

PILOT PROJECT GRANT

Notes on completing the application form 2017

General

All applications must be submitted in English. The original signed application, unbound and single-sided, must be submitted to:

Ruth Hansford
EAP Grants Portfolio Manager
The British Library
96 Euston Road
London
NW1 2DB
United Kingdom.

An electronic version of the application must also be emailed to:

endangeredarchives@bl.uk

All copies of the application and the referee report forms must arrive by the deadline set. Late or incomplete applications will not be considered.

Where national or state records are being copied then the Programme will need confirmation that the appropriate governmental department had been consulted. Where it is intended to remove official records from the country of origin, even temporarily for the purposes of copying or treatment, then explicit written approval for this must be obtained from the highest governmental level.

All material copied through an EAP grant must be able to be made available online.

Extracts from your project proposal may be published on the Programme website or used to promote the Programme as a whole.

- Q1** Your application must have a single principal applicant who has the main intellectual input into, and ownership of, the research. This is the person with whom the Programme will correspond about the application.

PhD students will only be considered for an award as a Principal Applicant in exceptional circumstances and where there is a demonstrable track record of project and grant management. In such cases, a letter of support must be provided from the student's supervisor, giving approval for the student to undertake the project and detailing how the project relates to their PhD.

Coapplicants will be helping to manage or direct the project – if members of the team are not undertaking a managerial role they should not be listed as coapplicants but details of their roles should be outlined in the project description. A maximum of three coapplicants is permitted.

- Q4** The host institution should be a university, research, archive or similar non-commercial institution to which the grant will be awarded. The institution will be expected to administer and account for the funds, provide any facilities that may be required to complete the project and to abide by the Award Conditions.

If the principal applicant is applying as an Independent Researcher, then just state **Independent Researcher**. This means that the funds will be awarded direct to the principal applicant, who will be responsible to the British Library for accounting for all expenditure. Independent Researchers will be expected to have relevant prior experience and a track record of delivery in previous projects. Independent Researchers will be required to submit receipts with their Final Report for all items of expenditure over £100 and should, at the minimum, maintain spreadsheets accounting for expenditure under the budget headings of the award. All expenditure reports to the British Library must be in GBP and the exchange rate used that was current at the date the grant funds were received.

It should be noted that 10% of the grant is withheld until all the outcomes from the project have been submitted satisfactorily – Independent Researchers will need to consider how this will be managed.

- Q5** All costs throughout the application must be rounded to the nearest pound sterling (GBP). On award, the grant funds will be electronically transferred in instalments to the specified bank account in GBP and all financial reporting during the grant must be in GBP.

- Q7** A summary of the proposed project should be provided here. More details of the proposal are requested in Q10 – 17, with a detailed project description to be given in Q18.

Q8-

- Q15** These questions are your opportunity to provide sufficient information to enable the advisory panel to make a decision on whether the project should be funded. Look at the criteria for evaluating applications, as listed in para. 3 of the Guidelines for Applicants, and demonstrate how your proposal fits these criteria. If available, some photographic examples of the material should be submitted with your application and should have a short description accompanying each.

- Q10** If digitising flat objects, work on the principle that an A4 page at 300ppi will be around 30MB.

- Q13** Please ensure that you have consulted the EAP Listing Guidelines.

- Q14** Please ensure that you have consulted the EAP Guidelines for Producing Surveys.

- Q15** These two pages must be completed by the Principal Applicant and each Coapplicant. You will therefore need to duplicate the pages accordingly.

Q17 All costs requested must be given in GBP and rounded to the nearest pound. Any ineligible costs will be removed from the application.

a) Where costs have been converted into GBP from another currency then details should be provided of the exchange rate used. Grants will be fixed at the time of award and not subject to supplementation.

b) Where support for salaries has been requested for more than one year, then a reasonable estimate for annual inflation salary increases may be included in salary costings after Year 1.

c) and d) Salary support. When calculating salaries, elements such as statutory insurances and taxes must be incorporated in addition to the basic salary. Details of relevant official pay scales should be provided, as a comparison with the level requested. Where incentive payments or extra-duty allowances for work beyond normal job descriptions have been included, this should be clearly shown. You should state whether each position is part- or full-time: if part-time, details should be provided of the basis on which they will be employed on the project.

e) Please ensure that a clear breakdown of all travel and subsistence costs are clearly shown, including daily subsistence rates and rail/air fares where applicable.

f) Please provide the make and model for each item of equipment that you intend to purchase. You must ensure you have consulted the relevant Copying Guidelines so that you are aware of the equipment and consumables that will be required to capture digital files at the correct standard. Contact the EAP office BEFORE submission if you have any questions.

h) Requests for contingency and overheads are not eligible for funding and will be removed from the application. If, during the course of the project, additional funds are required for unforeseen expenses, then a special case will need to be made to the Programme as and when the occasion arises.

If appropriate, ensure that the cost of sending the digital copies to the British Library by courier has been taken into account.

Q18 Provide brief details of any current or recent applications submitted to any funding body for similar or closely related projects. If the outcome is not yet known, state when you expect to receive it. Whilst the Programme will not provide duplicate funding, it may provide complementary support. If such complementary funding is sought, you should outline its nature and the extent to which successful completion of the project depends on both sources.

Q19 The Annual Report should provide a summary of audited accounts for the Host Institution. If the Report does not contain this information then you should submit a similar financial report.

Q20 Only material that can be made available online should be digitised through an EAP grant. Before completing this section you should consult the relevant guidance and forms for the Grant of Permission.

If the institution holding the material will also be taking on the role of Archival Partner by providing access to the original and/or digital material, then this question should be completed by that holding institution. If there will be more than one Archival Partner, then this question should be duplicated as required.

Q22 You must ask two referees to complete the Referee Report form. Your referees must have no connection to the project and must not be employed by the Host Institution. They must submit the completed form direct to the EAP Office

Undertakings

The application must be signed by an appropriate senior person in the administration of your host institution, such as the Research Grants Officer, Finance Officer or Director. The Principal Applicant should not sign on behalf of the Institution.