

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.

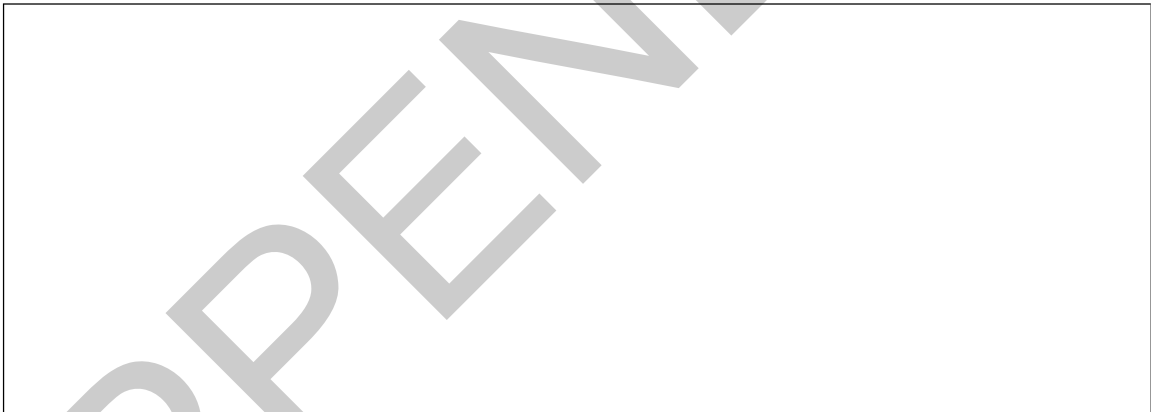
Q8a What is the material?

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.



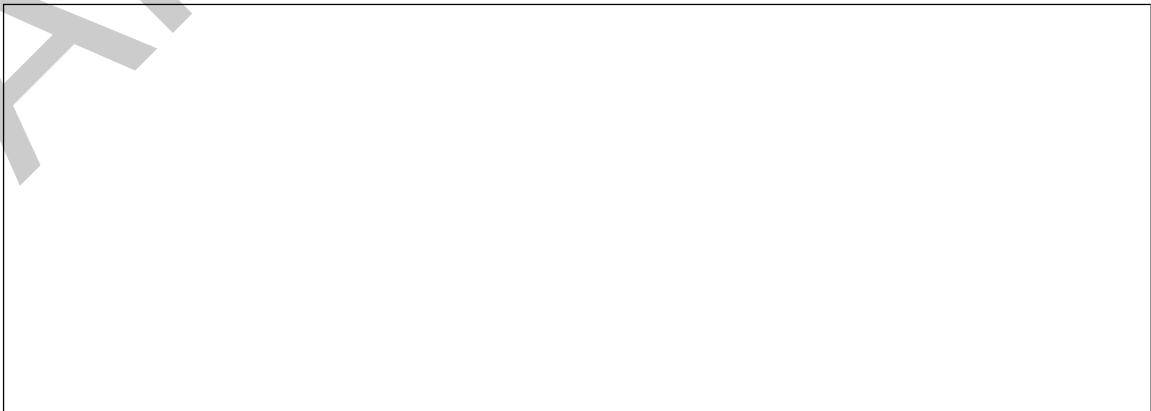
Q8b Endangerment

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.

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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)

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

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Q16 PREVIOUS EAP GRANTS

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

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Q17 HOW DID YOU FIND OUT ABOUT THIS PROGRAMME?

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

Please submit image online.