100,000, including terms for long term data migration schedules and anticipatory hardware costs. The MCD has secured 12% of this amount. Funds remain to be raised for hardware and staffing requirements. Efforts have raised over \$10,000 from individual donors. The Alpha Foundation has contributed \$5,000; the Conover Foundation, \$7,000.

Monte Cassino Digitorium submitted an application to the National Endowment of the Humanities in December. Proposals are pending with several local grant makers, including the NJHE Foundation, Thompson Bank, and the Kerry F. Powell Trust Fund.

The MCD will begin work in April 2008 with funding in place to develop a hierarchical assignment of tasks, wide-reaching collecting efforts, and digitization. We will continue through October 2008 when the library will go public, and efforts will go on into 2009 until completion of the project.

We look forward to submitting a full proposal and giving a presentation of already identified material. Executive Director Valerie Addonizio can be reached at (555) 555-777. Through the Osborne Foundation's generosity, the Monte Cassino Digitorium can ensure that these wonderful treasures of Western scholarship can be reunited.

Sincerely,

Siobhan McCarthy

Chairman, Board of Directors

Valerie Addonizio

Executive Director