**Application reference no:**

**ENDANGERED ARCHIVES PROGRAMME**

**DETAILED APPLICATION FORM**

**2019/20 (Round 16)**

**This form is for applicants who have submitted a preliminary application in November 2019  
and subsequently been invited to submit a detailed application**

All applicants[[1]](#footnote-1) must read and adhere to the [Guidance for Applicants](https://eap.bl.uk/sites/default/files/2019%20Guidance%20for%20applicants%20for%20website%20Sept2019.pdf), [Grant Agreement Template](https://eap.bl.uk/sites/default/files/EAP%20Grant%20Terms%20%26%20Conditions%20template%20July%202019%20for%20website_1.pdf) and relevant sections of [Remote Capture](https://www.openbookpublishers.com/product/747).

The application form must be completed in English. The original, single-sided, unbound and with all required signatures, must be submitted to:

Ruth Hansford

Grants Manager, Endangered Archives Programme

British Library, 96 Euston Road

London NW1 2DB, United Kingdom

An identical electronic version of the application must also be emailed to: [endangeredarchives@bl.uk](mailto:endangeredarchives@bl.uk)

* All copies of the application must be received by **midday** GMT on **Monday 17th February 2020**. 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.
* Please do not alter the formatting of this document. Text must not over-run the boxes provided.
* If available, photographic examples of the material should be submitted with your application. Please supply these as an appendix to this document, with clear captions. Note that the maximum size for the whole application, including images, is 10MB.
* Please highlight any changes you have made as a result of the feedback from the Preliminary application.

This form is in EIGHT compulsory sections:

1. OVERVIEW (Q1-Q7) – p2
2. ARCHIVAL MATERIAL (Q8-Q12) – p3
3. PERMISSIONS AND COPYRIGHT (Q13-Q15) – p5
4. PROJECT DESCRIPTION (Q16-Q20) – p7
5. BUDGET AND FINANCIAL DETAILS (Q21) – p9
6. PEOPLE (Q22-Q23) – p14
7. ORGANISATIONS (Q24-Q25) – p17
8. SIGNATURES – p18
9. APPENDIX (optional) – IMAGES

**Checklist (please tick):**

Application form  Images (appended)  Referee report  Permissions and Copyright form(s)

**Project type** *(tick as appropriate)*:  Pilot  Major  Area**EAP reference no:**

**ENDANGERED ARCHIVES PROGRAMME – DETAILED APPLICATION**

**A. OVERVIEW**

**Q1 Applicant(s)***There must be one single Principal Applicant who takes responsibility for the planning and execution of the project and ownership of the research. This is the person with whom the EAP will communicate. A maximum of three Co-applicants is permitted. Co-applicants help to manage and/or direct the project. Team members who are not undertaking a supervisory role should not be listed as co-applicants. Instead, details of their roles should be provided in the project description. See note in Q22 about PhD students.*

|  |  |  |  |
| --- | --- | --- | --- |
|  | **Title** (Dr, Mrs etc) | **Family Name** | **First 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 Name and address of Host Institution** or (in exceptional circumstances) state **Independent Researcher**

*The Host Institution should be a university, research institution, archive or similar non-commercial institution to which the grant will be awarded. The institution will administer and account for the funds, provide any facilities needed to complete the project, and abide by the terms and conditions of the award. NB for all work done outside the UK by an overseas provider there should be no UK tax considerations or responsibilities on the British Library. Where it has been impossible to identify a Host Institution the Principal Applicant may, at the British Library’s discretion, apply as an Independent Researcher directly accountable to the British Library and responsible for their own tax affairs.*

|  |  |
| --- | --- |
| **Name** |  |
| **Address** |  |

|  |  |  |
| --- | --- | --- |
| **Q5** | **Amount requested (£)**  *(to the nearest pound sterling*  *check that this figure is the same as Q21b***)** |  |

|  |  |  |
| --- | --- | --- |
| **Q6** | **Period for which support is sought**  *(state in number of months)* |  |

**Q7 Summary of proposed project**

*Note that full details of the proposal are requested later in this form. This summary will be used on the EAP website and we reserve the right to edit this text where appropriate. (100 words maximum)*

|  |
| --- |
|  |

**B. ARCHIVAL MATERIAL**

*These answers should provide all of the information required to make a decision as to whether your project should be funded. Refer to the criteria for evaluating applications in the Guidance for Applicants, and demonstrate how your proposal meets these criteria.*

*Please answer ALL questions.*

**Q8 Provide the following information about the material you propose to digitise**

*If available, photographic examples of the material should be submitted with your application. Please supply these as an appendix (section I). Note that the maximum size for the whole application, including images, is 10MB.*

|  |  |
| --- | --- |
| **a) What is the physical format of the original material?** |  |
| **b) What is the time period of the material?** *Give earliest and latest dates, estimated if necessary* |  |
| **c) What languages and scripts is the material written in?** *(Languages for audio)* |  |
| **d) Where is the material located?**  **What is its physical condition?** |  |
| **e) If the project is a survey, how much material do you expect to find?** |  |
| **f) What will the outcomes of the project be?**  *Survey, digitisation, both?* |  |
| **g) Where will the original material be relocated, if applicable?** |  |
| **h) If the project involves digitisation, which institutions will receive copies of the digital material?** |  |

**Q9 Describe how and why the material is endangered** *(150 words maximum)*

|  |
| --- |
|  |

**Q10 Describe the research value of the material** *(150 words maximum)*

|  |
| --- |
|  |

**Q11 Anticipated amount of digital material generated by the project**

*Where applicable*

|  |  |
| --- | --- |
| **a) How many physical items do you expect to digitise?** |  |
| **b) How many electronic files (images, sound files) do you expect to produce?** |  |
| **c) How many gigabytes of material do you expect to produce?**  *If digitising flat objects, an A4 page at 300ppi = c.30MB* |  |

**Q12 Details of 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) |
|  |  |  |  |  |
|  |  |  |  |  |

**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).*

*If the project involves national or state records, your application must include confirmation that the appropriate governmental department has been consulted and has given permission for the work to go ahead. If you intend to remove any official records from the country of origin, even temporarily, you must have explicit written approval for this from the appropriate senior official.*

|  |  |  |
| --- | --- | --- |
| **Have you submitted Permission and Copyright forms with this application?** | **YES** | **NO** |

*If yes, please list signatories. If no, please explain why you have not submitted the forms.*

|  |
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|  |

**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:* [*http://creativecommons.org/licenses/by-nc/4.0/*](http://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/*](https://creativecommons.org/publicdomain/zero/1.0/)

|  |  |  |
| --- | --- | --- |
| **Is the material in copyright?** | **YES** | **NO** |

*If yes, please list which of those-named in Q13 have completed Part B of the Permission and Copyright forms.*

|  |
| --- |
|  |

**Q15 Data protection and privacy, cultural and ethical considerations**

|  |  |  |
| --- | --- | --- |
| **a) 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.*

|  |
| --- |
|  |

|  |  |  |
| --- | --- | --- |
| **b) Do you anticipate any cultural and/or ethical issues related to making the material available online** | **YES** | **NO** |

*Please give details, and describe how you intend to address these.*

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**c) Please use this box to expand on any further access and re-use issues you wish to raise**

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**D. PROJECT DESCRIPTION**

**Q16 Overview**

*Summarise how you intend to achieve the objectives of your proposed project (300 words maximum).*

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**Q17 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. Using the flexible grid below as a guide, show the timescales associated with the different activities.*

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| |  |  |  |  |  | | --- | --- | --- | --- | --- | |  | *Qtr 1 (or state period covered* | *Qtr 2 (or state period covered)* | *etc* |  | | *Recruit team* |  |  |  |  | | *Purchase equipment* |  |  |  |  | | *Training* |  |  |  |  | | *Digistisation* |  |  |  |  | | *Metadata creation* |  |  |  |  | | *Writing reports* |  |  |  |  | | *etc* |  |  |  |  | |

**Q18 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.*

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**Q19 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**

*This should be answered by all, except Pilots with no planned digitisation.*

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**Q20 Provide details of plans for dissemination and knowledge transfer / capacity building**

*For Pilot projects indicate how this might develop into a Major project later.*

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**E. BUDGET AND FINANCIAL DETAILS**

*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 (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.*

**Q21 a)**

|  |
| --- |
| £1.00 = |

Currency and exchange rate used

**Q21 b) Summary of budget**

*The figures you present here must agree with the detailed breakdown of costs you provide in Q21 c to Q21 g.*

|  |  |
| --- | --- |
|  | **TOTAL**  **(£)** |
| Salaries and fees (Q21 c) |  |
| Equipment and consumables (Q21 d |  |
| Travel and subsistence (Q21e) |  |
| Training costs (Q21 f) |  |
| Other costs (Q21 g) |  |
| **GRAND TOTAL** *(this figure should match the answer to Q5)* |  |

**Q21 c) Salaries and fees: detailed breakdown**

*You must work to the official or regional pay scales and be prepared to justify this. Note that replacement salaries are not normally an eligible cost under the Programme, unless there is an unavoidable need to be away from your institution for a prolonged period* ***and*** *there is no institutional provision for sabbatical or study leave to cover this. Your justification for including this cost must be given below. When calculating salaries please include elements such as statutory insurances and taxes and add these to the basic salary. Provide details of relevant official pay scales so that we can compare these with the amount of money you have requested. If you have included payments or extra-duty allowances for work beyond normal job descriptions, please state this clearly.*

*Provide details of the duties each member of the team will be carrying out for the project.*

*Please provide the following: 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. Please use one line per team member.*

|  |  |  |
| --- | --- | --- |
| **Role** | **Name(s) if known** | **TOTAL**  **(£)** |
| Project management (includes Principal Applicant) |  |  |
| Research assistant(s) |  |  |
| Technical staff |  |  |
| Other roles (please specify) |  |  |
| **Total salaries and fees** |  |  |

**Justification**

*Provide details of the duties each member of the team will be carrying out for the project.*

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**Q21 d) Equipment and consumables: detailed breakdown**

*These may include cameras and consumables directly related to the project’s work. Please make sure that you have consulted Remote Capture:* [*Digital Appendices*](https://eap.bl.uk/sites/default/files/Digital%20Appendices_4.pdf) *(particularly Appendix 4) and* [*Chapter 2*](https://www.openbookpublishers.com/reader/747#page/50/mode/2up) *of Remote Capture. These will help you identify the equipment and consumables appropriate for the capture of digital files at the correct standard, and they will provide guidance on how the digital material should be submitted to the British Library. Please include all relevant import/export/shipping costs for equipment. If you have any questions, contact the EAP office BEFORE submission.*

|  |  |  |  |
| --- | --- | --- | --- |
| **Specification**  *Please provide details of make and model, if applicable* | **Quantity** | **Unit cost**  **(£)** | **TOTAL**  **(£)** |
|  |  |  |  |
| **Total equipment and consumables costs** |  |  |  |

**Justification**

*Please provide a full justification for each item of equipment listed above.*

|  |
| --- |
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**Q21 e) Travel and subsistence costs: detailed breakdown**

*Please provide details of all travel and subsistence costs, stating the basis on which they have been calculated. Include rail/air fares where applicable.*

|  |  |
| --- | --- |
| **Itemised travel and subsistence** | **TOTAL**  **(£)** |
|  |  |
| **Total travel and subsistence costs** |  |

**Justification**

*Please provide a line-by-line justification for each your travel and subsistence costs listed above.*

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**Q21 f) 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.*

|  |  |
| --- | --- |
| **Itemised training costs**  *Justify each item requested* | **TOTAL**  **(£)** |
|  |  |
| **Total training costs** |  |

**Q21 g) Other costs**

*To help calculate other costs in the budget, please read chapter 1 of* [*Remote Capture*](https://www.openbookpublishers.com/reader/747#page/1/mode/2up)*. Pages* [*37-39*](https://www.openbookpublishers.com/reader/747#page/46/mode/2up) *cover price inflation, additional purchases, currency fluctuation and risk management. Include the cost of sending the digital copies to the British Library by courier. Independent Researchers should include the cost of an independent scrutiny of their final accounts if necessary.*

|  |  |
| --- | --- |
| **Itemised expenditure**  *Justify each item requested* | **TOTAL**  **(£)** |
|  |  |
| **Total expenditure on other costs** |  |

**F. PEOPLE**

**Q22 CURRICULUM VITAE OF APPLICANT(S)**

*This section must be completed by the* ***Principal Applicant and by each Co-applicant[[2]](#footnote-2)****. Please duplicate these two pages as required for each applicant.*

Principal applicant  Co-applicant

|  |  |  |  |
| --- | --- | --- | --- |
| Family name |  | First name |  |
|  |  |  |  |
| Email address |  | Telephone |  |

|  |  |
| --- | --- |
| Title of current post |  |
| Date of appointment  *(dd/mm/yyyy)* |  |

|  |  |
| --- | --- |
| Who is your employer? |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **Previous posts held** *(list the most recent first)* | | |  |
| Dates | Position | Institution |
|  |  |  |
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| --- | --- | --- | --- | --- | --- | --- |
|  | | **Education/training**  *NB Applications where a PhD candidate is the Principal Applicant will only be considered in exceptional circumstances and if the applicant has a proven track record in project and grant management. In such cases, a letter of support must be provided from their supervisor, giving approval for the candidate to undertake the project and detailing how the project relates to the PhD.* | | | | |
|  | |  |  |  | |  |
| Date of award | | Degree | Subject | University/Institution | |
|  | |  |  |  | |
|  | |  |  |  | |
|  | |  |  |  | |
|  | |  |  |  | |
|  | |  |  |  | |

**CV of applicant(s) – contd.**

**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*

|  |
| --- |
| 1.  2.  3.  4.  5. |

**Research grants awarded**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Awarding body | Title of project | Start and end dates | Amount of award | Proportion of time spent on the project (for current projects) |
|  |  |  |  |  |
|  |  |  |  |  |
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**Q23 REFEREE**

*The Principal Applicant must send a completed copy of this application plus a referee form to their nominated referee, who must return the completed form by email attachment to* [*endangeredarchives@bl.uk*](mailto:endangeredarchives@bl.uk) *by the deadline of 17th February 2020. NOTE: the Programme will also seek comments from independent referees.*

*In signing the application form, you confirm that the referee has no direct connection with your proposed project and is not employed by your host institution****.***

|  |  |
| --- | --- |
| Name |  |
|  |  |
| Position |  |
|  |  |
| Address |  |
|  |  |
| Email |  |
|  |  |
| Why have you chosen this referee? |  |

**G. ORGANISATIONS**

**Q24 ARCHIVAL PARTNER(S)**

*In cases where there is more than one archival partner, this section must be duplicated for each partner. Please copy the form for each institution.*

**Q24 a)** Please provide details of the local archives or similar publicly accessible institution in the country of origin which will receive the original material and/or the master digital copy andprovide access to the material once the project is completed. In signing this form, the representative undertakes to ensure that the activities listed below are carried out by the institution.

|  |  |  |  |
| --- | --- | --- | --- |
| Name of archive |  |  | Institutional stamp (if available) |
|  |  |  |  |
| Address of archive | |  |  |  |
|  |  |  |  |
| Name of individual authorising this partnership |  | Email |  |
|  |  |  |  |
| Position held in institution |  |  |  |
|  |  |  |  |
| Signature |  | Date |  |

**To be completed by the Archival Partner**

**Q24 b) Please describe the policies and procedures of your institution regarding access to the material. This applies to digital copies and, where applicable, the original.**

|  |
| --- |
|  |

**To be completed by the Archival Partner**

**Q24 c) If applicable, how will you ensure long-term preservation of the original material?**

|  |
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|  |

**To be completed by the Archival Partner**

**Q24 d) Describe the steps you will take to ensure long-term preservation of the digital copies**

|  |
| --- |
|  |

**Q25 HOST INSTITUTION**

*Please provide evidence of the Host Institution's 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 this is not available electronically, please send a printed copy.*

|  |  |  |
| --- | --- | --- |
|  | Website address: |  |
| **OR** |  |  |
|  | Paper copy of Annual Report enclosed (where no online copy is available) | |

**H. SIGNATURES**

*The application must be signed by an appropriate senior person in the administration of the Host Institution. The principal applicant must not sign on behalf of the Institution.*

I confirm that:

|  |  |
| --- | --- |
|  | 1. The necessary facilities will be made available to conduct this research and administer the award. |
|  | 1. I have read the Guidance for Applicants, the Digitisation and Cataloguing Guidelines and the Grant Agreement Template and, if a grant is made, I agree to abide by these. |
|  | 1. To the best of my knowledge, the information provided in this application is accurate and complete. |
|  | 1. I (as Principal Applicant) have requested a review of the proposal from the nominated referee to be returned no later than the deadline for the submission of applications. |

For and on behalf of the Host Institution

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Signature |  |  | Date |  |
|  |  |  |  |  |
| Name |  |  | Institutional stamp (if available) | |
|  |  |  |
| Email address |  |  |
|  |  |  |
| Position in Institution |  |  |
|  |  |  |
| Institution |  |  |

|  |  |  |  |
| --- | --- | --- | --- |
| Signature of Principal Applicant |  | Date |  |
|  |  |  |  |
| Signature of Co-applicant (1) |  | Date |  |
|  |  |  |  |
| Signature of Co-applicant (2) |  | Date |  |
|  |  |  |  |
| Signature of Co-applicant (3) |  | Date |  |

**I. APPENDIX – IMAGES (OPTIONAL)**

*If available, applicants should append to this application form a small number of images that demonstrate the need for the project. Create an additional page/pages and paste images in. Please give clear captions and ensure that the file size for the whole application does not exceed 10MB. This is the ONLY way to submit images.*

1. The British Library will use the personal data that you provide in this form for the purpose of administering your grant application, and only in accordance with all relevant UK data protection legislation. The Library may also share this data with the funder, Arcadia, for the purposes of evaluating the success of the programme, reporting and quality monitoring. For more information about how The British Library uses your personal data, please refer to our privacy policy at <https://www.bl.uk/about-us/privacy-policy> . [↑](#footnote-ref-1)
2. *See note on Page 1 about personal data.* [↑](#footnote-ref-2)