

# ENDANGERED ARCHIVES PROGRAMME

## PRELIMINARY APPLICATION FORM

### 2021/22 (Round 17)

Round EAP 17 invites applications for grants to be awarded in April 2021, for start dates between August 2022 and February 2023. For successful applicants, first grant instalments will be paid in July or August 2022.

*Please read carefully the [Guidance for Applicants](#) and [Grant Agreement Template](#) before completing and submitting an application. All grants are awarded to the standard terms.*

*Please ensure you have familiarised yourself with the relevant [Digitisation and cataloguing guidelines](#) as these will have implications for the resources you will require.*

This year all preliminary applications must be made using the online portal; the address will be advertised on our website on 1<sup>st</sup> November. In the meantime we are providing this Word document for you to fill in first and circulate among stakeholders before transferring the answers to the online form. Note that the online form follows this form, and so you should not plan to provide any additional information and you must adhere to the same word limits. Please use 10pt Arial and do not expand any of the boxes, because the online form has been set to the same limits.

The application must be completed in English and any queries should be addressed to: [endangeredarchives@bl.uk](mailto:endangeredarchives@bl.uk)

The application must be received via the online portal by **midday GMT on Monday 15<sup>th</sup> November 2021**. Late or incomplete applications cannot be considered. Do not supply material other than that specifically requested in the application.

The application is in SIX sections:

- A. OVERVIEW (Q1-Q7) – p2
- B. ARCHIVAL MATERIAL (Q8) – p3-4
- C. PROJECT DESCRIPTION AND RISK ASSESSMENT (Q9) – p4-5
- D. BUDGET (Q11) – p5
- E. PEOPLE AND ORGANISATIONS (Q11-Q13) – p6-7
- F. OTHER (Q14-Q17) – p8

Applications are evaluated against three broad criteria:

- Content of archive (including endangerment, research value, age and legal & ethical rights)
- Project team and organisations involved (including track record of principal applicant, staffing plan, skills and knowledge)
- Project plan (including feasibility, local capacity building, and value for money, as demonstrated in the proposed budget). Note that the Risk Assessment (Q9c) should include a discussion of the uncertainties around the ongoing Covid-19 pandemic and its implications for the project plan.

Project type:  Pilot  Major  Area

Application reference no:   
(allocated by the EAP office  
after submission)

## ENDANGERED ARCHIVES PROGRAMME PRELIMINARY APPLICATION

### A. OVERVIEW

#### Q1 Principal Applicant

There must be one single Principal Applicant who takes responsibility for the planning and execution of the project and ownership of the research. This is the person with whom the Endangered Archives Programme will communicate about the application and eventual award.

Family name	<input type="text"/>
First Name	<input type="text"/>
Title (Dr, Ms, etc)	<input type="text"/>
Contact address (postal address)	<input type="text"/>
Email	<input type="text"/>

#### Q2 Title of project (maximum 20 words)

#### Q3 Country where the project will be located

#### Q4 Amount requested (£):

Note: all payments are made in GBP

#### Q5 Proposed start date: (Month + year)

#### Q6 Length of project

State number of months

#### Q7 Current position

Note: PhD students will only be considered for an award if they have a demonstrable track record of project and grant management as well as a letter of support from their supervisor.

Title of current post

Name of employing institution  
(Host Institution. See Q11)

(For EAP team only):  HI  IR

## B. ARCHIVAL MATERIAL

**Q8** *The answers to this section should be readable by a general audience. Each answer should be no more than 175 words.*

**Q8a What is the material?**

*Please give a brief description of the endangered material. Include information on physical format, size and age. The majority of the material should date from before the first half of the twentieth century.*

**Q8b Endangerment**

*Why is the material endangered? Its condition, age, physical location, storage, political context, and so on may be relevant.*

**Q8c Research value**

*Why is the material important for research? Its uniqueness, cultural or historical significance, and so on may be relevant.*

**Q8d Legal and ethical rights**

Tick this box once you have assessed the material and are confident that it can go online.  Yes

*All material digitised under the EAP will be made available online. Applicants must ensure from the outset that they have permission from the archive's owners to make the material available online and they must also demonstrate that they have considered the copyright status and data protection implications of this. If the project involves copying national or state records, then applications at the detailed stage must include confirmation that the appropriate department has been consulted and has given permission for the work to go ahead. Please use the box below to outline any issues anticipated with respect to this.*

**Q8e Estimated amount of digitised material**

*Please give an indication of how much material you propose to digitise.*

How many items (books, manuscripts, sound recordings, photographs, etc) do you expect to digitise?

How many digital files (TIFF or WAV files) do you expect to produce?

How many gigabytes of material do you expect to produce?

**C. PROJECT PLAN**

**Q9** *In this section applicants must demonstrate that they have considered key requirements of the project. Each answer should be no more than 250 words.*

**Q9a Overview**

*Please provide a concise description of the project workplan. Give an indicative timeline.*

**Q9b Capacity building**

Summarise the plans for creating a team and training local people in digitisation and cataloguing.

**Q9c Feasibility and risk assessment**

Use this space to show that you have considered any risks involved in this project (including pandemic-related risks) and how you intend to minimise these. We ask for an update at award stage.

**D. BUDGET**

**Q10** Please provide a summary of your budget under the headings below. Though the costs may alter by the time you submit a detailed application, these costs must be realistic. Bear in mind that ALL financial reporting to the EAP office will be done in English and in GBP.

	<b>£ sterling</b>
Fees and salaries	
Equipment	
Travel & subsistence	
Training costs	
Other costs	
<b>Total</b>	

## E. PEOPLE AND ORGANISATIONS

Principal applicants must show that they have the required skills and knowledge and have access to administrative infrastructure to carry out the project successfully. **Answer either Q11 or Q12.**

### Q11 Host Institution

The Principal Applicant should be employed by a university or archive. This is the Host Institution. The Host Institution will be directly responsible for receiving and managing the funds and submitting budget accounts via the Project Lead to the EAP Office on a regular basis.

#### Q11a Name and address of the Host Institution

Q11b Tick to confirm that the Host Institution is willing to support this application   
By ticking this box you confirm that the host institution has agreed to process payments in GBP.

Q11c Are you employed by the host institution? Yes  No

Q11d If NO, please provide a full justification for this institution to administer the award.  
Include name(s) of relevant contacts in the institution.

**GO TO Q13**

### Q12 Independent Researcher

Please discuss your application with the EAP team in advance if you do not have a host institution and plan to submit as an Independent Researcher. If no contact has been made the application will be discounted.

In exceptional circumstances, Principal Applicants not affiliated with a recognised higher education, research or archive/library institution can apply as an Independent Researcher. In such cases, they are expected to be able to provide evidence of relevant experience and a track record of successful delivery of similar projects. At the Final Report stage, we expect the accounts from such projects to be approved by an appropriately qualified person before submission to the EAP office.

Q12a Are you willing to accept the British Library as institutional guarantor and to abide by its procedures and requirements? Yes

Q12b Current occupation

**Q12c Summary of career to date, including key research achievements.**

**Q12d List any research grants awarded, detailing the name of the awarding body, title of project, amount awarded and start to end dates of award.**

**Q12e Date of conversation with EAP team \_\_\_\_\_ with \_\_\_\_\_**

**Q13 Archival partner(s)**

*Please provide details of the local archives or similar institution you have approached or are intending to approach. The archival partner will receive digitised copies and/or original material. If you are planning to give the digitised content to more than one institution, please list additional partners below in (2) and (3).*

Name and address (1)

**Has this archival partner already agreed to support the project?**  Yes  Not yet

Name and address (2)

**Has this archival partner already agreed to support the project?**  Yes  Not yet

Name and address (3)

**Has this archival partner already agreed to support the project?**  Yes  Not yet

## F. OTHER

### Q14 Previous applications

Have you applied previously to Endangered Archives Programme or other Arcadia-funded programmes?

Yes  No

If Yes, please provide the EAP reference number(s)  
and answer Q14a

**Q14a** Please summarise how this application differs from the original and show that you have considered why the earlier application(s) was/were unsuccessful.

### Q15 Previous EAP grants

Please list any previous Endangered Archives Programme grants you have been engaged in and indicate your role.

### Q16 How did you find out about this Programme?

*If on the internet or through a newsletter, please specify which website or newsletter.*

### Q17 OPTIONAL. You may add an image (max size 1MB) that demonstrates the need for your project.

*Please submit image online*