

ENDANGERED ARCHIVES PROGRAMME GUIDE FOR APPLICANTS

ROUND 19

September 2023

BRITISH
LIBRARY

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1. The Endangered Archives Programme: overview



The Endangered Archives Programme (EAP) aims to preserve cultural heritage and make it available to as wide an audience as possible. We provide grants for digitisation and documentation of endangered archives and we facilitate capacity building in the country or region of the project. EAP is funded by Arcadia, a charitable foundation that works to protect nature, preserve cultural heritage and promote open access to knowledge.

The annual call for applications opens in September. We invite researchers and archivists to put forward proposals for projects that will start the following July / August at the earliest, and no later than February of the next year.

This guide is intended for potential applicants to Round 19, for projects starting in mid-2024. Applicants should read and share it with other relevant stakeholders before the beginning of the application process, and refer to it alongside the Grant Agreement template.

2. Grants



The Endangered Archives Programme invites applications to identify, digitise and make available online material on any theme or aspect of culture from any part of the world outside the UK, Western Europe or North America. Grants are offered on the condition that the original material is not removed from the country of origin and the digital materials created by the project are held and maintained by local Archival Partners.

All EAP grants are awarded to a Host Institution, to the standard [Grant Agreement](#) which is reproduced in Appendix 7. No changes may be made to this agreement, as it arises out of the British Library's status as a UK public body and the re-granting agreement with our funders, Arcadia. All grant payments are made to the Host Institution in GBP (Pounds Sterling).

The following types of grant are currently available:

- **Pilot projects** can involve investigating the potential for a major project through a survey, or they may be small digitisation projects.
Maximum duration: 12 months. Budget limit: £15,000.
- **Major projects** are intended for digitisation and cataloguing of a collection or collections. This type of grant may involve preservation necessary for digitisation, and may also relocate the material to a more secure location/institution within the country.
Typical duration: 12 months, max: 24 months. Budget limit: £60,000.
- **Area projects** are similar to major projects, but larger in scale and ambition. Applicants must demonstrate a track record of successful archival preservation work and be associated with an institution that has the capacity to facilitate a large-scale project. We will award a maximum of two area grants in each funding round. Potential applicants must contact the EAP office before submitting an application for an area grant.
Maximum duration: 24 months. Budget limit: £150,000.

3. Material and permissions



Formats

Material can be in a wide variety of formats:

- rare printed sources (books, serials, newspapers, maps, ephemera, etc.)
- manuscripts in any language
- visual materials (drawings, paintings, prints, posters, photographs, etc.)
- pre-existing audio recordings
- other objects and artefacts, normally only where they are part of a documentary archive.

EAP does not fund the creation of new artefacts such as oral histories, new audio or video recordings. Other Arcadia-funded programmes exist for these purposes: the [Endangered Languages Documentation Programme](#) (ELDP) and the [Endangered Material Knowledge Programme](#) (EMKP). Neither does EAP fund the digitisation of material dating from the mid 20th century onwards; this is covered by the [Modern Endangered Archives Programme](#) (MEAP).

Rights and permissions

Applicants must demonstrate that the owners and/or custodians of the material have agreed to collaborate in the project; the Access, Permission and Copyright forms must be signed by each archive owner and submitted at the detailed application stage. If national or state records are to be digitised, we require confirmation that the appropriate governmental department has been consulted and has given permission, in writing, for the work to go ahead.

Materials digitised with EAP funding must be made available online on a non-commercial basis. We do not offer grants if further restrictions are placed on the use of or access to the material. Applicants must know at the application stage what the copyright status is in the country and that they have permission to put the materials online.

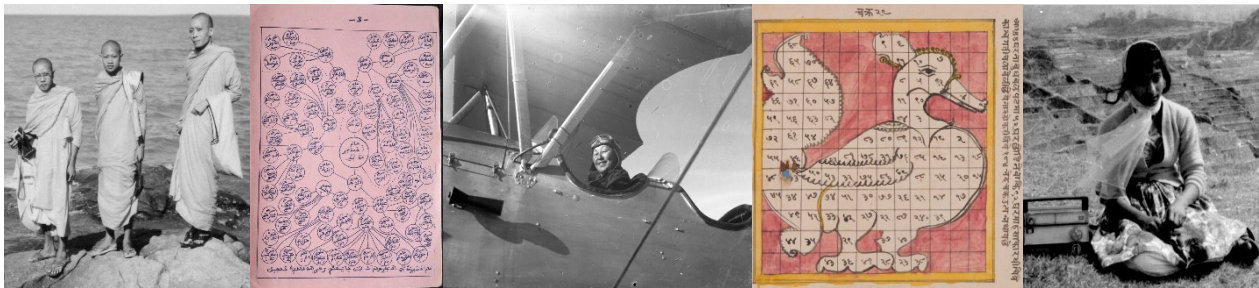
The British Library will provide online access to the digitised material that is in copyright under a CC-BY-NC licence. EAP provides images for research publications and asks that a copy of the publication be sent to the Archival Partner to facilitate knowledge exchange. EAP does not have the rights to supply images for commercial purposes.

Evaluation criteria

The case for the material to be digitised must cover the following areas:

- **Endangerment.** Applicants must demonstrate that the material is vulnerable due to neglect and/or environmental threats, and that there is an urgent need to safeguard it.
- **Research value.** Applications must demonstrate the extent to which the archive is rare or unique, its cultural importance and its value as a resource for research.
- **Location and date** of material. The material must be located outside of Western Europe and North America, and date from before the middle of the 20th century.
- **Legal and ethical rights.** Applicants must have the permission of the collection's owners to digitise the materials and make them available online for research. As well as an awareness of the copyright status of the archival material in the country in which it resides, applicants must also consider any associated data-protection or privacy issues

4. People and organisations



Applications must be submitted by the Principal Applicant as an individual, but grants are administered and accounted for by a Host Institution to which the Principal Applicant belongs.

Applications must therefore be approved by the relevant institution (Appendix 7), and applicants must ensure *before* submitting a preliminary application that an appropriate representative of their institution agrees to the Terms and Conditions required to administer the grant.

At award, the Principal Applicant becomes the Project Lead, responsible for leading a team who digitises and catalogues the archive, using the equipment approved in the proposal and to standards set out by EAP. The Project Lead is the central point of contact with the EAP team, and works with the Host Institution to ensure all project documentation is in order and the grant monies are disbursed to the project according to the budget set out in the Grant Agreement.

Principal applicant

The application is submitted by a single Principal Applicant. The Principal Applicant may be a member of teaching or research faculty, and any registered post-graduate researcher, at a recognised university or similar higher education institution, or an archivist/librarian with responsibilities for special collections in a recognised archive, national or research library or similar institution. PhD candidates will only be considered where the applicant has a proven track record of grant and project management. In such a case, a letter of support must be provided by their supervisor, giving approval for the candidate to undertake the project and detailing how the project relates to the PhD.

Current employees of the British Library are not eligible to apply.

Applicants may only submit one application for each round of funding and current projects must be completed and signed off by EAP before the deadline for the detailed applications

Co-applicant(s)

If required, there can be up to three Co-applicants who help to shape, manage and/or direct the project. Staff on the team who are involved in other aspects of the project (e.g. photography) do not need to be listed as co-applicants. All Principal applicants and Co-applicants are required to provide a brief, relevant CV.

Host Institution

Grants are awarded to a Host Institution, which oversees the financial and compliance aspects of the project. This should be a recognised non-commercial institution (educational, research or archival/library management). The Host Institution is directly responsible for receiving and

managing the funds and submitting budget accounts to the EAP office according to the reporting schedule. Host Institutions should offer some in-kind contribution as appropriate, such as the provision of staff time, training or room hire. Normally, the Principal Applicant is employed by the Host Institution.

Institutional administrators who manage funds or training may be part of more than one team per year.

Archival Partner(s)

Applicants must identify an Archival Partner (maximum of three) in the country in which the archive is located. This should be an archive, library or similar institution, based in the area in which the project is operating, with the ability to ensure long-term preservation of the digital material created by the project and, where appropriate, to facilitate access to the digital copies and originals. All applications must include a list of all institutions that will receive copies of the digitised material, with a signature from a senior representative from each.

If the collection is to be re-housed with the Archival Partner, the application must include a statement of the institution's commitment to standards of storage, documentation, access and long-term preservation of the physical material. Digital copies must be deposited with the Archival Partner at the same time as a second digital copy is sent to the British Library (see below).

Evaluation criteria: people and organisations

Applications must include the following information about the proposed team:

- **Track record** of Principal Applicant. Applicants must show that they have the experience necessary to manage and complete the project successfully. Applications at the detailed stage may include up to three co-applicants who can provide the skills or experience that the Principal Applicant lacks.
- **Skills** within the project team. Applicants must identify the skills the project will require, such as: language skills; project-management and financial skills; digitisation and cataloguing skills; technical skills for handling equipment and vulnerable material. Applicants must demonstrate how they will ensure that the team is composed of people who have these skills or will be trained in them.
- **Knowledge** within the team. There must be evidence that the Principal Applicant and proposed team understand the material, its condition and its research and cultural value. The project team must include members with knowledge of the relevant languages and scripts of the materials in the archive.

5. Project plan and budget



Applicants must consider the scope, budget, equipment and practical planning the project will require. The Endangered Archives Programme has published a book, *Remote Capture*:

Digitising Documentary Heritage in Challenging Locations, which is [available as a free PDF](#) and it should be consulted prior to applying for a grant. Any questions may be discussed with the EAP team using the email address endangeredarchives@bl.uk. Potential applicants must also follow the Guidelines on the EAP website with regard to cataloguing standards.

The Endangered Archives Programme is not designed to support systematic conservation work. It is intended to preserve the integrity of archives by removing them from a hazardous or neglected environment, relocating them into safer circumstances where necessary, and digitising them to preserve their contents and make them accessible.

Applicants must explain precisely how they will digitise and preserve both the original material and the digitised copies. The expected costs, including any necessary equipment, should be included in the application. Applicants must show where the original material and the digital files will be stored after the project is completed and demonstrate that the institutions involved are willing to host these materials.

Projects are reviewed regularly through the submission of digital materials and metadata followed by the submission of an Interim Report according to the schedule agreed in the Grant Agreement. Grants are paid in instalments based on satisfactory reporting. Project Leads must send samples of the digital files and sample metadata to the EAP team at the British Library within three months of the award (and before 100 images have been taken or five sound files have been made). Samples must also be submitted prior to preparation of each interim progress report.

No later than three months after the end of the project, Project Leads must send the complete set of digital files, with supporting documentation, securely packaged (by courier or registered mail) to the EAP office at the British Library. This should be preceded by a Submission Form with details of the contents of the drive.

The British Library will be responsible for accessioning all digital files and arranging for them to be stored safely. Details of all collections received will be posted on the EAP website and all digital images and recordings will be made available online.

Budget

Eligible costs include:

- **Fees and salaries.** These are for project staff engaged with the tasks related to digitising and cataloguing the material. The amount requested must be in line with official or regional pay scales and include any statutory taxes and insurance. Salaries can also include teaching cover where an academic needs to spend considerable time away from official teaching duties, and contributions to salary costs where an applicant has no other form of income during the period of the project. Applicants must be prepared to justify all aspects of these costs.
- **Equipment and consumables.** This is to cover the cost of cataloguing and digitising material, including purchasing equipment, and re-locating and installing the material in an archive, but not archival overheads or running costs. This can also include the cost of basic preservation measures for the original material, such as acid-free storage boxes, and dehumidifiers, brushes, etc, where necessary. The EAP has a list of approved equipment for the capture of digital files at the approved standard. The application should include any relevant import-export and shipping costs. A list of approved equipment can be found in the *Remote Capture Costed Equipment List*.
- **Travel and subsistence.** This covers essential travel to carry out the project. In view of the

climate emergency applicants must should attempt to minimise the environmental impact of their projects. This includes favouring local activities over international travel.

- **Training costs.** The Programme aims to enhance the local capacity to preserve and manage collections in the long term. Applicants are therefore encouraged to incorporate training and professional development for local staff in their grant proposal, which can be in areas such as collection management, technical training in digitisation, cataloguing, and so on.
- **Other costs.** This can include the cost of shipping the hard drive containing the digitised material, or for disseminating the results from the project, such as conference talks or public/educational displays, especially where they are aimed at local people. However, costs for a project website or hosting digital content created by the project are not allowable.

Ineligible costs include institutional overheads, capital building and refurbishment projects, building work of any kind, routine infrastructure and staffing costs, systematic conservation of original materials, extensive cataloguing or archive management.

Evaluation criteria: plan and budget:

The proposal must contain an outline of an effective plan showing how the following questions have been addressed:

- **Feasibility.** Applicants must demonstrate an understanding of the practicalities and logistics of the project: Is the time frame reasonable? Are the team available at the time specified? Has a risk assessment been done? Have all costs been taken into account? Who will oversee the finances?
- **Local capacity building.** Wherever possible, the project should create the opportunity for future archival and digitisation work to be carried out in the region where the archive is located. Applications should include a plan for the period after the project is completed, outlining what will happen to the equipment and the potential for the training and experience of the team to be applied in future activities.
- **Budget.** The budget must be within the limit for the type of project (see 2.1 above). Applicants must provide justification for the cost of all equipment, salaries, and travel, and demonstrate that the budget represents good value for money. Host Institutions should make appropriate financial contributions to these costs.

6. General requirements

Though EAP can co-fund projects with other organisations, EAP and its sister programme [MEAP](#) will not fund overlapping projects in the same funding year as applicants may apply to only one of the Arcadia-funded programmes per round. This includes: projects with the same Principal Applicant or Co-applicants; projects digitising materials from the same collection; and projects from the same institution that would rely on the same project team. Applicants with collections including substantial material from before and after the mid-twentieth century can apply to both EAP and MEAP for projects to work on the same collection, but not in the same application year. Applicants may therefore choose to create related project plans for their applications to each program. Funding from one program must have started before an application to the other program will be considered. Applicants with these type of projects should contact the staff of EAP or MEAP to discuss.

Where the amount, condition, status and exact locations of material contained in the archive

are not known, applications should be made for a Pilot project to survey the material in the first instance.

The Programme does not provide funds to purchase archival material. Some notional recompense to owners of the material may be expected in exceptional cases where culturally appropriate; this must be fully justified and costed at the application stage.

6. How to apply

The call for applications goes out in September each year. Applications are made online via the EAP [portal](#), which goes live when the call is announced via social media channels and on the EAP [web page](#).

The application process is in two stages. All applicants must submit a preliminary application as an expression of interest. These must be submitted online by mid-November; online application portal and create a user profile. All applications must be written in English. Budgets must be provided in pounds sterling (GBP) as all awards and reporting will be in GBP. Facsimiles of the preliminary application form and other application-documentation can be found in the appendices.

Preliminary applications are assessed by the British Library. If applicants are successful at the preliminary stage, they will be invited to submit a detailed application and provide a reference as well as information from other collaborators in the project. Detailed applications are assessed by the Advisory Panel, who also consult with external independent referees as well as British Library staff. Offers are made in May. All offers are conditional on a risk assessment; minor adjustments to the proposal may be required at this stage.

Annual cycle

This is the timetable for Round 19. Each grant round follows a similar pattern.

September	Call for applications announced on EAP website and social media channels. Application portal opens Monday 18 Sept 2023
Sept / October	Webinars for applicants
November	Deadline for preliminary applications Monday 13 November 2023 at midday GMT
December	Feedback to applicants / invitations to submit full application
January	Applicants assemble all elements of the application including collaborator signatures, referee report, permission forms and supporting images
February	Deadline for detailed applications Monday 12 February 2024 at midday GMT
March	All applicants must keep an eye on changes to the local situation ready for risk assessment post-offer
April	EAP Advisory Panel meets to discuss all detailed applications and make

	decisions on grant awards.
May	Feedback to applicants / grant offers sent with request for updated risk assessment and responses to conditional offers (to be met within one month).
June	Award letters sent to successful applicants. Host Institution contacts should be ready to sign and provide bank details. First batch of payments goes out from BL.
July	All bank details must be finalised by mid-July. Remaining first payments go out. Some projects start in July
August	Most of the projects should have started by August.

Before applying

- If the project involves digitisation, read *Remote Capture* and the Costed Equipment List.
- Ensure that all people and institutions involved with the project are aware of the application. Make sure the Host Institution is ready to process grant documentation as soon as the offer is made.
- Discuss your application with the EAP team and / or attend one of our webinars.

Checklist

This checklist should be referred to when completing the online application form. Tick the box on the right when you are confident this has been addressed

Material

Pre-1950s	<input type="checkbox"/>
Endangered	<input type="checkbox"/>
Valuable for research	<input type="checkbox"/>
Not in Western Europe or North America	<input type="checkbox"/>
No copyright restrictions or privacy concerns	<input type="checkbox"/>
Will not need to be removed from the country of origin	<input type="checkbox"/>

People & Organisations

Team includes project-management and financial skills	<input type="checkbox"/>
Team members have knowledge of the language(s) of the material	<input type="checkbox"/>
For projects including digitisation knowledge of digitisation and cataloguing in the team – or a training plan	<input type="checkbox"/>
The Host Institution is a recognised non-commercial institution that can receive payments in GBP	<input type="checkbox"/>
Archival Partner(s) is/are in the area of the archive to be digitised and can ensure long-term preservation of the archive	<input type="checkbox"/>

Project Plan & Budget

No other applications to EAP or MEAP in this round	<input type="checkbox"/>
Fees and salaries are proportionate	<input type="checkbox"/>
Travel is no more than strictly necessary	<input type="checkbox"/>

Plan includes local capacity building
Collection owners agree in writing to co-operate in the project

About this Guide

The British Library reserves the right to make amendments, changes and updates to the Guide for Applicants. This document should be read in conjunction with the current [Grant Agreement Template](#). All enquiries about application procedures or any other aspect of the Endangered Archives Programme should be addressed to endangeredarchives@bl.uk. All correspondence must have the EAP reference number, once allocated, in the subject field.



APPENDICES

These are annotated versions of all forms and templates that are currently used on the applicant portal. All can be found as separate documents on the Grants pages of the EAP website.

- Appendix 1** – Preliminary Application
- Appendix 2** – Detailed application
- Appendix 3** – Permissions form
- Appendix 4** – Referee form
- Appendix 5** – Host Institution, Archival Partner, Co-Applicant forms
- Appendix 6** – Risk assessment form
- Appendix 7** – Grant Agreement template

ENDANGERED ARCHIVES PROGRAMME

PRELIMINARY APPLICATION FORM

2023/24 (Round 19)

BRITISH LIBRARY

EAP invites applications for grants to be awarded in April 2024, for start dates between August 2024 and February 2025. For successful applicants, first grant instalments will be paid in June or July 2024.

Please read carefully the [Guide 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.

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 we ask for an updated Risk Assessment at offer stage.

All applications must be made using the online portal <https://webportalapp.com/sp/home/eap-grants> which will be live on 18 September 2023. 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 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 it will not fit on the online form.

The application must be submitted via the online portal by **midday GMT on Monday 13 November 2023**. Late or incomplete applications will not be considered. Do not supply material other than that specifically requested in the application.

The application must be completed in English and any queries should be addressed to:
endangeredarchives@bl.uk

The application is in SIX sections:

- A. OVERVIEW (Q1-Q7)
- B. ARCHIVAL MATERIAL (Q8-Q10)
- C. PROJECT DESCRIPTION AND RISK ASSESSMENT (Q11)
- D. BUDGET (Q12)
- E. PEOPLE AND ORGANISATIONS (Q13-Q14)
- F. OTHER (Q15-Q18)

Project type: Pilot Major Area Application reference no:

ENDANGERED ARCHIVES PROGRAMME PRELIMINARY APPLICATION

A. OVERVIEW

Q1 PRINCIPAL APPLICANT

One single Principal Applicant 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 communicates about the application and eventual award. This must match the person named on the profile on the portal.

Q1a Title / salutation (Dr, Ms, etc)	<input type="text"/>
Q1b First name	<input type="text"/>
Q1c Family Name	<input type="text"/>
Q1d Contact address	<input type="text"/>
Q1e Country	<input type="text"/>
Q1f Email address	<input type="text"/>

Q2 PROJECT TITLE (maximum 20 words)

Q3 COUNTRY / COUNTRIES WHERE THE PROJECT WILL BE LOCATED

Q4 AMOUNT REQUESTED IN GBP (£)

Q5 PROPOSED START DATE (Month + year)

Q6 LENGTH OF PROJECT IN MONTHS

Q7 PRINCIPAL APPLICANT EMPLOYMENT

Q7a Title of current post

Q7b Employing institution
(cf Host Institution. See Q13)

Q7c Name of supervisor
(for PhD students only)

Q7d Is the employer the
same as the Host Institution
(Q13)?

B. ARCHIVAL MATERIAL

Q8 MATERIAL

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 middle of the twentieth century.

Q8b Endangerment

Why is the material endangered? Describe its condition, age, physical location, storage, political context, etc.

Q8c Research value

Why is the material important for research? Information on its uniqueness, cultural or historical significance, and so on.

Q9 LEGAL AND ETHICAL RIGHTS

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 cultural implications, copyright status and data protection 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 given permission for the work to go ahead.

Q9a Please use the box below to outline how any legal and ethical concerns will be approached.any concerns with respect to this.

Q9b Tick once you have assessed the material and are confident that it can go online. Yes

Q10 ESTIMATED AMOUNT OF DIGITISED MATERIAL

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

Q10a Estimated number of items (books, photographs, etc.) to be digitised	
Q10b Estimated number of digital files (TIFF or WAV files) to be produced	
Q10c Estimated number of gigabytes of material to be produced	

C. PROJECT PLAN

Q11 PROJECT WORKPLAN

Applicants must demonstrate that they have considered key requirements of the project and any associated risks. Each answer should be no more than 250 words. Q11a should include an indicative timeline.

Q11a Overview

Q11b Capacity building

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

Q11c 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 offer stage.

D. BUDGET

Q12 SUMMARY OF THE BUDGET UNDER FIVE HEADINGS

Though the costs may alter by the time you submit a detailed application, these costs must be realistic. Note that ALL financial reporting to the EAP office must be done in English and in GBP / £ sterling.

	£ sterling
Q12a Fees and salaries	
Q12b Equipment	
Q12c Travel & subsistence	
Q12d Training costs	
Q12e Other costs	
Total	

E. PEOPLE AND ORGANISATIONS

Q13 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.

Q13a Name of Host Institution	
Q13b Address of Host Institution	

Q13c Tick to confirm that the Host Institution is willing to support this application and is able to receive payments in GBP

Q13d Are you employed by the host institution? Yes No

Q13e If NO, please provide a full justification for this institution to administer the award. Include name(s) of relevant contacts in the institution.

--

Q14 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).

Q14a How many Archival partners will you be including? 1 2 3

Q14b First Archival Partner

Name of Archive 1	
Name of contact 1	
Address of Archive 1	

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

Q14c Second Archival Partner

Name of Archive 2	
Name of contact 2	

Address of Archive 2

Has this archival partner already agreed to support the project?

Yes

Not yet

Q14d Third Archival Partner

Name of Archive 3

Name of contact 3

Address of Archive 3

Has this archival partner already agreed to support the project?

Yes

Not yet

F. OTHER

Q15 PREVIOUS APPLICATIONS

Q15a Have you applied previously to Endangered Archives Programme or other Arcadia-funded programmes?

Yes

No

Q15b If Yes, please provide the EAP reference number(s)

--

Q15c Please summarise how this application differs from the original and show that you have considered why the earlier application(s) was/were unsuccessful

--

Q16 PREVIOUS EAP GRANTS

Q16a Please list any previous Endangered Archives Programme grants you have been engaged in and indicate your role.

--

Q17 HOW DID YOU FIND OUT ABOUT THIS PROGRAMME?

--

Q18 OPTIONAL. You may add an image (max size 1MB) that demonstrates the need for your project.

Please submit image online

Project type: Pilot Major Area**ENDANGERED ARCHIVES PROGRAMME****DETAILED APPLICATION FORM
2023/24 (Round 19)**

This form is for applicants who submitted a preliminary application in November 2023 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 **Monday 12 February 2024**. 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; ensure captions are clear.
- You must upload the Access, Permission and Copyright form.
- Where applicable, a support letter for PhD students should be uploaded. The Host Institution's annual report must be provided

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. COLLABORATORS (Q23-q24)
- 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.

	Q1a Title / Salutation	Q1b First Name	Q1c Family Name
Principal 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 HOST INSTITUTION

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. We require the Host Institution to provide evidence of its 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. 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.

Q4a Name of Host Institution

Q4b Address of Host institution

Q4c Name of representative of Host Institution

Q5 AMOUNT REQUESTED IN GBP (£)

Q6a PROPOSED START DATE
(no earlier than July 2024)

Q6b LENGTH OF PROJECT IN 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 (150 words max)

Please indicate which of the above answers have changed in response to the feedback on the preliminary application, and how you have changed them.

B. ARCHIVAL MATERIAL

Q8 DESCRIPTION OF THE MATERIAL

If available, photographic examples of the material should be submitted with your application. Each of these answers should be max 20 words.

Q8a What is the physical format of the original material?

Q8b What is the time period of the material?

Give earliest and latest dates, estimated if necessary

Q8c What languages and scripts is the material written in?
(Languages for audio)

Q8d Where is the material located?
What is its physical condition?

Q8e If the project is a survey, how much material do you expect to find?

Q8f What will the outcomes of the project be?

Survey, digitisation, both?

Q8g Where will the original material be relocated, if applicable?

Q8h If the project involves digitisation, which institutions will receive copies of the digital material?

Q9 ENDANGERMENT

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

Q10 RESEARCH VALUE

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

Q11 ANTICIPATED AMOUNT OF DIGITAL MATERIAL GENERATED BY THE PROJECT

Where applicable

Q11a How many physical items do you expect to digitise?

Q11b How many electronic files (images, sound files) do you expect to produce?

Q11c How many gigabytes of material do you expect to produce?

If digitising flat objects, an A4 page at 300ppi = c.30MB

Q12 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.

Q13a Have you submitted Permission and Copyright forms with this application? YES NO

Q13b 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/>

Q14a Is the material in copyright? YES NO

Q15 DATA PROTECTION AND PRIVACY, CULTURAL AND ETHICAL CONSIDERATIONS

Q15a Do you anticipate any data protection or privacy issues? YES NO

If yes, please describe what these refer to and how you intend to deal with this.

Q15b Do you anticipate any cultural and/or ethical issues related to making the material available online YES NO

If yes, please give details, and describe how you intend to address these.

Q15c 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 WORKPLAN

Please 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.

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

Q18 METHOD AND RATIONALE

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 METADATA

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 DISSEMINATION, KNOWLEDGE TRANSFER AND CAPACITY BUILDING

Provide details of plans for dissemination etc. For Pilot projects indicate how this might develop into a Major project.

E. BUDGET AND FINANCIAL DETAILS

Q21 BUDGET

Refer to section 5 of the Guidance for Applicants for more information on how to build the budget. 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 (June or July 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.

21a Currency and exchange rate used

£1.00 =

Q21b Summary of budget

The figures you present here must agree with the detailed breakdown of costs you provide in Q21c to Q21g.

	TOTAL (£)
Fees and salaries (Q21c)	
Equipment (Q21d)	
Travel & subsistence (Q21e)	
Training costs (Q21f)	
Other costs (Q21g)	
GRAND TOTAL <i>(this figure should match the answer to Q5)</i>	

Q21c Itemised fees and salaries with details of the duties each member of the team will be carrying out. Please provide 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.

Q21d Itemised equipment and consumables. Please provide a full justification for each item of equipment listed and include all relevant import/export/shipping costs. Refer to Remote Capture and appendices for current list of appropriate equipment and consumables.

Q21e Itemised travel and subsistence. Please provide a line-by-line justification for each of your travel and subsistence costs listed below. Bear in mind that the Programme encourages as much local participation as possible.

Q21f Itemised 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.

Q21g Other costs. Itemised expenditure. Include the cost of sending the digital copies to the British Library by courier. Justify each item requested.

F. PEOPLE

Q22 CURRICULUM VITAE OF PRINCIPAL APPLICANT

Any co-applicant must be nominated in the Co-Applicant form and they must submit their CV before the Principal Applicant can submit. PhD students must provide a letter of support from their supervisor. NB The co-applicant form is identical to this section of the detailed application form.

Q22a Title of current post

Q22b Date of appointment

Q22c Employer

Q22d Previous posts held (*most recent first*)

Q22e Education/training: Date of award, Degree, Subject, University/Institution

Upload letter of support for PhD students

Q22f Summary of career to date, including key research outputs, grants awarded (*300 words maximum*)

Q22g Publications: list up to five principal publications relevant to this project in chronological order with the most recent first

Q22h 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)

Host Institution, Archival partner(s) and any Co-applicants must fill in a separate form (see Appendix 5)

G. COLLABORATORS

Q23 REFEREES

Q23a How many referees have you nominated?

Q23b Name(s) of referee(s)

Q24 ARCHIVAL PARTNERS

Q24a How many Archival Partners do you have?

Q24b Name(s) of Archival Partner(s)

H. 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:

UPLOADS AND OPTIONAL IMAGES

Applicants may submit with the application a maximum of three images, maximum size of 1MB each, that demonstrate the need for the project. Please name the files appropriately.

THE BRITISH LIBRARY ENDANGERED ARCHIVES PROGRAMME

ACCESS, PERMISSION AND COPYRIGHT FORM

The Endangered Archives Programme (EAP) funds projects to survey and digitise archives at risk. We operate with the following principles:

- The original archive should remain in its country of origin,
- Digital files created by EAP projects are placed in a suitable institution in the country of origin. Secondary copies of the digital material are archived by the British Library.
- Lower-resolution images and sound recordings will be made available free of charge on the British Library website for research, inspiration and enjoyment.
- Neither EAP nor the British Library will use the digital material created by EAP projects for commercial gain. Requests to use images or recordings for commercial purposes will be referred back to the owners or archival partners for permission.

The person responsible for the archive¹ is asked to allow the Principal Applicant access and to give permission for any digital materials to be made available on the British Library website (see Part A). If the materials are subject to copyright, a copyright agreement must also be signed (see Part B).

PART A – ACCESS AND PERMISSION

The Endangered Archive Programme recognises the rights and interests in intangible cultural heritage, including traditional knowledge and other creative expressions embodied in the archive materials. Therefore, before the digital material is made available on the British Library website we ask for the permission of those who own or are responsible for the archive.

I agree to allow the Principal Applicant _____ to have access to the archive.

I give permission for copies of digital materials produced by the project (reference number above) to be made available on the website of the Endangered Archives Programme.

Signed Date

Name [please print]

Institution if applicable [please print]

Email & Postal Address.....

PART B – COPYRIGHT

Does copyright apply to the original materials in the country in which they reside?

If the original material is in copyright in the country in which it resides, the EAP requires project holder to ask the owner of the archive (**the Licensor**) to grant us permission (**a Licence**) to digitise the material and make the digital files available under a Creative Commons Attribution-Non Commercial (CC BY-NC) licence. Under this licence, the owner of the original material retains the copyright in the digital material, while granting the British Library permission to make it available for non-commercial purposes. This licence also ensures that the owner of the original material is acknowledged as the copyright owner.

Further information can be found here: <http://creativecommons.org/licenses/by-nc/4.0/>

Is any of the digitised material subject to copyright?

YES

NO

If YES, please complete and sign page 2 of this form

Application reference no:

ENDANGERED ARCHIVES PROGRAMME REFEREE REPORT FORM

Thank you for agreeing to provide a reference for an application to the Endangered Archives Programme.

As a referee, you are invited to provide comments on the application with respect to the following areas: the archival material; the project proposal and the project team. These are the three main assessment criteria for all EAP grants, as set out in the [Guidance for Applicants](#). Further information on the Endangered Archives Programme may be found on the website <http://eap.bl.uk/>

All referees' reports must be submitted by midday GMT on Monday 12 February 2024

1 APPLICATION DETAILS

Name of applicant

Title of project

2 REFEREE DETAILS

Family name

First name

Title (Dr/Mr/Mrs etc)

Position held

Name and address of
employing institution

Email address

3 REFEREE COMMENTS

Please comment, to the best of your knowledge, on the following aspects of the proposal:

A. Archival Material

The endangerment of the material and the urgency to safeguard it, the likelihood that the team will be able to access and digitise the material, and the research value of the material. Include any comments on ethics of provenance.

B. Project Plan

The feasibility of the plan in terms of time-scales, budget and resources requested. Also, please comment on the applicant's assessment of relevant local political and environmental conditions.

C. Project Team

The experience and skills of the applicant(s) (as reflected in their CVs), particularly their track record of delivery of similar projects, and on the overall quality of the proposal.

4 PLEASE PROVIDE ANY ADDITIONAL COMMENTS IN THE BOX BELOW

Application reference no:

ENDANGERED ARCHIVES PROGRAMME
HOST INSTITUTION, ARCHIVAL PARTNER FORMS
CO-APPLICANT CV
2023/24 (Round 18)

A. HOST INSTITUTION DECLARATION

Q1a Name of Host Institution

Q1b Address of Host Institution

Q1c Name of individual authorising this partnership

Q1d Position held in institution

Q1e Email

Q1f Date

Q2c Link to annual report and accounts:

OR

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

Q3) I For and on behalf of the Host Institution confirm that:

- I will ensure the necessary facilities will be made available to conduct this research and administer the award.
- I have read the [Guide for Applicants](#) and the [Grant Agreement Template](#) and, if a grant is made, I agree to abide by these.
- I undertake to ensure the Grant Agreement is signed unchanged and in a timely fashion if an award is made.

In case of technical difficulties, I agree to have this uploaded manually by the EAP Team.

B. ARCHIVAL PARTNER DECLARATION

Q1a Name of archive

Q1b Address of archive

Q1c Name of individual authorising this partnership

Q1d Position held in institution

Q1e Email

Q1f Date

Q2 Please describe the policies and procedures of your institution regarding access to the material. This applies to digital copies and, where applicable, the original.

Q3 If applicable, how will you ensure long-term preservation of the original material?

Q4 Describe the steps you will take to ensure long-term preservation of the digital copies

C. CURRICULUM VITAE OF CO-APPLICANT(S)

This form must be completed by each co-applicant.

Family name **First name**

Title / salutation **Email address**

Title of current post

Date of appointment (mmm/yyyy)

Who is your employer?

Previous posts held (*Dates – Position – Institution list the most recent first*)

Education/training

Date of Award – Degree – Subject – University/Institution

Summary of career to date, including key research outputs, grants awarded

(300 words maximum)

Publications

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

Research grants awarded

Awarding Body – Title of Project – Start and End Dates – Amount of Award – Proportion of time spent of the project (for current projects)

ENDANGERED ARCHIVES PROGRAMME

ROUND 19 RISK ASSESSMENT

May 2024

Risk Assessment, Conditions and Clarifications. All offers made in April 2024 are conditional upon a satisfactory risk assessment from the Principal Applicant, to account for any changes that might have occurred since the beginning of the application process. There may be other conditions, and these must also be resolved before a final offer can be made. This form must be completed by all applicants who have received an offer within two weeks of receiving the offer. You must complete this form by Monday 27 May.

You may use this facsimile to prepare the revisions to the proposal form (if needed) as well as the answers to the risk assessment. All responses should be submitted via the portal. Any correspondence with the office must have your EAP reference in the subject field of the email.

The form is in two parts:

- **Part 1** is a risk assessment and must be completed by all applicants. Please answer the questions as we have asked them. A generic risk assessment is not acceptable. We need to see that you have considered what might hold up your project and what you can do to make it run as you set out in your proposal.
- **Part 2** must be completed by all who had other conditions to meet. We are asking you to reproduce the conditions as you understand them, and give details of the solutions you propose.

Please re-read your application and check any updates to the information you provided in October 2023. Please ensure all information provided here is accurate to the best of your knowledge, and any that uncertainties are set out with realistic solutions.

Family name of principal applicant				
Revised amount requested (£)		Duration (months)		Intended start date

PART 1: RISK ASSESSMENT

For each of the categories below, identify all risks that you anticipate, and describe measures you will put into place to eliminate or minimise disruption to the project. Please answer the questions as we have asked them. Be specific: a generic risk assessment is not acceptable.

Risks relating to:	What are the risks and how do you plan to minimise or eliminate these risks?
Travel – international	
Travel – domestic	
Purchase of equipment	
Recruitment of personnel and training	
Access to archives	
Other safety protocols including public health	

Risks relating to:	What are the risks and how do you plan to minimise or eliminate these risks?
Potential additional costs	
Other risks	

PART 2: CONDITIONS

If you have been given any other conditions please write them out in the left hand box and provide details of how you have addressed these conditions in the right hand box.

Condition from May 2024 letter	How this has been addressed?
1.	
2.	
3.	

PART 2: CLARIFICATIONS

Did the Panel ask you to clarify any points on your application?

Yes No

Please give details and your answers here

Use this box to provide any further information you would like to communicate to the Panel.

If you find that you cannot provide the required information and solutions by the deadline given you will be able to reapply in the next round, due to be announced in September 2024 for a July 2025 project start (earliest start date).

All Grant Agreements for Round 19 must be finalised by the end of July 2024. The first payments for all grants are made in June or July regardless of the start date of the project.

Please get in touch as soon as possible if you have any questions about this process: ruth.hansford@bl.uk sam.vanschaik@bl.uk .

ⁱ **Personal Data** Where the British Library uses your personal data to process this form we will do so only in accordance with UK Data Protection Legislation for the purposes of administering the funding request and handling the archives. For the purposes of personal data contained within the Archives directly, the Library processes this data as part of its public task to preserve, archive and make available cultural heritage content. This is in line with our Transparency Notice that can be found online at <https://www.bl.uk/about-us/privacy-policy/transparency-notice-collection-materials>