

ENDANGERED ARCHIVES PROGRAMME

GRANT-START NOTES FOR PROJECT LEADS – ROUND 18

1. At the start of the project

- The signed Grant Agreement can be found on the portal. You will need to refer to this throughout the project.
- We pass the first instalment for payment and the funds will be in the designated bank account soon after.
- All communications must come from the Project Lead (ex-Principal Applicant), with EAP reference number in the subject field.

2. Digitising and cataloguing

- You will receive the Preliminary Metadata Questionnaire at the beginning of the project.
- Samples of your digital images, sound files and lists must be submitted to the EAP Curator Jody Butterworth, for quality-assurance purposes. As soon as you start digitisation you must send sample images and metadata. You must follow the EAP guidelines for digitisation and cataloguing available on our website <https://eap.bl.uk/digitisation-and-cataloguing>.
- The EAP Curator will be looking after the collections once they are deposited with the British Library and will assist you with any queries you may have during the project regarding digitisation and cataloguing.

3. Interim reports

- You should keep to the timetable of the Grant Agreement. Schedule 2 sets out the dates when we expect samples and reports (usually every six months). Please do not submit your interim reports until the metadata and sample images have been approved. We require a financial report of expenditure against budget headings, in GBP. We do not normally require any additional documentation.
- Please use the [Checklist for grant holders](#) to assist with workflow once the project is in progress. Please keep us informed of any developments that will delay the project more than a few weeks. Use the Change Request form if necessary. Please keep in contact throughout the project; we are happy to give advice and answer any questions.

4. Permission forms

- For pilot projects, please ensure that any outstanding Permission and Copyright forms (on the website) are submitted to the EAP office as soon as possible, if they have not been provided already. Material cannot be put online without them.

5. At the end of the project

- You must submit all digital collections and metadata to the EAP office, no later than three months after the grant end date. Please complete the Project Submission form on the portal and send all hard drives using a trackable method and ensure there is sufficient postage.
- Once the content and metadata have been signed off by the EAP team we ask you to complete and submit the Final Report. This report is then sent to the EAP Panel and once approved we will pay the final grant payment (which is based on actual expenditure on the grant, up to the value of the award) and close the project.
- Please ensure we have your current details so we can contact you when we are processing the digitised content.

6. Communicating about the project

- A summary of your project will be posted on the EAP webpages. Please send any photos of work in progress that we can use for the EAP website.
- We encourage you to send any images/videos etc. of the actual processes involved, as well as the people and the places in your project. The British Library and the EAP welcome this material for general publicity purposes.
- If you have your own project website, we would be pleased to link to this.

7. EAP and social media

- The EAP blog on the British Library's website welcomes guest contributors and we would like you to write a blog post about your project at some stage. Please contact the EAP Curator when you are ready to do this.
- Please follow EAP on Twitter: https://twitter.com/bl_eap. Let us have your Twitter handle so we can tag you in any tweets about your project.

If you have any queries during the course of your grant please do not hesitate to contact us.
Please make sure that you quote your EAP reference number in the subject field of ALL your emails.