

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*

1 Grant details

Name of Project Lead

Project title

Type of grant

Start and end dates
(as on Agreement)

Date final outputs
signed off by EAP

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.

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.

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 (£)	Variance (+ or -) (£)
Fees & salaries					
Equipment & consumables					
Travel & subsistence					
Training costs					
Other costs					
TOTAL					

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

Institutional stamp
(if available)

Position in
Institution

Institution

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

Signature of Project Lead

Date