

PRELIMINARY APPLICATION

Notes on completing the application form September 2017

General

All applications must be submitted in English. The completed application form must be submitted electronically as an email attachment in word or PDF format to:

endangeredarchives@bl.uk

The application form must arrive by midnight GMT on Friday 17th November 2017. Late or incomplete applications will not be considered. Applicants are responsible for checking that the form is complete and in order. ONLY the form will be considered at the preliminary stage.

Where national or state records are being copied then the Programme will need confirmation at the detailed application stage 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 will have to be obtained from the highest governmental level.

- 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. You should note that PhD students will only be considered for an award where there is a demonstrable track record of project and grant management.
- Q2** Where the extent of the work or material involved is not fully known then it may be more appropriate to apply for a pilot grant to undertake a survey. It is expected that a pilot project will lead to a future major project.
- Q4** The duration of the project should be stated in months.
- Q5** The start date needs only to be provisional at this stage. If the application is awarded then the start date will be confirmed prior to the issue of the award documentation. Please bear in mind when setting the project timetable that, if invited to submit a detailed application, you will be informed of the outcome of your application in May 2018. August 2018 would be the earliest start date to allow for the necessary paperwork to be completed and the initial tranche of funding to be transferred.
- Q6** Costs should be rounded to the nearest pound sterling (GBP). All grants will be awarded, and funds transferred, in GBP. We recommend the use of <https://www.oanda.com/currency/converter/> for indicative exchange rates.
- Q8** Check the box in **either** Q8a or Q8b, **not both**.
- Q9** The host institution should be a university, archive or similar 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 Terms and Conditions of Award. It is expected that the Principal Applicant will normally be employed by the Host Institution.

If you are not attached to an institution then you should apply as an Independent Researcher by completing Q10.

- Q10** This question should be completed only if you are not attached to an institution and are applying as an 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 keep a detailed spreadsheet of all expenditure.
- Q11** Please complete this question if you have applied to the Programme previously for a research grant focusing on the same material but were unsuccessful. You will need to provide details of how this application is different from the original application. Before applying again, you should consider carefully the reasons why your original application was unsuccessful and how you can revise it effectively. List any previous EAP awards.
- Q12** You should provide details here of the archives which will be receiving the copies and/or original material.
- Q13** You should provide a breakdown of the total cost of the project into the four budget headings. Although the costs may alter by the time you submit a detailed application, these figures should be realistic and based on actual costs. You should bear in mind that all financial reporting on the grant to the EAP Office will be in GBP.
- Q14-17** You should provide a detailed description of what you intend to do during the project – this is your chance to ‘sell’ your project to the Panel who will make the decision on inviting you to the next stage of application. Without sufficient information and details they will not be able to make a proper assessment of your proposal. Carefully consider how your project fits in with the criteria for assessment of grant applications, as detailed in paragraph 3, Guidelines for Applicants. Suggested word count: 500-1000. Do not type outside the box provided.

As all the digital material created during your project will be made available online through the British Library website, you must ensure that there are no copyright or privacy issues which will limit this accessibility.

- Q19** Tick the box to show that you have considered the implications of making the material available on the internet via the British Library.
- Q20** You may use this space to add an image that illustrates the need for your project. This image must make the document no larger than 1MB in total.