ENDANGERED ARCHIVES PROGRAMME

DETAILED APPLICATION FORM
2021/22 (Round 17)

**This form is for applicants who submitted a preliminary application in November 2021
and have subsequently been invited to submit a detailed application**

All applicants must read and adhere to the [Guidance for Applicants](#), [Grant Agreement Template](#) and relevant sections of [Remote Capture](#).

- All applications must be submitted by **midday** GMT on **Friday 11 February 2022**. Late or incomplete applications will not be considered.
- It is the applicant's responsibility to ensure that all documentation is provided.
- Answers provided on this form are the sole means by which the International Advisory Panel will make funding decisions. Applications are read by academics who are not experts in your field. Please write using language that a non-specialist can understand.
- Do not send any material other than that requested, as it will not be considered by the Panel.
- If available, photographic examples of the material should be submitted with your application, with clear captions.
- You must upload the Access, Permission and Copyright form.
- Where applicable, a support letter for PhD students and the annual report of the Host Institution can be uploaded below.

This form is in SEVEN compulsory sections:

- A. OVERVIEW (Q1-Q7)
- B. ARCHIVAL MATERIAL (Q8-Q12)
- C. PERMISSIONS AND COPYRIGHT (Q13-Q15)
- D. PROJECT DESCRIPTION (Q16-Q20)
- E. BUDGET AND FINANCIAL DETAILS (Q21)
- F. PRINCIPAL APPLICANT CV (Q22)
- G. DECLARATION

A. OVERVIEW

Q1   Applicant(s)
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 EAP will communicate. A maximum of three Co- applicants is permitted. Co-applicants help to manage and/or direct the project. Team members who are not undertaking a supervisory role should not be listed as co-applicants. Instead, details of their roles should be provided in the project description. See note in Q22 about PhD students. In the co-applicant form, you will be asked for the contact information of all co-applicants and they will receive the request to fill in their Curriculum Vitae online.

	Title (Dr, Mrs etc)	**Family Name**	**First Name**
Principal Applicant			
Co-applicant (1)			
Co-applicant (2)			
Co-applicant (3)			

Q2   Title of project *(not more than 20 words)*

Q3   Country/countries where the material is located

Q4   Name and address of Host Institution or (in exceptional circumstances) state **Independent Researcher**
The Host Institution should be a university, research institution, archive or similar non-commercial institution to which the grant will be awarded. The institution will administer and account for the funds, provide any facilities needed to complete the project, and abide by the terms and conditions of the award. NB for all work done outside the UK by an overseas provider there should be no UK tax considerations or responsibilities on the British Library.

Name	
Address	

Please provide evidence of the Host Institution's credentials for receiving and administering grants. This should be a link to the institution's Annual Report or a recognised form of accreditation as a higher education, research, heritage or archival organisation. If no link is available, please submit a PDF.

☐   Website address:

OR

☐   PDF Copy of Annual Report (where no link is available)

Q4b   Independent Researcher
Where it has been impossible to identify a Host Institution the Principal Applicant may, at the British Library's discretion, apply as an Independent Researcher directly accountable to the British Library and responsible for their own tax affairs. Please contact the EAP office for instructions on how to complete this section in the portal.

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

YES ☐   NO ☐

Q5   Amount requested (£)
(to the nearest pound sterling check that this figure is the same as Q21b)

Q6a   Proposed start date
(no earlier than July 2022)

Q6b   Period for which support is sought
(state in number of months)

Q7   Summary of proposed project
This summary will be used on the EAP website; we reserve the right to edit the text where appropriate (100 words max)

B. ARCHIVAL MATERIAL

These answers should provide all of the information required to make a decision as to whether your project should be funded. Refer to the criteria for evaluating applications in the Guidance for Applicants and demonstrate how your proposal meets these criteria. Please answer ALL questions. Please be as concise as possible.

Q8   Provide the following information about the material you propose to digitise
If available, photographic examples of the material should be submitted with your application.

a) What is the physical format of the original material? *(Max 20 words)*	
b) What is the time period of the material? *Give earliest and latest dates, estimated if necessary* *(Max 20 words)*	
c) What languages and scripts is the material written in? *(Languages for audio)* *(Max 20 words)*	
d) Where is the material located? What is its physical condition? *(Max 20 words)*	
e) If the project is a survey, how much material do you expect to find? *(Max 20 words)*	
f) What will the outcomes of the project be? *Survey, digitisation, both?* *(Max 20 words)*	
g) Where will the original material be relocated, if applicable? *(Max 20 words)*	
h) If the project involves digitisation, which institutions will receive copies of the digital material? *(Max 50 words)*	

Q9   Describe how and why the material is endangered *(150 words maximum)*

Q10   Describe the research value of the material *(150 words maximum)*

Q11   Anticipated amount of digital material generated by the project
Where applicable

a) How many physical items do you expect to digitise?

b) How many electronic files (images, sound files) do you expect to produce?

c) How many gigabytes of material do you expect to produce?
If digitising flat objects, an A4 page at 300ppi = c.30MB

Q12   Details of other funding applications
If you have submitted any applications, current or recent, to any funding body to digitise the same material or for a similar project, please provide brief details below. Whilst the EAP will not provide duplicate funding, it may provide complementary support. If applying for complementary funding, you should outline the nature of the funding and the extent to which successful completion of the project depends on both funding sources.

Funding body	Title of project	Duration of project	Amount sought/awarded	Date of decision & outcome (if known)	How would this funding complement an EAP grant? *(max 20 words)*

C. PERMISSIONS AND COPYRIGHT

Q13   Permissions

We require signed Permission and Copyright forms with all detailed applications, to indicate that the archive owner has agreed to allow access to the material. If the material is in copyright the archive owner or rights holder must sign the longer version of the form (Parts A and B) but where the original material is out of copyright and in the public domain, we still require permission to use and distribute the material for non-commercial purposes (Part A only). The form can be downloaded from here; https://eap.bl.uk/applicants as a Word document or a PDF: https://eap.bl.uk/sites/default/files/EAP_Access_Permission_Copyright_form.pdf and uploaded by the applicant when completed by the archive owner(s).

If the project involves national or state records, your application must include confirmation that the appropriate governmental department has been consulted and has given permission for the work to go ahead. If you intend to remove any official records from the country of origin, even temporarily, you must have explicit written approval for this from the appropriate senior official.

Have you submitted Permission and Copyright forms with this application?   YES ☐   NO ☐

If yes, please list signatories. If no, please explain why you have not submitted the forms.

Q14   Copyright

It is the applicant's responsibility to determine the copyright status of the material in the country in which it resides.
If copyright exists in the original materials, applicants must seek permission from the creators and owners for materials to be published under a Creative Commons Attribution-Non Commercial 4.0 Licence (CC_BY_NC). Material published under this licence can be used for research and non-commercial purposes only. Details can be found at: https://creativecommons.org/licenses/by-nc/4.0/.

In addition, metadata submitted to EAP as part of a project's results will be released under a CC0, Public Domain Dedication, which will be free from any copyright restrictions. Further information can be found here: https://creativecommons.org/publicdomain/zero/1.0/

Is the material in copyright?   YES ☐   NO ☐

Q15   Data protection and privacy, cultural and ethical considerations

a) Do you anticipate any data protection or privacy issues?   YES ☐   NO ☐

Please describe what these refer to and how you intend to deal with this.

b) Do you anticipate any cultural and/or ethical issues related to making the material available online

YES ☐ NO ☐

Please give details, and describe how you intend to address these.

c) Please use this box to expand on any further access and re-use issues you wish to raise

Please upload your Permission and Copyright form

D. PROJECT DESCRIPTION

Q16   Overview
Summarise how you intend to achieve the objectives of your proposed project (300 words maximum).

Q17   Provide a work plan to show the progress of the work that is planned during the project
This should be a list of activities by month or quarter showing the timescales associated with the different activities.
NB. The table below is only a suggestion. In the portal you will have the choice to upload a short document OR to fill in a free-text field.

	Qtr 1 (or state period covered	Qtr 2 (or state period covered)	etc	
Recruit team				
Purchase equipment				
Training				
Digitisation				
Metadata creation				
Writing reports				
etc				

Q18   If the project includes digitisation, describe the method to be used and rationale for your choices
Use this section to demonstrate that you have understood and applied the technical guidance provided by the EAP, including in Remote Capture.

Q19   Describe how the preparation of the metadata will be incorporated into the workflow and provide details of how you will ensure that the metadata meets EAP standards

Q20   Provide details of plans for dissemination and knowledge transfer and capacity building
For Pilot projects indicate how this might develop into a Major project later.

E. BUDGET AND FINANCIAL DETAILS

Bear in mind when costing the project that the final payment is made only after the outcomes from the project have been submitted and signed off by the Advisory Panel.

Payment profiles are as follows:
- *For grants of 13-24 months: 40% in month 0 (before project start date), 25% in month 6, 25% in month 12, 10% three months after project ends*
- *For grants of 7-12 months: 65% in month 0, 25% in month 6, 10% three months after project ends*
- *For shorter grants: 80% in month 0, 20% three months after project ends*

All costs must be given in GBP and only eligible costs will be accepted. The EAP office will remove any ineligible costs from the application.

Note that grants are fixed at the time of award.

Q21 a)

Currency and exchange rate used

£1.00 =

Q21 b) Summary of budget
The figures you present here must agree with the detailed breakdown of costs you provide in Q21 c to Q21 g.

	TOTAL (£)
Fees and salaries (Q21 c)	
Equipment (Q21 d	
Travel & subsistence (Q21e)	
Training costs (Q21 f)	
Other costs (Q21 g)	
GRAND TOTAL *(this figure should match the answer to Q5)*	

Q21 c) Fees and salaries: detailed breakdown

You must work to the official or regional pay scales and be prepared to justify this. Note that replacement salaries are not normally an eligible cost under the Programme, unless there is an unavoidable need to be away from your institution for a prolonged period and there is no institutional provision for sabbatical or study leave to cover this. Your justification for including this cost must be given below. When calculating salaries please include elements such as statutory insurances and taxes and add these to the basic salary. Provide details of relevant official pay scales so that we can compare these with the amount of money you have requested. If you have included payments or extra-duty allowances for work beyond normal job descriptions, please state this clearly.

Provide details of the duties each member of the team will be carrying out for the project. Please provide the following: name (if known) and state whether the amount is for project management, research assistant, technical staff, other. Provide an estimate of the time they will be working on the project. Please use one line per team member.

Itemised fees and salaries with details of the duties each member of the team will be carrying out.

Q21 d) Equipment and consumables: detailed breakdown
These may include cameras and consumables directly related to the project's work. Please make sure that you have consulted Remote Capture: Digital Appendices (particularly Appendix 4) and Chapter 2 of Remote Capture. These will help you identify the equipment and consumables appropriate for the capture of digital files at the correct standard, and they will provide guidance on how the digital material should be submitted to the British Library. Please include all relevant import/export/shipping costs for equipment. If you have any questions, contact the EAP office BEFORE submission.

Itemised equipment and consumables. Please provide a full justification for each item of equipment listed below.

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Q21 e) Travel and subsistence costs: detailed breakdown
Please provide details of all travel and subsistence costs, stating the basis on which they have been calculated. Include rail/air fares where applicable.

Itemised travel and subsistence. Please provide a line-by-line justification for each of your travel and subsistence costs listed below.

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Q21 f) Training costs
Please provide details of all training costs: who will deliver the training, to whom, and how long it is expected to last. Justify the request line by line.

Itemised training costs. Justify each item requested.

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Q21 g) Other costs
To help calculate other costs in the budget, please read chapter 1 of Remote Capture. Pages 37-39 cover price inflation, additional purchases, currency fluctuation and risk management. Include the cost of sending the digital copies to the British Library by courier. Independent Researchers should include the cost of an independent scrutiny of their final accounts if necessary.

Itemised expenditure. Justify each item requested.

F. PEOPLE

Q22   CURRICULUM VITAE OF APPLICANT(S)
Any co-applicant must be nominated in the Co-Applicant form and they must submit their CV before the Principal Applicant can submit. NB The co-applicant form is identical to this section of the detailed application form.

Title of current post	
Date of appointment *(mmm/yyyy)*	
Employer	

Previous posts held *(list the most recent first)*

Education/training
NB Applications where a PhD candidate is the Principal Applicant will only be considered in exceptional circumstances and if the applicant has a proven track record in project and grant management. In such cases, a letter of support must be provided from their supervisor, giving approval for the candidate to undertake the project and detailing how the project relates to the PhD.

Date of award, Degree, Subject, University/Institution

Upload letter of support for PhD students

Summary of career to date, including key research outputs, grants awarded
(300 words maximum)

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Publications
*List **up to five** principal publications relevant to this project in chronological order with the most recent first*

1.

2.

3.

4.

5.

Research grants awarded. Please include Awarding body, Title of project, start and end dates, amount of award, and proportion of time spent on the project (for current projects)

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G. DECLARATION

I confirm that:
- I have read the Guidance for Applicants, the Digitisation and Cataloguing Guidelines and the Grant Agreement Template and, if a grant is made, I agree to abide by these.
- To the best of my knowledge, the information provided in this application is accurate and complete.
- I have requested a review of the proposal from the nominated referee to be returned no later than the deadline for the submission of applications.

Name:

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APPENDIX – IMAGES (OPTIONAL)

Applicants may submit with the application a maximum of three images, maximum size of 1MB each, that demonstrate the need for the project. Please give clear captions.