

ENDANGERED ARCHIVES PROGRAMME GUIDE FOR APPLICANTS ROUND 20 August 2024

BRITISH LIBRARY

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. Since the Programme began in 2004, over 530 awards have been made, and over 13 million images and 35,000 sound files have been made available, via the British Library's website, for research, inspiration and enjoyment.

This Guide is intended for potential applicants to Round 20, for projects starting in mid-2025. The Guide is updated every year. Applicants should share it with other relevant stakeholders before the beginning of the application process and refer to it alongside the Grant Agreement template which can be found on the Grants pages of the EAP website.

2. Grants and how to apply



The EAP 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 and on the EAP website <https://eap.bl.uk>. All grant payments are made in GBP (Pounds Sterling). The following three types of grant are currently available:

- **Pilot projects** can involve a survey to investigate the potential for a major project, 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. 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.
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.

Applications: annual cycle

The annual grants cycle begins in September when the call for applications goes out. 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:

1. The Preliminary Application is an expression of interest. The deadline for this is early November. Applicants should have already identified the main collaborators by this point and in particular the senior representative of the Host Institution who is authorised to sign the Grant Agreement the following May or June.

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.

In early December we send out invitations to submit a detailed application, where appropriate. We provide feedback which it is important to take on board. If we feel the proposals are not quite ready, we advise applicants to apply in a future round.

2. The Detailed Application requires direct input from the collaborators, namely the Host Institution and Archival Partner(s). There is only a short lead time between the invitation to submit a detailed application (mid-December) and the deadline (early February).

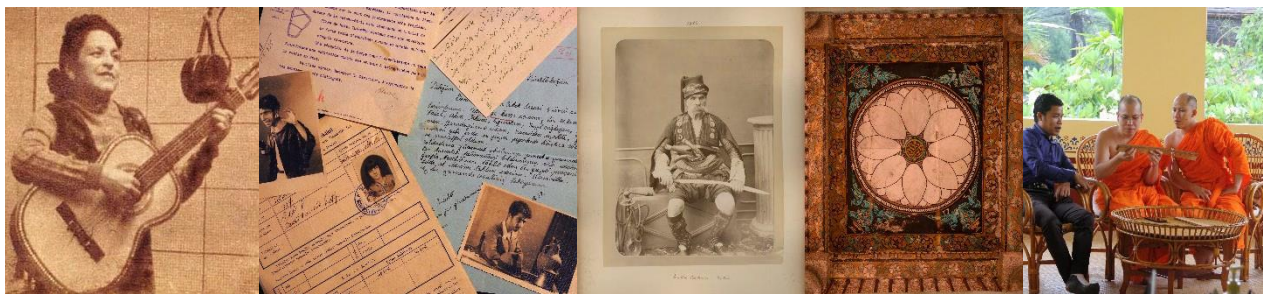
Detailed applications are assessed by the Advisory Panel, who also consult with external independent referees as well as British Library staff. Offers are made in April or May. All offers are made on condition of a satisfactory risk assessment. This means that applicants can provide an update on the initial proposal if minor adjustments to the proposal are required. Responses must be submitted via the portal within one month. We then create the Grant Agreement which must be returned, signed by the senior representative of the Host Institution and returned within the shortest time possible together with details of beneficiary bank account.

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. It is vital to establish from the outset how a project will work in practice. The EAP team runs regular webinars for applicants, and it is advisable to attend these.

A summary of the timetable can be found at the end of this Guide.

Applications are judged on three broad criteria: the archive itself; the applicant and collaborators (People and organisations) and the project plan including budget. The following three sections provide information on each of these.

3. Material and permissions



EAP has no prescriptive ‘collection policy’ as such, but the material to be digitised should be around a theme. This might mean for example an archive of an important individual or a set of records that cast light on a forgotten or under-explored aspect of history. If the archive doesn’t offer a clear theme, a survey might be undertaken in order to narrow down what would be appropriate for a future digitisation project.

It is useful to bear in mind the words of the Programme’s co-founder Lisbet Rausing:

The Endangered Archives Programme captures forgotten and still not written histories, often suppressed or marginalised. It gives voice to the voiceless: it opens a dialogue with global humanity’s multiple pasts. It is a library of history still waiting to be written.

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 or custodian 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 license. 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: material and permissions

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 but grants are administered and accounted for by a Host Institution to which the Principal Applicant is affiliated. Applications must therefore be approved by the institution 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 Principal Applicant / 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. All communication with the EAP office must be in English.

Principal applicant

The Principal Applicant may be a member of teaching or research faculty, a 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. PhD candidates will be considered only where the applicant has a proven track record of grant and project management. The PhD supervisor must provide a letter of support, giving approval for the candidate to undertake the project and detailing how it 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. 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). A senior representative from the Host Institution is responsible for completing a part of the Detailed Application form and ultimately for signing the Grant Agreement.

The Host Institution is responsible for receiving and managing the funds and submitting budget accounts, via the Project Lead, 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 or training or waiving room-hire fees. 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 funding round.

Archival Partner(s)

Applicants must identify an Archival Partner (up to a 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. It should have 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: 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 as necessary, and digitising them to preserve their contents and make them accessible.

Applicants must explain precisely how they will digitise and preserve the original material and safeguard 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.

Reporting

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, on hard drives 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, 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 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.

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.

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

Co-funding and other organisations

Although EAP can co-fund projects with other organisations, EAP and its sister programme [MEAP](#) will not fund overlapping projects in the same funding year; 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-20th 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 programme. Funding from one programme must have started before an application to the other programme will be considered. Applicants with these type of projects should contact the staff of EAP or MEAP to discuss.

Timetable for Round 20

September	Call for applications announced on EAP website and other channels. Application portal opens Friday 13 September 2024.
Sept/October	Webinars for applicants: details announced via the EAP website.
November	Deadline for preliminary applications Friday 8 November at midday GMT (London time).
December	Feedback to applicants / invitations to submit full application.
January	Applicants assemble all elements of the application including collaborator signatures, recommendation, permission forms and supporting images.
February	Deadline for detailed applications Monday 3 February 2025 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 in June.
July	All bank details must be finalised by the end of June. Remaining first payments go out. Some projects start in July.
August	Most of the projects should have started by August.

Before applying

- Ensure that all people and institutions involved with the project are aware of the application. This includes the Archival Partners, archive owners or custodians and other stakeholders.
- Ensure that a senior person from the Host Institution is familiar with the content of the Grant Agreement and is authorised to sign it, unchanged and in a timely fashion. 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.
- Discuss your application with the EAP team and / or attend one of our webinars.
- If the project involves digitisation, read *Remote Capture* and the Costed Equipment List.
- Above all, be prepared to mobilise everyone quickly!

Checklist

This checklist should be referred to when completing the online application form.

Material

- Pre-1960s
- Endangered
- Valuable for research
- Not in Western Europe or North America
- No copyright restrictions or privacy concerns
- Will not need to be removed from the country of origin

People & Organisations

- Team includes project-management and financial skills
- Team members have knowledge of the language(s) of the material
- Knowledge of digitisation and cataloguing in the team (if appropriate) – or a training plan
- Host Institution is a recognised non-commercial institution that can receive payments in GBP
- Archival Partner(s) is/are in the area of the archive to be digitised and can ensure long-term preservation of the archive

Project Plan & Budget

- No other applications to EAP or MEAP in the same round; no live project!
- Fees and salaries are proportionate
- Travel is no more than strictly necessary
- 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](#) text. 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** – Access, Permissions and Copyright form
- Appendix 4** – Referee Report form
- Appendix 5** – Host Institution, Archival Partner, Co-Applicant forms
- Appendix 6** – Risk Assessment form
- Appendix 7** – Grant Agreement template

Appendix 1

ENDANGERED ARCHIVES PROGRAMME

PRELIMINARY APPLICATION FORM

2024/25 (Round 20)

EAP Round 20 invites applications for grants to be awarded in April 2025. For successful applicants, first grant instalments will be paid in June 2025 and projects may start between July 2025 and February 2026.

Please read carefully the [Guide for Applicants](#) and [Grant Agreement](#) 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 **13 September 2024**. 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, otherwise your text will not fit on the online form.

The application must be submitted via the online portal by **midday GMT on Friday 8 November**. 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: dangeredarchives@bl.uk

The application is in SIX compulsory sections:

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

APPENDIX 1 EAP 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 <i>(Dr, Ms, etc)</i>	
Q1b First name	
Q1c Family Name	
Q1d Contact address	
Q1e Country	
Q1f Email address	

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.

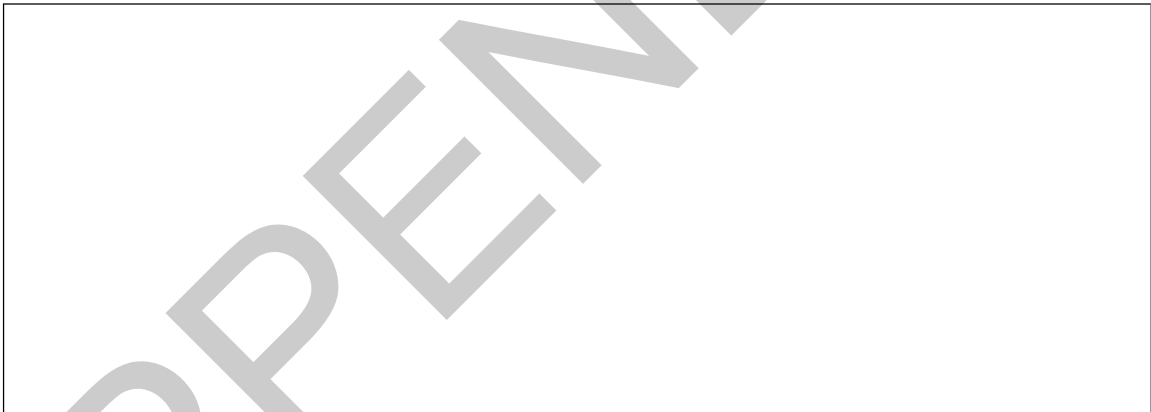
Q8a What is the material?

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, and so on.



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 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 outline how any legal and ethical concerns will be approached

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 DESCRIPTION, PLAN AND RISK ASSESSMENT

Q11 PROJECT WORKPLAN

Applicants must demonstrate that they have considered the 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 all risks involved in this project 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

APPENDIX 2

EAP DETAILED APPLICATION FORM

2024/25 (Round 20)

This form is for applicants who submitted a preliminary application in November 2024 and have subsequently been invited to submit a detailed application

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

- All applications must be submitted by **midday** GMT on **Monday 3 February 2025**. 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 EIGHT 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. PEOPLE (Q22)
- G. COLLABORATORS (Q23-Q24)
- H. 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. NB 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			
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 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. 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.

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 2025)

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 your 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, indicative sample photographs 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? <i>Give earliest and latest dates, estimated if necessary</i>	
Q8c What languages and scripts is the material written in? <i>(Languages for audio)</i>	
Q8d Where is the material located? What is its physical condition?	
Q8e What will the outcomes of the project be? <i>Survey, digitisation, both?</i>	
Q8f If the project is a survey, how much material do you expect to find?	
Q8g If the project involves digitisation, which institutions will receive copies of the digital material?	
Q8h Where will the original material be relocated, if applicable?	

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](#) 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.

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 an indication of what you should cover. 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 – as needed</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 Guide 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 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.

Q21a 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 EAP 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

Please 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 (Appendix 5)

G. COLLABORATORS

Q23 REFEREE / RECOMMENDATION

Name of referee

Q24 ARCHIVAL PARTNERS

Q24a How many Archival Partners do you have?

Q24b Name(s) of Archival Partner(s)

[HOST INSTITUTION DETAILS CAN BE FOUND ON THE PORTAL]

H. DECLARATION

I confirm that:

- I have read the Guide 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.

APPENDIX 3 – 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 archive is asked to allow the Principal Applicant access and to give permission for any digital materials to be made available on the EAP website (accessible from 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 EAP 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

Reference no: (provided by the applicant)

For and on behalf of the owner of the Copyright Works:

This is to warrant that the Licensor (Institution / Individual) is the owner (or authorised representative of the owner) of all the necessary rights in the material listed in Schedule A (**the Copyright Works**) to be licensed, and the Licensor is fully entitled to grant the British Library permission to use the Copyright Works as set out below. The Licensor further warrants that the Library's use of the Copyright Work(s) in this way, shall in no way infringe the rights of any other party.

The Licensor grants the British Library a non-exclusive, royalty-free, worldwide licence for the full duration of the copyright term to use and reproduce the Works under the terms of a **Creative Commons CC BY-NC license**. This Agreement (Licence) will be governed by and construed in accordance with English law and the jurisdiction of the English Courts.

Signed Date

Name [please print]

Institution if applicable [please print]

Email & Postal Address.....

Unless you specify otherwise, the Library will credit the Work in the following manner:

"Title/description of the Work © Institution name, date of creation. This work has been made available under a CC BY-NC license. Please credit the copyright holder when reusing this work."

I agree to the Work being credited in the standard way, as above YES NO

If **NO**, I would like the Work to be credited as follows:

.....

SCHEDULE A - Material covered under the Licence (the Copyright Works)

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

Application reference no:

APPENDIX 4 EAP 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 [Guide 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 3 February 2025.

1 APPLICATION DETAILS

EAP reference

Name of applicant

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:

APPENDIX 5

HOST INSTITUTION, ARCHIVAL PARTNER FORMS CO-APPLICANT CV 2024/25 (Round 20)

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

Q2) 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:

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 text](#) 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 form 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)

APPENDIX 6

RISK ASSESSMENT

April / May 2025 (Round 20)

Risk Assessment, Conditions and Clarifications. All offers 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 within two weeks of receiving the offer. You must complete this form by Friday 16 May 2025.

You may use this facsimile to prepare the revisions to the proposal form (detailed application – 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 only by applicants who were given other conditions to meet. We are asking you to reproduce the conditions, using the wording you were given, and to give details of the solutions you propose.

Please re-read your application and check for any updates to the information you provided in October 2024. Please ensure all information provided here is accurate to the best of your knowledge, and that any uncertainties are set out with realistic solutions.

Family name of Principal Applicant					
Revised amount requested (£)		Duration (months)		Intended start date (mmyyyy)	

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 2a: 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 April/May 2025 letter	How this has been addressed?
1.	
2.	
3.	

PART 2b: 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 2025 for a July 2026 project start (earliest start date).

All Grant Agreements for Round 20 must be finalised by the end of June 2025. The first payments for all grants are made in June 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>

AGREEMENT BETWEEN
(1) THE BRITISH LIBRARY BOARD
and
(2) HOST INSTITUTION
for an
ENDANGERED ARCHIVES PROJECT GRANT



WHEREAS

- (1) You have been selected by the British Library Board (unless the context otherwise requires, **we, us**) to receive a grant as part of the Endangered Archives Programme (the **Programme**) supported by the Arcadia Fund (**Arcadia**);
- (2) The grant funds of up to £[**amount in numbers**] ([**amount in words**] pounds sterling, the **Grant**) are to be applied in delivering the project entitled [**title**], full details of which are set out in your submission for the Programme dated [**date**], a copy of which is appended at Schedule 1 (subject to any amendments detailed at Schedule 4) (the **Project**);
- (3) The terms and conditions set out in this document, including its schedules, govern your use of the Grant for the delivery of the Project and constitute a legally binding contract between us (the **Grant Agreement**) which you agree to by accepting the Grant. This Grant Agreement supersedes and replaces any prior written or oral agreements, representations or understandings between us relating to the Project; and
- (4) This Grant Agreement reflects your understanding of the terms on which the Grant is provided and in signing this Grant Agreement, you desire to accept the Grant, and your signatory hereto represents to us that she/he has the authority to sign this Grant Agreement on your behalf;

IT IS HEREBY AGREED as follows:

1. General

- 1.1 Throughout this Grant Agreement, "You/your" refers to the Host Institution as named at Schedule 1 or 4.
- 1.2 This Grant Agreement should be read together with our Guide for Applicants. The Guide is for information only, and does not form part of the Grant Agreement between us.
- 1.3 You are responsible for all financial conduct and administration of the Grant and the Project and will provide facilities for the Project and meet any other expenses you incur which do not form part of our contribution to the Project.

2. Purpose of the Grant

- 2.1 You will use the Grant only for the delivery of the Project in accordance with this Grant Agreement.
- 2.2 You must deliver the Project:

- 2.2.1 with due care and diligence, in a professional and ethical manner, to reasonable standards of research integrity, methodology and quality and acting at all times in good faith;
- 2.2.2 in compliance with the terms of this Grant Agreement and any agreed milestones, timescales or deadlines; and
- 2.2.3 in compliance with all applicable laws and regulations.

3. The Grant

- 3.1 The total amount of the Grant is set out in the budget and payment schedule at Schedule 2 (the **Budget**). This amount is fixed for the duration of the Project.
- 3.2 Where you intend to accept additional funding from a third party for the Project, you must notify us in advance of your intention to do so and, where such funding is obtained, you must provide us with details of the amount and purpose of that funding. You agree and accept that you will not apply for duplicate funding in respect of any part of the Project or any related costs that we are funding in full.
- 3.3 You warrant to us that all information which you have provided (as detailed at Schedule 1 to this Agreement) was and remains accurate.
- 3.4 You warrant to us that all information which you will supply pursuant to this Grant Agreement shall be accurate at the time it is given.
- 3.5 You understand that we have relied upon and will rely upon the information which you have provided in order to make decisions. No disclaimer or other statement that precludes the right of any person to rely upon such information shall apply with respect to this Grant Funding Agreement.
- 3.6 You acknowledge that the Grant has been offered to you to carry out the Project within the time limits set out in this Grant Funding Agreement and the other objectives set out in this Grant Funding Agreement.
- 3.7 You accept that in making the offer of the Grant, we are in no way underwriting the Project, or providing any representation, commitment or guarantee as to the provision of funding or any further funding.
- 3.8 You covenant with us that you shall at all times act with the utmost good faith towards us and will at all times co-operate fully with us; will comply with all our reasonable requirements in relation to the Project from time to time; and will not do anything which will put the British Library in breach of any of its obligations in relation to the Project including any obligations to Arcadia of which you are notified or ought reasonably to be aware.

4. Timings

- 4.1 You must:
 - 4.1.1 make every effort to start the Project on or around the date stated in Schedule 1 or as may have been varied in Schedule 4 (the **Start Date**);
 - 4.1.2 inform us as soon as possible if you are unable to do so for reasons outside your control so that we can agree a new Start Date with you; and

- 4.1.3 provide us with written confirmation of the actual Start Date within one calendar month.
- 4.2 You must:
 - 4.2.1 make every effort to conclude the Project by the date stated in Schedule 1 (the **End Date**); and
 - 4.2.2 inform us as early as possible of any likely delays to delivery of the Project, in which circumstances we may agree a new End Date with you.
- 4.3 The Grant must be expended between the Start Date and the End Date. Any costs incurred outside this time period may not be met from the Grant.

5. Payment of the Grant

- 5.1 The Grant will be paid to you in accordance with the payment schedule set out at Schedule 2. The first payment is made in advance; subsequent payments are subject to receipt and approval of reports, images and metadata in accordance with Clause 12.
- 5.2 We will keep back a percentage of the Grant as detailed in Schedule 2 until we have approved your final report, statement of expenditure, and project outcomes at the end of the Project.
- 5.3 We will make all payments in pounds sterling by electronic bank transfer to the account identified in Schedule 3. If you need to change the account to which the Grant is paid, you must notify us of this in a Change Request (see Clause 12) providing full details of the new account.
- 5.4 While we will endeavour to pay the Grant in accordance with Schedule 2, the Grant or any part of it will only be paid to the extent that we have available funds. We will not be liable for any losses or costs (including but not limited to bank charges) if for any reason we do not make a payment or payments of any portion of the Grant on the date(s) agreed with you (or if we do not make a payment at all).
- 5.5 The Grant represents the maximum amount of funds that may be provided to you and is inclusive of any value added or other tax. We do not normally consider requests for an increase in the Grant, including in the event of:
 - 5.5.1 any value added or other tax being payable by us or you as a result of the Grant, which taxes shall be met in full by you;
 - 5.5.2 any overspend in your delivery of the Project; or
 - 5.5.3 exchange-rate fluctuations which reduce the value of the Grant.
- 5.6 If any of the circumstances in Clause 5.5 arise such that the delivery of the Project is likely to be affected, you must report this to us in writing in line with Clauses 6.1 and 12.2.3.
- 5.7 Should any part of the Grant remain unspent upon completion of the Project for any reason, you undertake to return the unspent monies to us as soon as possible and in any event within three months of the End Date. In addition, we reserve the right to deduct any underspend which is recorded in any Report, or any part of the Grant which is not recorded as having been spent on the Project, from any outstanding payment of the Grant.

6. Changes to the Project

- 6.1 We understand that you may encounter circumstances that require you to significantly to modify elements of the Project. You must report such circumstances in writing in line with Clause 12.2.3. Any significant changes require our prior written approval at our absolute discretion. Where changes are made without our prior written agreement, we will withhold or reclaim any funds that have not been used for the approved purpose.
- 6.2 A proposal for the Project to be taken on by another host institution will only be considered at our absolute discretion. For such a proposal to be considered the prior written agreement of the Project Lead identified in Schedule 1 or as may have been varied in Schedule 4 must be submitted together with a detailed proposal submitted using a Change Request Form. In the event that any such proposal is taken forward it is likely that this agreement will need to be terminated and a new agreement made with the new institution put in place, which may involve imposing additional conditions and detailed timescales on both you and the proposed new host institution.
- 6.3 You must obtain our prior written approval, using a Change Request form as soon as possible but in any event no later than three months before the End Date if you wish to extend the time period for delivery of the Project. Such extensions, without additional funding, are at our absolute discretion and will only be granted in exceptional circumstances.

7. Accounting for the Grant

- 7.1 The Grant must be held and accounted for in such a way that at all times the use made of the Grant and compliance with this Grant Agreement can be monitored. The Grant shall be shown in your accounts as a restricted fund and shall not be included under general funds.
- 7.2 You will keep separate, accurate and up-to-date accounts and records of the receipt and expenditure of the Grant monies received from us.
- 7.3 Any part of the Grant that has been paid over to you but which has not yet been applied for the purposes of the Project shall be held, pending its application, for the purposes of the Project and subject thereto in trust for us absolutely.

8. Budget variations

- 8.1 The Project is to be managed and accounted for in accordance with the approved budget set out at Schedule 2 (the **Budget**).
- 8.2 You may transfer up to £1,000 between most of the grant budget headings without our prior approval.
- 8.3 Transfers of more than £1,000 per budget heading must be approved by us in writing by filing a Change Request form before you make the transfer.
- 8.4 Details of all transfers, the reasons for the change and the overall impact on the Project must be included in your Reports.

9. Project team appointments

- 9.1 You will inform us of any changes to the members of the project team identified in Schedule 1 or Schedule 4, including salary details where relevant, in the relevant

Report in accordance with Clause 12. Any appointments which you make are made at your own risk and no person engaged or employed by you shall be an employee or contractor of us nor enjoy any contractual relationship with us by virtue of this Grant Agreement.

10. Equipment

- 10.1 You may only use the Grant to purchase the equipment listed in the Appendix to Schedule 1 or in Schedule 4. Where possible you must ensure that the procurement of any such equipment:
- 10.1.1 meets best practice, is untied and free of self-interest, uses transparent processes, fair and open competition, and good contract management, including prevention of malpractice;
 - 10.1.2 is sourced from suppliers who clearly offer value for money, and follow fair and acceptable workplace practices; and
 - 10.1.3 complies with applicable financial policies and procedures.
- 10.2 If you wish to buy other equipment, you may only do so by transferring funds between budgets in compliance with Clause 8 or through the Change Request process.
- 10.3 You must not allow project equipment paid for with award funding to be used for any non-Project activity or by anyone not working on the Project, until after the Project ends.
- 10.4 Project equipment paid for out of the Grant will belong to you from the date of purchase.
- 10.5 You must transfer ownership of all Project Equipment purchased with the Grant to the Local Archive Partner identified in Schedule 1 or as varied in Schedule 4 at the end of the Project.
- 10.6 You must notify us of all transfers of ownership in your final Project Report.
- 10.7 You may not buy equipment for the Project (other than that which has already been budgeted for) in the final six months of the Project without our prior written approval following a Change Request.
- 10.8 If you wish to transfer ownership of any Project equipment during the lifetime of the Project, you must apply to us for our prior written approval by filing a Change Request. You may not charge or loan any Project- equipment at any time during the continuance of this Grant Agreement.

11. Record keeping and inspection

- 11.1 You must keep full, accurate, and clear records of receipts, invoices and expenditures under the Grant, as well as copies of reports submitted to us in accordance with this Grant Agreement, should be kept for at least six (6) calendar years following completion of the Project.
- 11.2 You will make these records available to us or our duly appointed agents on reasonable notice (which may be immediate if we have significant concerns about the management of the Project or spend) and at your expense.

- 11.3 Your audited or independently examined annual accounts must be made available to us as soon as they have been approved and in any event within ten months of the end of the relevant financial year. If you are not audited or examined as a matter of course, you must have the Project accounts examined by a recognised auditor or independent examiner at our request.
- 11.4 You must make your other financial books and records available to us for inspection at reasonable times and (at your cost) you must provide reasonable co-operation and assistance with any audit, inspection or investigation conducted by or on behalf of us.
- 11.5 If you cease to exist within the six (6) year period specified at Clause 11.1, you will notify us and we will have the right to request a copy of any books and records relevant to the Grant.

12. Reporting

12.1 You will closely monitor the delivery and success of the Project to ensure that the aims and objectives of the Project are being met in accordance with the terms of this Grant Agreement.

12.2 You must submit the following reports (**Reports**) where and when we so request:

12.2.1 Interim Reports: a concise progress report, together with a statement of actual expenditure against proposed expenditure and an update on progress on digitisation and metadata creation must be submitted in accordance with Schedule 2. All financial reporting on the Grant must be in GBP. All financial variations from the budget should be explained clearly and the overall impact on the Project considered. We may request an Interim Report at any time during the Project.

12.2.2 Change Request: If you wish or are required under this Grant Agreement to seek our prior written consent to make a change to the Project, you must do this by filing a Change Request. You must report in writing as soon as the need is identified any significant Project changes which occur and which are not covered by the last submitted Interim Report. Such written report must also be filed in the event that you receive notice of any legal claim, intention to take legal action or any other matter which may significantly impact the Project.

12.2.3 Final Report: You must submit this no later than three months after the End Date.

12.3 Statements of income and expenditure should be prepared from books and records maintained on a cash basis (i.e. recording when funds are actually received or expended).

12.4 All reports should use the then current Report form available on the Programme webpages at <http://eap.bl.uk>, unless an alternative format is expressly requested by the British Library in its absolute discretion.

13. Funding acknowledgement

13.1 You must acknowledge both Arcadia and British Library funding in all publications, conference presentations and public statements using the acknowledgment statement which we will communicate to you in writing.

13.2 You must provide us with the full citation (and where possible a copy of the work) of

any publication that includes the funding acknowledgment referred to in Clause 13.1.

13.3 Other than under Clause 13.1, you must not state or imply that the British Library or Arcadia funds or endorses your activities.

13.4 You must immediately withdraw any public statement, press release or other statement which refers to us or Arcadia if we ask you to.

14. Online, social media and other publicity approval

14.1 All press releases must be approved in advance by us.

14.2 You consent to us publicly sharing information about the Project by any means. We may publish edited extracts and publicity images from your project proposal or other project outputs in our Endangered Archives Programme webpages and use them to promote the Programme in general.

14.3 If you accept additional funding from a third party for the Project, you will not grant any rights in relation to acknowledgement or publicity to such third party without first consulting with us and obtaining our prior written consent to the form and content of such acknowledgement or publicity, which consent shall not be unreasonably withheld or denied.

15. Submitting content and metadata

15.1 You must submit sample images and metadata as set out in Schedule 2. Grant payments subsequent to the first instalment are dependent on digital content and metadata being signed off by us.

15.2 You must follow our digitisation and cataloguing guidelines and templates to ensure material is being copied and listed to the required standards.

15.3 You must deposit all Project outcomes and components with us and the Archival Partner(s).

16. Intellectual property rights

16.1 You must seek permission for in-copyright materials to be published under a *Creative Commons-Attribution-Non Commercial 4.0 Licence (CC-BY-NC)*.

16.2 Except where we agree otherwise, papers and books produced and/or published with funding from the Grant must be made available for free, (i) via the internet, (ii) via local institutional repositories such as the Local Archival Partner or Host Institution or (iii) with us.

16.3 You agree to us preserving all digital materials resulting from the Project and to making and keeping them permanently available on the internet.

16.4 If it is culturally appropriate to restrict or withhold online public access completely, you must notify us of your reasons, and seek our written approval for alternative licence terms or a decision not to publicise materials or images at all.

16.5 You shall clear all third party intellectual property rights and related rights (e.g. copyright laws, database rights, performance rights) with copyright or cultural property owners both individual and collective before publication. It is your responsibility to ensure as far as is reasonably possible that your use of materials for the project does not infringe any third party rights or break any local or national laws.

Copies of use permissions granted by third party rights holders must be scanned and sent to us before publication and a summary of all third party rights must be included in your Final Report.

17. Commercial exploitation

You must obtain our prior written consent before undertaking or entering into any agreement with a third party in respect of the development, exploitation or commercialisation of intellectual property which has been wholly or partially funded by the Grant (**Project IP**). As a condition of our consent we may require you to enter into a revenue and equity sharing agreement in respect of the proposed use of Project IP.

18. Contacts and notices

18.1 Any notice you give to us in connection with this Grant Agreement must be emailed to the Programme Manager at: endangeredarchives@bl.uk.

18.2 We will email any notice we give to you in connection with these conditions to the email address set out in Schedule 1 (or any other address for formal service of notices which you inform us of).

18.3 We may each treat any notice which we serve in this way as being given on the date on which the email was sent.

19. Suspension and termination

19.1 We reserve the right, in our sole discretion, to discontinue funding if we are not satisfied with the progress of the Project or the content of any Report provided to us in accordance with this Grant Agreement.

19.2 We will be entitled to suspend or terminate the Project and require immediate repayment of all or part of the Grant if:

19.2.1 in our reasonable opinion there is a serious failure on your part to administer and deliver the Project and you do not address, or are unable to address, that failure to our reasonable satisfaction within the time period for rectification which we notify to you;

19.2.2 you are unable to use the Grant for the Project for any reason or we have reasonable grounds for believing that the Project will not be completed within a reasonable time (or at all);

19.2.3 you act in a way which in our reasonable opinion has the potential to damage materially our reputation or goodwill, including without limitation if you make any statement or do anything which is derogatory or denigrating to the Library or Arcadia;

19.2.4 we have reasonable grounds to believe that you or any other person or organisation acting for you failed to disclose information relevant to the making of the Grant or gave us any significantly misleading, dishonest or inaccurate information, whether deliberately or accidentally, during the application process, or during the course of the Project or that you have misused the Grant and/or are responsible for any fraud or theft in relation to it;

19.2.5 you are unable to pay your debts as they become due and/or any

- insolvency action is taken against you which is not discharged within 14 days;
- 19.2.6 you or members of your governing body, employees or volunteers become subject to an investigation or formal inquiry by the Police, Charity Commission, HM Revenue and Customs or other regulatory body in the United Kingdom or any other jurisdiction;
- 19.2.7 we reasonably consider that there are serious concerns regarding your governance which may adversely affect the Project and/or damage materially our reputation or goodwill;
- 19.2.8 you become insolvent or go into administration, receivership or liquidation and the Project has not been completed;
- 19.2.9 you become subject to a change of control or make material changes to your purposes, structure or ownership during the Project or within a reasonable period after its completion, so as to prejudice the successful outcome of the Project;
- 19.2.10 you become legally ineligible to hold the Grant;
- 19.2.11 you apply for duplicate funding in respect of any part of the Project or any related administration costs that we are funding in full; and/or
- 19.2.12 you fail to comply with any of the other terms and conditions of this Grant Agreement.
- 19.3 We may in addition suspend the Project if you fail to submit a Report on time, or submit a Report which does not include the information specified in Clause 12 and any other information specified in the Guide for Applicants or which indicates that you have deviated from approved Project objectives or delayed delivery of Project objectives without our prior written approval.
- 19.4 If we suspend the Project, we may:
- 19.4.1 continue our suspension for as long as we reasonably require in order to investigate our concerns; and
- 19.4.2 impose additional conditions and require you to carry out remedial actions before we recommence payment of the Grant.
- 19.5 We accept no liability for any consequences, whether direct or indirect, of a suspension even if the investigation finds no cause for concern.
- 19.6 If we terminate the Project, we may at our sole discretion agree to cover winding down costs for the Project and any unavoidable expenditure commitments. If requested by us, you must promptly (and acting reasonably and in good faith at all times) co-operate with and assist us and any third party to facilitate the seamless and uninterrupted transfer of the delivery of Project to a third party or to us.
- 19.7 The termination grounds set out in this clause are cumulative and without prejudice to any rights that we have accrued under this Grant Agreement or any of the rights and remedies in this Grant Agreement.
- 19.8 Provisions of this Grant Agreement which are either expressed to survive its termination or, from their nature or context, are apparently intended to survive such

termination shall remain in full force and effect notwithstanding termination.

20. Liability

20.1 We accept no liability for any consequences, whether direct or indirect, that may come about from you running the Project, the use of the Grant or from withdrawal of the Grant and our liability under this Grant Agreement is strictly limited to the payment of the Grant.

20.2 In particular, we do not accept liability for:

20.2.1 any financial or other commitments which you make before the Grant is made;

20.2.2 any expenditure which exceeds the amount of the Grant;

20.2.3 employment costs associated with the Project.

20.3 You agree to indemnify and hold harmless us, our employees, agents, officers or sub-contractors with respect to all claims, demands, actions, costs, expenses, losses, damages and all other liabilities arising from or incurred by reason of your actions and/or omissions in relation to the Project, your non-fulfilment of obligations under this Grant Agreement or your obligations to third parties.

21. Insurance

21.1 You shall during the term of this Grant Agreement and for six (6) years after termination or expiry of the same, ensure that you have and maintain, at all times adequate insurance with an insurer of good repute to cover claims under this Grant Agreement or any other claims or demands which may be brought or made against you by any person suffering any injury damage or loss in connection with this Grant Agreement.

21.2 You will upon request produce to us your policy or policies of insurance or where this is not possible, a certificate of insurance issued by your insurance brokers confirming the insurances are in full force and effect together with confirmation that the relevant premiums have been paid.

21.3 You will also ensure that any subcontractors engaged by you in the performance of this Grant Agreement also maintain adequate insurance having regard to the obligations under this Grant Agreement which they are contracted to fulfil.

22. Confidentiality

22.1 In the event we make available to you confidential information relating to our business, staff, customers, financial matters, technical or other matters in the course of the activities contemplated by this Grant Agreement, then you shall maintain the confidentiality of such information and not disclose it to any third party nor use such information for any purpose except as expressly permitted by this Grant Agreement.

22.2 The obligations in Clause 23.1 shall not apply to data or information which you can clearly demonstrate:

22.2.1 was known to you prior to disclosure by us or is independently developed or conceived by you;

22.2.2 was in or enters the public domain without misconduct or negligence on your part;

22.2.3 was made available to you by an unconnected third party with the lawful right to make such a disclosure; or

22.2.4 is required to be disclosed by law.

22.3 The provisions of Clause 23.1 shall survive for a period of three (3) years from the date of termination of this Grant Agreement.

23. Data Protection

23.1 By virtue of this agreement it is foreseen that both parties may come into possession of personal data and will agree to process it in a way that would be deemed compatible with the UK GDPR, the Data Protection Act 2018 (DPA), the General Data Protection Regulation (Regulation (EU) 2016/679) (GDPR) where EEA subject's data is processed and any regulations and secondary legislation as updated or amended from time to time. Should either party come into possession of any personal data belonging to the other party which they are required to process on behalf of the other party they agree to act as if they were a full data processor. For all other processing of personal data each party will do so as a data controller in their own right. For more information about how the Library uses personal data, please see our Privacy Policy at: <https://www.bl.uk/about-us/privacy-policy>.

24. Freedom of Information

24.1 You acknowledge that we are subject to the requirements of the UK's Freedom of Information Act 2000 (**FOIA**) and Environmental Information Regulations 2004 (**EIRs**). This means that we may be required by law to disclose information you have provided to us (including confidential information) and other information about the Project under UK law, subject to the exceptions and exemptions set out in the FOIA and EIRs. We may need to do this without consulting you and without your consent. We shall have no liability to you in relation to any such disclosure.

24.2 You shall:

24.2.1 promptly provide all necessary assistance and cooperation as reasonably requested by us to enable us to comply with its obligations under the FOIA and EIRs; and

24.2.2 not respond directly to any request for information unless authorised in writing to do so by us.

24.3 We will take reasonable steps to notify you of any request for information which relates to you or the Project to the extent that it is permissible and reasonably practical for us to do so but we will be responsible for determining in our absolute discretion whether any information is exempt from disclosure in accordance with the FOIA and/or the EIRs.

25. Bribery and corruption

25.1 You must not, in connection with this Grant Agreement or the Grant or the Project, offer, promise or give anything of value to any government official or to any person for the purpose of obtaining or retaining business or receiving favourable treatment.

25.2 You must comply with all applicable laws, statutes, regulations, and codes relating to anti-bribery and anti-corruption.

- 25.3 You must promptly report to us any request or demand for any undue financial or other advantage of any kind received by you in connection with the performance of this Grant Agreement or the Project.

As well as ensuring you comply with legal requirements, relevant parts of clauses 26 to 28 reflect our commitment to ensure that the funding we provide is used responsibly and in a manner which reflects our organisational values, including treating everyone with respect and compassion, and embracing equality, fairness and diversity.

26. Safeguarding children and vulnerable adults

If your Project involves working with children or vulnerable adults, you confirm that you have the necessary policies in place to safeguard them, that such policies are regularly reviewed, that all necessary vetting checks on staff, volunteers, consultants and advisors have been undertaken and that you are compliant with applicable safeguarding laws.

27. Equality Legislation

27.1 You must not, whether as an employer or provider of services and/or goods, discriminate against anyone on the basis of their age; being or becoming a transsexual person; being married or in a civil partnership; being pregnant or on maternity leave; disability; race (including colour, nationality, ethnic or national origin); religion, belief or lack of religion/belief; sex; or sexual orientation.

27.2 You must in delivering the Project comply with local regulations and policies relating to equality and diversity and you must adhere to the principles in our Equality and Diversity Policy, which is available on our website here: <https://www.bl.uk/aboutus/stratpolprog/diversity/equdivpol/>

28. Human Rights

28.1 In this Clause 29, **Human Rights** means internationally recognised human rights understood, at a minimum, as those expressed in the *International Bill of Human Rights*.

28.2 In delivery of the Project you must:

28.2.1 comply with all Human Rights laws, statutes, regulations and codes from time to time in force; and

28.2.2 respect Human Rights, meaning that you must avoid infringing on the rights of others and address adverse Human Rights impacts with which you are involved.

29. General

29.1 If we choose not to enforce any part of this Grant Agreement, or delay enforcing it, this will not affect our right to enforce the same part later (or on a separate occasion) or the rest of this Grant Agreement. And, if we cannot enforce any part of this Grant Agreement, this will not affect our right to enforce the rest of this Grant Agreement.

29.2 We may vary the terms of this Grant Agreement from time to time and at our sole discretion by written notice to you.

- 29.3 You must not assign, delegate, sub-contract, charge, mortgage or otherwise transfer any or all of your rights and obligations under this Grant Agreement without our prior written consent.
- 29.4 This Grant Agreement shall not create any partnership or joint venture between you and us, nor any relationship of principal and agent, nor authorise either of us to make or enter (or to represent that we have authority to) into any commitments for or on behalf of the other.
- 29.5 This Grant Agreement does not and is not intended to confer any contractual benefit on any person pursuant to the terms of the UK's Contracts (Rights of Third Parties) Act 1999.
- 29.6 If any provision or part-provision of this Grant Agreement is or becomes invalid, illegal or unenforceable, it shall be deemed modified to the minimum extent necessary to make it valid, legal and enforceable. If such modification is not possible, the relevant provision or part-provision shall be deemed deleted. Any modification to or deletion of a provision or part-provision under this clause shall not affect the validity and enforceability of the rest of this Grant Agreement.
- 29.7 This Grant Agreement shall be governed by and construed in accordance with the law of England and you and we irrevocably submit to the exclusive jurisdiction of the English courts.

In witness hereof the Parties hereto have affixed their signatures:

1) Signed by [●] for and on behalf of The British Library Board

Date:

2) Signed by [●] for and on behalf of [●institution]

[■Job title]

Date:

Schedule 1
Grant Summary and Application

Grant Reference No.	
Project Title	
Grant Amount	
Start Date	
End Date	
Grant Duration	
Pilot/Major/Area	
Project Lead	
Project Lead contact details	
Host Institution	
Host Institution contact details	
Local Archival Partner 1	
Local Archival Partner 1 contact details	
Local Archival Partner 2	
Local Archival Partner 2 contact details	
Local Archival Partner 3	
Local Archival Partner 3 contact details	

Schedule 1 Appendix:

- **Full Programme Proposal / Application**
- **Access, Permission & Copyright Declaration**
- **Risk Assessment**

Schedule 2
Budget and payment schedule

Budget Item	Amount (£)
Salaries	
Equipment	
Travel & subsistence	
Training	
Other costs	
TOTAL	

Payment profile	Date payable	Amount (£)
Stage 1 payment		
Stage 2 payment		
Stage 3 payment		
Final payment		
TOTAL		

Report due	Date due
Metadata samples	
Image samples	
Report 1	
Report 2	
Report 3	
Final report	

Schedule 3
Account details for remittance of Grant

Requested by Endangered Archives Programme

Contact tel no*	x7623 (Ruth Hansford)
Email address*	Ruth.hansford@bl.uk
Date submitted*	(To be added by EAP team)

Payment Terms: **IMMEDIATE**

Supplier Information. Project Lead / Host Institution to complete and return to: ruth.hansford@bl.uk

Grant Holders (Project Lead / Host Institutions) must provide additional evidence of bank account details, such as a copy of a bank statement with the transactions redacted, a blank cheque or paying-in slip. Bank account must be able to receive payments in GBP.

New Supplier?	Y / N
Project Lead Details	EAP _____
Host Institution name / institution	
Address – general	
Address – payment (if different)	
Telephone	
Contact name and email address (Host Inst finance dept)	Remittance advice: _____
BL contact (for PO)	ruth.hansford@bl.uk
Currency	GBP
Bank Account Name <i>That this must be exactly as written on your bank statements</i>	
Bank details UK suppliers only	Bank name: Sort code: Account number:
Bank details International suppliers <i>Note that banks must be able to receive payments in GBP</i>	IBAN: Swift: Account number: Routing number or IFSC (for India) if applicable:
Intermediary Bank details. International suppliers <i>You must check that the third-party intermediary bank accepts GBP payments.</i>	IBAN: Swift: Account number:

Schedule 4

Agreed variations to Schedule 1:

[insert any here]

APPENDIX 7