

# ENDANGERED ARCHIVES PROGRAMME

## GUIDE FOR PROJECT LEADS

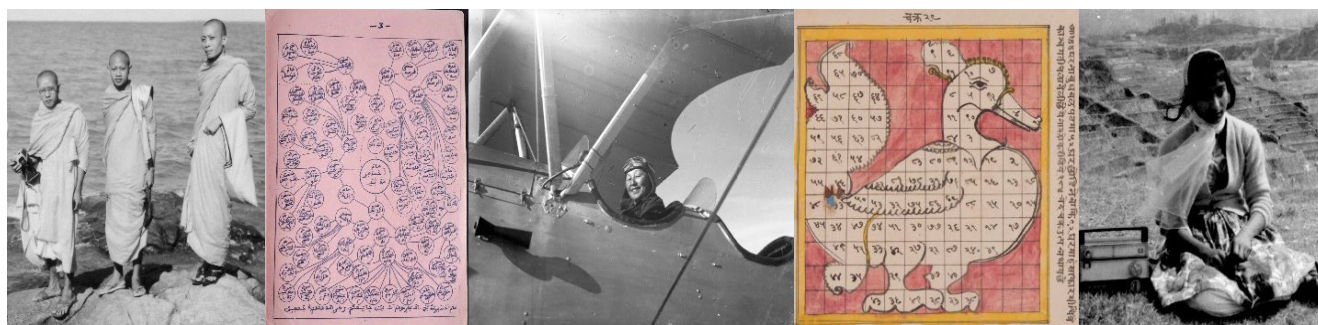
2024  
(ROUND 19 PROJECTS)

BRITISH LIBRARY

This guide is written for Project Leads (previously the Principal Applicants), who should disseminate it to their teams. It contains details of what is required at all stages of an EAP project. It supersedes previous checklists and forms and should be used alongside the Grant Agreement as a reference.

The Project Lead is the central point of contact with the EAP team and works with the Host Institution to ensure all project documentation is in order and the grant monies are disbursed to the project according to the budget set out in the Grant Agreement. Therefore the Project Lead is the only person who should be communicating with the EAP team about administrative matters (including Interim Reports, payments, any Change Requests, Final Report). Other team members communicate with the curatorial team about the digitisation process and metadata. All correspondence should have the EAP reference number in the subject line.

### 1. Before the project starts



Here is an indicative timeline from submission of the Detailed Application in February:

<b>April</b>	<p>All offer letters are sent out, following the meeting of the EAP Panel. Some of these will be conditional offers requiring changes to the proposed project.</p> <p>Applicants are given four weeks to complete the Risk Assessment and meet any additional conditions. It is important at this stage to ensure that the Host Institution (HI) representative (the individual who completed the HI part of the application) is ready to sign the Grant Agreement and provide bank details. If there is a change to the signatory, please let the EAP team know before the Agreement is created.</p>
<b>May</b>	<p>Grant Agreements are sent out. You will receive an email notifying you that the documents are ready for you to collect from the portal and to upload, completed and signed, to us.</p> <p>A covering letter is addressed to the Principal Applicant (who at this point becomes the Project Lead). The Host Institution is the signatory to the agreement. No changes may be made to the Grant Agreement, as it arises out of the British Library's status as a UK public body and the re-granting</p>

agreement with our funders, Arcadia.

The bank details form (Schedule 3) and additional proof of bank details should be uploaded on to the portal. We make all grant payments in GBP (pounds sterling); if it is discovered that the bank cannot accept GBP, the project will be liable for any conversion fees incurred.

## June

Once the Grant Agreement has been signed and returned, the EAP team processes the payment details and the first instalment is paid in time for the start of the project (month 0 – June of the award year).

Schedule 2 of the Grant Agreement sets out the dates when the EAP team requires reports and samples of digital images and metadata in order to process further payments.

On the date of the first payment we send out a Grant Start email with more information about next steps. The EAP Lead Curator, Jody Butterworth, will send an email with further information about the digitisation and metadata processes.

We advise you not to begin the project before the first payment has arrived in your account. Note that it can take a while between the payment leaving our bank and arriving in your bank account. This is especially true where an intermediary bank is used, as there are in effect two transactions.

All Stage 1 payments are made in June. Any that are delayed beyond September will not go through in the current round, and we will withdraw the offer and invite you to reapply in a future round once you have resolved the payment difficulties.

## 2. At the beginning of the project



If your project focuses on digitisation, you will receive a questionnaire from the EAP Lead Curator. After completing and returning it, you will receive a bespoke listing spreadsheet for cataloguing the material. Once you have the listing, a Zoom call will be arranged so the team can ask questions about image standards and the Excel spreadsheet.

If your project is a survey without digitisation, you will not receive a questionnaire, but you are most welcome to request a Zoom call.

### Samples

Sample images and metadata should be submitted to the EAP Lead Curator. Ten images are sufficient. They should be sent by WeTransfer as soon as the team starts digitising (no later than three months from the start of the project). The sample listing should be sent via email at around the same time. See Schedule 2 for details.

### 3. When the project is under way



#### Interim reports

Text taken from the Guide for Applicants: *Projects are reviewed regularly through the submission of sample 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.*

The reporting timetable is in Schedule 2 of the Grant Agreement, where we set out the months in which samples and reports are due. We rely on the Project Lead to adhere to this timetable and inform us of any slight delays. We don't give an actual date, only the month, to give you some flexibility.

Please do not send interim reports until the latest samples (images and metadata) have been signed off by the Curator, and please ensure that the Host Institution finance team is aware of the process. Please ask them not to chase late payments, as more often than not, payments are late because we haven't received the samples and/or reports.

The standard template must be used for Interim Reports. The financial report of expenditure against budget headings, in pounds sterling, must be signed off by the Host Institution before submission. The Interim Report form is reproduced in Appendix 1. Please ensure you have read the instructions at the top of the form.

#### Change requests

We are aware that circumstances can change during the course of a project. Even in spite of the Risk Assessment after the offer is made, there are some risks that cannot be anticipated. We rely on you to be aware of the broader context of your project – be that political or environmental. Equally it may be that personnel changes are required during the project.

Changes must be discussed with the Host Institution (as far as possible), the Archival Partners, the project team and the EAP team. The Change Request form is reproduced in Appendix 2. Please ensure you have re-read the Grant Agreement and the rubric on the form, and get in touch to discuss it before you send it. In our experience, the shorter the project and the more punctual the start, the less prone it is to delays. Below are some of the main areas where changes might occur.

#### Changes to material, rights and permissions

If the material you described in your application is no longer suitable for inclusion in the project, you need to explain why this is the case, and how you propose to address this.

Beware of 'scope drift'. We urge you not to go in search of additional collections but focus on digitising the material you planned to work on in the proposal. There are several reasons for this. First, it can be difficult to investigate and secure additional permissions. Second, we have budgeted for digital storage

costs on the basis of the estimates provided in the detailed application. Third, in our experience this risks delays to the project.

### Personnel changes

We are only concerned with changes to the individuals named on the application / project plan and any technical staff who are recruited to the project. Note that the Principal Applicant should remain the main contact point for the duration of the project.

If as the Project Lead your professional circumstances are likely to change during the course of the project, it is vital to give us plenty of notice so that we can work out a solution together. This may involve finding alternative team members: for example one of the Co-applicants may need to step up, or in some (rare) cases we may need to curtail the project.

### Changes in the Host Institution and /or Archival Partner(s)

Personnel changes at the Host Institution are common, but it is the Project Lead's responsibility to deal with any impact these may have on the project. Above all, make each new colleague in your Host Institution aware of delays to the project and ask them not to contact us directly to chase a payment.

It is possible to add another Archival Partner, provided they meet the criteria set out in the Guide for Applicants. They must be based in the area in which the project is operating and 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.

### Changes to project plan and budget

The most common change to the project plan is a request for a no-cost extension. Please give us plenty of warning that this is likely and in the Change Request form please address the following three questions: Why do you need additional time? How much additional time do you need? What will you do in this extra time? Note that extensions are not permitted in the final three months of the project.

You may make adjustments to your budget if necessary, but you must put in a Change Request if the amounts involved are over £1,000. Please show how you propose to move the monies. What are the implications of removing funds from the reduced budget line?

### A note about late-running projects

We do expect you to complete the project on time, but we give you an extra year's grace after the date of the final payment, in case of unavoidable delays. We hold the account open for one year after the final payment as set out in Schedule 2 of the Grant Agreement (ie 15 months after the project end date). After that, the grant expires but you may continue the work we will support you to submit the final material.

## 4. Towards the end of the project



No later than three months after the end of the project, the Project Lead must send the hard drive(s), with a printed and signed copy of the Submission Form, securely packaged (by courier or registered mail) to

the EAP office at the British Library. An electronic version of the Submission Form must be sent to the Lead Curator before you send any project outputs. The listing spreadsheet should be emailed at the same time as the Submission Form.

The hard drive must contain:

- Folders containing digitised content (read the Submission Form for important requirements)
- Listing spreadsheet
- Methodology Report (guidelines for writing this are on the [website](#))

Once all final outputs have been signed off by the curator, you will be invited to submit a Final Report.

The Final Report form is reproduced in [Appendix 3](#). Please read the rubric on the first page. When we receive the report we check the financial figures and pass it to the Panel for signoff. The Panel may come back with further questions arising from the report.

Once everything has been signed off we pay the final instalment and close the project. Note that if there is an underspend we make any necessary adjustments at this stage.

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### About this Guide

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



### Appendices

- Appendix 1 – Interim Report form
- Appendix 2 – Change Request form
- Appendix 3 – Final Report form

# ENDANGERED ARCHIVES PROGRAMME

## Appendix 1: INTERIM REPORT

This form should be used to report on progress as scheduled in the Grant Agreement (Schedule 2).

Please submit this form before the scheduled payment date and only once the content and metadata have been signed off by the EAP team. Grant payments will not be made until a satisfactory report has been received.

This form may also be used to accompany a Change Request; please expand on Questions 3, 4 and 5 in the space provided for Question 6.

You may use this facsimile as a template before uploading the information to the Platform. You may also submit this as a PDF or Word document, re-naming it with the EAP reference, project lead and report number as follows: **EAPxxx\_[name]\_interim\_report\_[number]** and email to [endangeredarchives@bl.uk](mailto:endangeredarchives@bl.uk)

### 1 Grant details

Name of Project Lead

Project title

Type of grant (pilot/major)

Start and end dates (dd/mm/yy – dd/mm/yy)

Reporting period (from – to)

Report number (1, 2 or 3)

### 2 Statement of expenditure to date

Please summarise using the budget headings in your Grant Agreement. Provide figures in GBP ONLY. Add any relevant notes in the box provided on the last page.

	Amount awarded (£)	Expenditure to date (£)	Outstanding (£)
Fees & salaries			
Equipment & consumables			
Travel & subsistence			
Training costs			
Other costs			
<b>TOTAL</b>			

### 3 The content

Metadata:  
*Signed off by Curator*

Date submitted \_\_\_\_\_ Date approved \_\_\_\_\_

Sample content:  
*Signed off by Curator*

Date submitted \_\_\_\_\_ Date approved \_\_\_\_\_

*Please cover the following (max 300 words – do not expand the box):*

- 1. number of items digitised and number of files delivered;*
- 2. percentage of the content that has been digitised so far;*
- 3. number of new entries on the metadata template since last submission.*

*How much remains to be done? If there is a delay, how do you propose to address it? Summarise any relevant email exchanges with the EAP team.*

APPENDIX

### 4 The project team

*Please include the following: (c.200 words) if there have been any changes to the team as named on the proposal, or any gaps; how you intend to fill these and what impact this might have on the project timetable. What training has taken place or is planned? Summarise any relevant email exchanges with the EAP team.*

APPENDIX

**5 The project plan**

*In c.350 words please cover the following:*

1. *rights and access;*
2. *any delays so far and how they have been addressed;*
3. *any anticipated changes to the plan and how you propose to keep on track.*

APPROVED

**6 Please use the space below for any further comments or thoughts about the project so far**

*If you are using this form to accompany a **Change Request Form** please summarise below the need for any change to the project, but bear in mind you need approval from the EAP team **BEFORE** making any changes to your project. Continue overleaf if necessary.*

APPROVED



I confirm that the information provided in this report is accurate and up to date.

Signature of Project Lead

Date

Countersigned by a representative of the Host Institution

I confirm that this is a true reflection of the status of the project and accurate statement of expenditure to date of funds awarded under the Endangered Archives Programme

Signature

Date

Name

Email  
address

Position in  
Institution

Institution

APPENDIX A

# ENDANGERED ARCHIVES PROGRAMME

## Appendix 2: CHANGE REQUEST FORM

This form may be accompanied by an INTERIM REPORT FORM if required, in which case please note this in Section 1 (grant details).

Please allow at least three weeks before ANY scheduled payment date. Do not make any changes to the project without the written permission of the EAP team.

Please save as a PDF or Word document, naming it as follows: **EAPxxxx\_[name]\_change\_request** and email to [endangeredarchives@bl.uk](mailto:endangeredarchives@bl.uk)

### 1 Grant details

Name of Project Lead

Project title

Type of grant

Start and end dates  
(dd/mm/yy – dd/mm/yy)

### 2 Nature of change requested

Select as appropriate and add a brief description in the box below. See notes in Section 7 for guidance on the kind of information you will need to provide.

- |                          |   |
|--------------------------|---|
| <input type="checkbox"/> | 1. Change of material to be digitised (see 7.1)   |
| <input type="checkbox"/> | 2. Change to project team (include any individual named on the application) (see 7.2)   |
| <input type="checkbox"/> | 3. Change to project plan (including request for no-cost extension) (see 7.3)   |
| <input type="checkbox"/> | 4. Financial changes (including transfer of project expenses from one line to another / change of bank account / transfer of project equipment) (see 7.4) |
| <input type="checkbox"/> | 5. Other (including notice of legal claim / withdrawal of permission, etc) (see 7.5)  |

Brief summary of change requested

I confirm that the information provided in this form reflects the current situation to the best of my knowledge.

Signature of Project Lead

Date

**3 What has brought about the need for this change?**

*Describe below circumstances that have brought on the need to change the project, and details of how you have tried to resolve the matter.*

APPENDIX 2

**4 What action do you need to take? And what do you require from us?**

APPENDIX 2

**5** What do you expect to be the benefit or impact of this change?

APPENDIX 2

**6** Please use the space below for any further comments

APPENDIX 2

## 7 Guidance to assist with completion of this form

### 7.1. Change of material to be digitised

*Why is the material you described in your application no longer suitable for inclusion in the project?*

### 7.2. Change to project team

*Include the individuals named on the application / project plan and any technical staff who are recruited to the project. Note that the Principal Applicant should remain the main contact point for the duration of the project.*

### 7.3. Change to project plan

*For a request for a no-cost extension please address the following three questions: Why do you need additional time? How much additional time do you need? What will you do in this extra time? Note that extensions are not permitted in the final three months of the project.*

### 7.4. Financial changes

*Including transfer of project expenses over £1,000 from one line to another / change of bank account / transfer of project equipment. Please use the grid below to show how you propose to move the monies. What are the implications of removing funds from the reduced budget line?*

	Amount awarded (£)	New amount (£)	Outstanding (£)
Fees & salaries			
Equipment & consumables			
Travel & subsistence			
Training costs			
Other costs			
<b>TOTAL</b>			

*If you are notifying us of a change of bank account details please provide the details of the old and new accounts, and any third-party intermediaries used by your bank. Use the table in Schedule 3 of the [Grant Agreement Template](#). Schedule 3 is also downloadable as a Word document [here](#). And must be accompanied by additional proof of bank details as described on the form.*

*For a transfer of project equipment please give reasons and provide details of current and proposed recipients. Expand the table if necessary.*

Item	Current recipient	Proposed recipient	Reason for change

### 7.5. Other

*This might include notice of legal claim / withdrawal of permission, etc. You also need to set out how you intend to reimburse the EAP grant if the project has to be terminated. Please use this box.*

# ENDANGERED ARCHIVES PROGRAMME

## Appendix 3: FINAL REPORT

*This form must not be submitted until all project outputs (the digitised content and metadata or pilot survey) have been submitted to the British Library and signed off by the EAP team.*

*An appropriate senior person in the Host Institution must sign to certify that the statement of expenditure is accurate. All figures must be in GBP.*

*The final grant instalment will be paid only when the digital collections and metadata or pilot survey plus final report have been satisfactorily received. Any unspent funds must be returned to the Programme.*

*The project outputs should be sent to:*

*Endangered Archives Programme  
British Library, 96 Euston Road  
London NW1 2DB, United Kingdom*

*Please save as a PDF or Word document, naming it as follows: **EAPxxxx\_[name]\_final\_report** and email to [endangeredarchives@bl.uk](mailto:dangeredarchives@bl.uk)*

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### 1 Grant details

Name of Project Lead

Project title

Type of grant

Start and end dates  
(as on Agreement)

### 2 What was the aim of the work supported by this grant?

*(200 words maximum)*

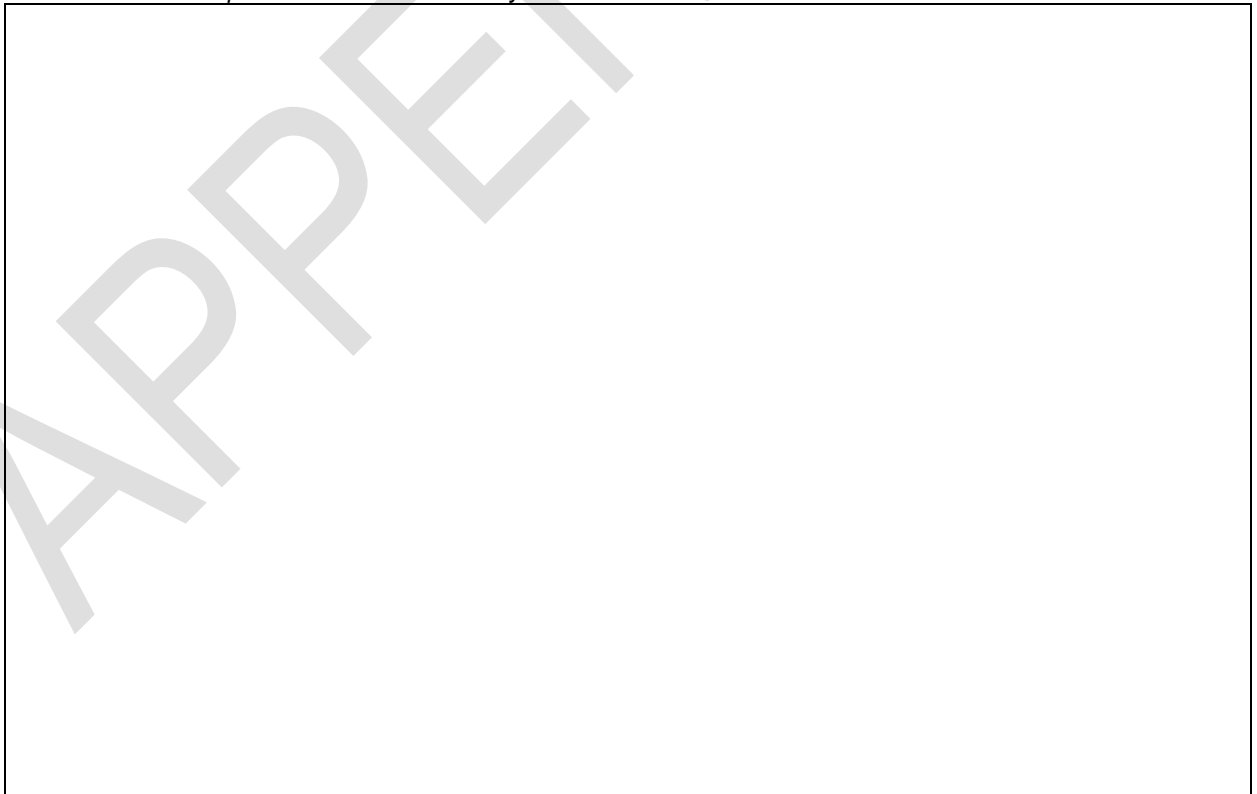
**3 What have you achieved?**

*Please be specific. If digitisation has been carried out as part of the project, ensure that you include information on the age and significance of the material that has been digitised, and the number of digital copies created. This text will be used on the EAP website.*

A large, empty rectangular box with a thin black border, intended for the user to provide details on what has been achieved. A large, light grey watermark reading 'APPENDIX 3' is diagonally overlaid across the box.

**4 Provide details of where the endangered archival material is now housed and where the copies of the material have been deposited, if applicable.**

*Details should also be provided of the accessibility of the material. This text will be used on the EAP website.*

A large, empty rectangular box with a thin black border, intended for the user to provide details on where the material is housed and deposited. A large, light grey watermark reading 'APPENDIX 3' is diagonally overlaid across the box.

**5 How has the project contributed to the professional development of local staff and/or institutions?**

*This text will be used on the EAP website.*



**6 Provide details on how the results from your project have been disseminated, including any reports in the local, national or international media.**

*Include references and links to content where possible.*





**7 State the steps taken to obtain any copyright clearance in the materials copied. Where available, please provide supporting documentation.**

*Please refer to the Grant Agreement.*

**8 Have any other funding bodies been involved in supporting this project?  Yes  No**

*If yes, please provide details.*

**9 Do you have any comments you would like to make regarding your research, this award or the Endangered Archives Programme as a whole?**

- 10 **If the language of the project was not English, please provide below a summary of the aims and achievements in the language(s) of the project. This will be used to enhance discoverability of the digitised material online.**

APPENDIX 3

11 Statement of expenditure

	Amount awarded (£)	Amount spent to date (£)	Amount committed to end of project (£)	Total spend (estimated) (£)	Variance (+ or -) (£)
Fees & salaries					
Equipment & consumables					
Travel & subsistence					
Training costs					
Other costs					
<b>TOTAL</b>					

For and on behalf of the Host Institution

I confirm that this is a true statement of expenditure of funds awarded under the Endangered Archives Programme

Signature  Date

Name

Email address

Position in Institution

Institution

**Institutional stamp  
(if available)**

I confirm that the information provided in this report is accurate and complete.

Signature of Project Lead  Date