

## **Modern Endangered Archives Program (MEAP)**

### **Preliminary Application Template - 2021 - 2022**

MEAP invites applications for projects designed to preserve, document, and digitize collections at risk from environmental conditions, political uncertainty, inherently unsustainable media, inappropriate storage, or communal and social change. All digital objects created through MEAP projects will be published online by the UCLA Library at [meap.library.ucla.edu](http://meap.library.ucla.edu).

This document acts as a supplementary and preparatory guide for applicants filling out MEAP's Preliminary Application through our [online application system](#). This template provides step-by-step instructions and notes for completing each section. Please use this document to prepare all aspects of the application prior to submission.

*Reminder:* MEAP Preliminary applications must be submitted at [meap.smapply.io](http://meap.smapply.io) in English by November 15, 2021.

### **Reference**

- [Frequently Asked Questions for Applicants](#)
- Consult [MEAP Program Guidelines](#) before completing your application
- [Application details](#) are available on the MEAP website
- Send questions to [meap@library.ucla.edu](mailto:meap@library.ucla.edu)

### **How to use this guide**

- Make a copy of the application template to edit and use for drafting
- Go to File > Make a Copy or File > Download as Word Doc

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## Getting Started

1. The Preliminary Application can be accessed through our online system at <https://meap.smapply.io/>. Register for a Survey Monkey Apply account in order to obtain access to the Preliminary Application.
2. To register, enter the site, click **Register**, enter the necessary information, and click **Create Account**. Once the account is set up, click on **Send verification link** to verify your email address.

**Note:** After setting up an account, you must verify your email. Without a verified email address, you will be prevented from reviewing and submitting your application after completion.

3. Open the verification email and click the **Confirm email address** button. A new internet tab will open with the application website. Click **Continue**.
4. Click on the **View programs** button. Then click **MORE** under the MEAP program section. Click **APPLY** on the right side of the screen and enter your project's title.

**Note:** A great project title should be concise and contain language indicating the content of the materials involved in the project.

5. After entering the title, you will be taken to your application task page. Under the *Your tasks* section, click on **Preliminary Questions Form**. This is the Preliminary Application.

## Section I: Project Summary

### Type of Project

MEAP offers two types of grants: a Planning Grant and a Project Grant. Applicants can apply for one of these types of grants per cycle.

- Planning grant: Used to survey and assess collections for potential digitization project(s) and/or curation. Up to \$15,000 for up to 1 year.
  - ★ This grant is ideal for projects that need to create inventories, organize large collections, and assess physical conditions before conducting a full digitization project.

- ★ We also recommend applicants start with a planning grant if their collection has potential copyright or privacy concerns. A planning grant can be used to conduct a rights assessment and to secure the necessary rights from all copyright owners.
  
- ❑ Project grant: Used to digitize or organize already-digital assets and to describe and deliver digital assets and metadata to the UCLA Library. Up to \$50,000 for up to 2 years.
  
- ★ This grant is ideal for projects that have already made a survey or assessment of their material and are prepared to conduct a full digitization project.

### **Project Title**

The title you entered in creating the application will automatically appear here.

### **Short Title (max. 100 characters)**

Please enter a shortened title for the project. This title should focus on the collection you intend to work with.

### **Project Abstract (max. 100 words)**

In this section, summarize the details of your project. The project abstract should include: (1) What is the material? (2) What is the primary format? (3) Where and when does the material come from? And (4) Why is this material significant?

- ★ The Project Abstract should focus on the content of the collection and tell us why this collection should be preserved.
  
- ★ This section should not include administrative details, such as budget breakdown or travel plans.
  
- ★ If granted, this abstract will be published on the UCLA Library website. It should succinctly communicate the project's scope and content.

**Have you applied for MEAP funding before?**

Please select “yes” or “no.”

**When?**

If “yes”, when did you apply for funding?

**Did the previous application propose to work with the same collection?**

**Describe how your project has planned for any local or international COVID-19 related restrictions on travel, public gatherings, and workplace closures. (max. 100 words)**

MEAP seeks to fund projects that can be successful even as the Covid-19 pandemic continues around the world. We hope conditions will stabilize by Fall 2022, but we ask that you consider making plans if conditions and restrictions remain as they are now. Can your project be feasible under current conditions? How have you planned around any limitations or restrictions?

We understand that plans will likely change.

**Describe the archival material to be surveyed or digitized (max. 100 words)**

*Give a brief description of the material, including media type(s) and why you have chosen this particular material.*

**Note:** We recommend focusing on archival material that is most endangered. MEAP funds are meant to preserve materials in urgent danger of loss or deterioration.

In this section, we are asking applicants to lay out the specific types of items included in the project. For example, will you digitize a set of home-recorded VHS tapes, bound published print materials, or audio recordings from reel-to-reel tape? Be specific about both the format and the content and describe why you have chosen these objects (i.e. Are they the most rare, the most requested, the most endangered?).

The application asks for an inventory or “item level description” a few questions ahead. Do not list items here. Instead, offer a summary of the collection and material type. You may choose to identify one or two objects that speak to the importance of the collection.

**Why is the material endangered? (max. 100 words)**

*Include relevant information to describe why this content is at risk. This may include information about the condition, age, physical location, storage, and/or political context. Material may be endangered as a result of environmental conditions, political uncertainty, inherently unsustainable media, inappropriate storage, or communal and social change.*

Note that endangerment is the primary category of evaluation for MEAP. We accept and anticipate a range of possible causes for endangerment. Be sure to articulate why the materials are endangered and what you see as most urgent.

**Describe the uniqueness and/or cultural significance of the materials (max. 100 words)**

Tell us how significant the materials are to the local community, as well as how they are unique from other materials.

- ★ The term “significant” indicates how important the material is to any group of stakeholders. Perhaps the materials are meaningful to a local community because it preserves an important practice or history; perhaps the material is important to scholarly communities and can help expand scholarly research about a particular area or group of people.
- ★ The term “unique” indicates that this material is not accessible elsewhere to the broader public. For instance, mainstream published materials, such as popular novels, are not considered “unique” in this sense. If you propose to digitize previously published materials, be sure to note how the material might augment what is already available (e.g. You propose to digitize a full set of journals or magazines that are currently only available with large gaps or missing editions).

**Describe the scholarly value of the material (max. 100 words)**

How will access to this material shape future research or teaching? Consider how researchers, students, teachers, and other people currently access the material. Can this material help scholars reimagine previously held assumptions?

## **Describe the value of publishing the collection(s) on an open access platform (max. 100 words)**

Will open access invite deeper or new investigations into a place, people, or event? You might include information about who accesses the content now and the kinds of research that benefit from the material. You might also note where open access will allow local, diasporic, or other communal stakeholders to access materials they may not have been able to see before. For example, is your collection requested often, but too fragile for repeated use?

## **Number of months**

If you are applying for a [Planning grant](#), please indicate how many months your team plans to use the grant. The number of months for a Planning grant must be between 1 and 12.

If you are applying for a [Project grant](#), please indicate how many months your team plans to use the grant. The number of months for a Project grant must be between 1 and 24.

## **Estimated Start Date**

Please note that the process of finalizing grant contracts may take two to four months. Planning for the project should be flexible. Consider starting your project no earlier than November 2022.

## **Budget**

All costs within the budget must be given in USD (\$) and only eligible costs will be accepted. Consult the [MEAP Program Guidelines](#) for a full list of eligible and ineligible expenses. Include 0 for non-applicable categories. If you are invited to submit a Detailed Application, you will be asked to provide an itemized budget. At this point, we are looking to see your budget priorities as they reflect your approach to digitization. For example, how much will you spend on salaries versus equipment? Will you need to spend funds on researchers traveling overseas?

- Salaries and Benefits - Who will be paid using grant funds? While replacement salaries are allowed, we strongly encourage you to consider hiring and training local staff with grant funds and seeking additional funds for U.S. or European based researchers.
- Equipment and consumables - The cost of materials needed for the project. Please refer to [MEAP Project Resources](#) for recommended technology. You might also consult the [UCLA Library IDEP Toolkit](#) or [Remote Capture](#), published by the British Library's EAP team.

- Travel and Expenses - The cost of travel between locations involved in the project. Given ongoing travel restrictions due to COVID-19, we recommend planning for all international participation to take place remotely. Travel expenses can be used to ensure that local project staff can safely access the work site.
- Training - The cost of training new project members or training current project members on new skills required for the project. Remote participants who will lead training sessions or oversee the project should be compensated for their work.
- Other Costs - Other costs might include costs of Covid testing; estimated inflation expenses; or other expenses specific to your project.

★ **Please note that MEAP will not cover indirect or administrative expenses.**

### **Budget Summary (max. 150 words)**

*Describe how your budget relates to your project plan. This should offer context for the numbers listed above and help us better understand your priorities. For example, do you need training to learn a new method, equipment to do digitization, staff to complete all components of the project? Tell us how you will spend the grant funds to ensure your project is successful.*

We are looking for a broad understanding of how you plan to spend the grant funds. A budget is a statement of priorities: how will MEAP funds allow you to do this work? For example, will the host institution provide space, additional equipment, staff? Please include any plans for cost share here.

### **How did you find out about MEAP?**

*If on the internet or through a newsletter, please specify which website or newsletter.*

### **Why are you applying to MEAP? (max. 150 words)**

*The Modern Endangered Archives Program is part of a family of cultural heritage programs funded by Arcadia Fund. Please describe here why you think MEAP is the best program for your project. In particular, have you considered applying for the [Endangered Archives Program](#), [Endangered Language Documentation Program](#), or the [Endangered Material Knowledge Program](#)?*

Please remember, we fund projects that work with materials from the 20<sup>th</sup> and 21st centuries, prioritizing projects that date from the mid-20th century to the present. If your material predates this time period significantly or does not follow our [eligibility requirements](#), you may want to consider applying for the programs linked above.

## Section II: Project Team

### Project Applicant Name

The name you entered when creating the application will automatically appear here.

*There must be one single principal applicant who takes responsibility for the planning and execution of the project. This is the person with whom the MEAP team will communicate about the application and eventual award. A maximum of 3 co-applicants is permitted. Co-applicants can help manage or direct the program. Members of the team not undertaking a supervisory role should not be listed as co-applicant.*

This section should reflect the following professional details of the principal applicant.

- Institution
- Title or Position
- Country
- Region – Please choose the geographic region where you generally live - not where you conduct research.

### **Please list names and email addresses for up to 3 additional co-applicants.**

Co-applicants should be listed below and do not need to be identified by institutional affiliation or region. If you would like to invite your co-applicants to collaborate on the application, you can add them as Collaborators through the Survey Monkey Apply system.

### **List of proposed project team**

*This list should include specific people who will work on the project, as well as roles not yet filled or hired. Describe how the grant will support this team. Please note where you will use additional funds to pay salaries or assign people already working at the institution.*

We want to get a sense of who will do the work and how you are thinking about the project team. The list should include positions that will be essential for conducting the work. For example, who will be responsible for imaging or digitization and who will be responsible for metadata? Who will manage Quality Control and translation, if necessary? Will you need to hire an expert for metadata and digitization or will staff currently employed be trained to work specifically on this project?

## **Host Institution**

*The host institution should be a university, research institution, archive, community organization or similar non-commercial institution to which the grant will be awarded. The host institution is the administrative home of the project that will administer and account for the funds and abide by the terms and conditions of the award. This institution may or may not be your home institution; it may or may not be the home of the archival materials.*

*Note that for all work done outside the US by an overseas provider there should be no US tax considerations or responsibilities on the UCLA Library.*

*Please note the full legal name of the institution. In the event this proposal is approved for funding, this institution will assume fiscal responsibility for the proposed project.*

## **Website of the Host Institution**

Optional section.

## **Has the host institution agreed to serve as host for the grant?**

Please select “yes” or “no.”

## **Section III: Materials**

### **Archival Partner Name and Address**

*If the collection is not housed at your institution, please list the organization that currently houses and/or owns the archival material you will organize/digitize. Add multiple partners if you plan to collect materials from multiple institutions or individuals.*

**Is the archival material currently housed at your institution?**

Please select “yes” or “no.”

**Has the archival partner already agreed to participate in the project?**

Please select “yes” or “no.”

**Country of Archival Material**

May be more than one place if multiple collections are included in the application.

**Region of Archival Material**

Best reflects the current home of the archival material to be documented and digitized. We welcome alternative regional affiliations in the *Other* category.

Select from the following possibilities: Africa, Caribbean, Central America, Central Asia, Europe, Latin America, Middle East, Oceania, South Asia, South East Asia, Other

**Type of material**

*Many archival collections have more than one type of material. Please indicate the format for the majority of the material and then select as many other formats that are relevant.*

- Primary archival type – The format of the majority of the material. A drop-down menu with the following options: Print materials, bound material (ie. books), newspaper, audio recordings, video recordings (VHS), video recordings (not VHS), maps, large print objects, photographs, photo negatives, fine art, digital files, other
- Additional archival material types: The format of the rest of the material. Select all that apply: Print materials, bound material (ie. books), newspaper, audio recordings, video

recordings (VHS), video recordings (not VHS), maps, large print objects, photographs, photo negatives, fine art, digital files, other

- List any additional material types - Please type out any additional types if you indicated "other" above.

### **What language(s) and/or script(s) are used in the material?**

Any language(s) or scripts that the material is written in. This may differ from the language in which your team intends to communicate or conduct the research. Please note that all metadata submitted to UCLA must be in English, but we also encourage you to create metadata in any additional languages.

### **Material Date Range: Start Date of the Material / End Date of Material**

Provide dates that reflect the approximate age of the material. For example, 1940s - 1980s; 1986 - 2000; 1930 - present.

*Please note that MEAP funds projects that are focused on content from the 20<sup>th</sup> and 21<sup>st</sup> century. The majority of your content should date from the mid-20th century to the present.*

### **Initial list of representative objects**

*Please include an itemized inventory of up to 10 objects you plan to digitize or survey. Include detailed information and, optionally, images for each type of material in your collection. For example, if you aim to digitize a set of audio recordings, a set of printed materials, and a set of newspapers, please detail representative sample objects for each group. Please note that images or videos can be uploaded at the end of the application. Do not upload images or videos here.*

A detailed list of objects will help us better understand the content of your application project. This list can be from a current inventory or finding aid.

### **The remaining questions in this section will appear for Project Grants only:**

**How many physical items do you expect to digitize?**

The amount of physical materials that you intend to digitize or catalogue (e.g. 300 bound books, 15 VHS tapes, 4000 hours of reel-to-reel audio recording, or 15,000 ephemera items)

### **What kind of digital files do you intend to create through digitization?**

Please check which digital file type(s) your digitized material will be formatted in. The available options are as follows: TIFF, WAV, MP4, other

### **If other, please explain**

### **How many digital files do you expect to produce?**

The total amount of digitized files the project will produce. When answering this question, consider the following: Will the digital files be 1 - 1 (i.e. 1 digital file for 1 ephemeral object) or 100 digital files for 1 book of 100 pages?

### **How many gigabytes (GB) of digital material do you expect to produce?**

Consider how big your digital files will be, how many digital files you anticipate to have, and estimate a total gigabytes for digital files.

## **Section IV: Rights**

*The UCLA Library will provide online access to all material digitized under this grant. To do so, a framework has been established which considers both legal and ethical issues, including intellectual property rights and related rights as well as moral rights, traditional knowledge and the interests of cultural property owners.*

This section of the application is meant to surface these issues. Please answer questions honestly and fully. A full rights assessment will be conducted after funding recommendations are made by the MEAP board. You are advised to refer to <https://www.copyright.gov/>. You can check on copyright legislation for the country where the material is held at: <https://www.wipo.int/directory/en/urls.jsp>

**Planning grant applicants only:** *Planning grants do not need to provide evidence of copyright. But we urge you to consider if there may be copyright or privacy issues in your collections at this*

*point. Answer questions if they apply. If necessary, funds from MEAP can be budgeted to hire copyright lawyers or other rights experts.*

**Who was the creator of the material?**

Describe the person or group that originally created this material. This can be the author, scribe, photographer, etc.

**Where was the material created?**

What city, country, province, or region was the material created in? If there are multiple places, please list as many as you know.

**When was the material created?**

The approximate age of the material

**Who is the copyright owner of the material?**

If you have consulted with your institution about who has copyright over the material, please describe the copyright owners here.

**Share with us the name or contact information of the copyright holder (optional)**

***Please note:** This is not necessary at the Preliminary Application stage, but will be required if you are selected to move forward to the Detailed Application stage.*

**If available, share additional copyright related evidence? (optional)**

If you have any evidence that there are no privacy issues that would prohibit UCLA from posting the digital material online, please provide it here. Are there signed grants of permission documents or other signed forms that indicate the legal copyright owner?

**Has the material been published and/or distributed to the public?**

If the material is already available online, published, printed, or in any other publicly accessible form, please acknowledge that here.

### **Is there personal or sensitive information in the collection?**

*Please indicate whether or not there is personal or sensitive information in your materials. This might include personal details (personal address, medical information, etc), political activism and engagement, images of people, or violent or sensitive images. If yes, you may be required to secure permission from those depicted in the collection to make the material available online. You should consider building time into your project work plan to address permissions or community engagement.*

After you have completed **Section IV: Rights**, click on **MARK AS COMPLETE** to review your Preliminary Application so far. Please verify all of the information, and then click **Supporting Images/Videos** on the left side of the page to move on to Section 5 to upload or link to any files (see more below).

If you do not have any images or videos, click on **REVIEW AND SUBMIT**. Finally, review your application for the last time.

If you need to go back and edit any details, click on **Back to Application** at the top of the page.

If everything is satisfactory, click on **SUBMIT YOUR APPLICATION** for an official submission.

### **Supporting Images/Videos (optional)**

This section will allow you to upload any images or video content associated with your project. If you mentioned photos, video files, or online links earlier, please upload or link to them here. Specifically, please upload files that show the material in question as well as the current storage conditions. To upload any content is optional, but highly recommended as it allows us to better assess the condition of your material.

After attaching your files or linking to relevant videos, click on **MARK AS COMPLETE**.

After this section, click on **REVIEW AND SUBMIT**. Finally, review your application for the last time. If everything is satisfactory, click on **SUBMIT YOUR APPLICATION** for an official submission. You should receive an automated email confirming that your application has been submitted.

## **After Submitting a Preliminary Application**

Once we receive your Preliminary Application, it will go through a Preliminary Review round. These reviews are intended to check the feasibility of your project. After the Preliminary Review process, select applications will be notified by email to submit a Detailed Applications. Find more information about the Detailed Application on our [How to Apply page](#).

If you will need signatures or permissions from institutions closed over the winter holidays, we suggest you work with them early in the process. You can find the Grant of Permission forms and Archival Partner forms on the [Applicant Resources page](#).

For more information on the review process, please refer to the [MEAP Application Guidelines](#).

Email [meap@library.ucla.edu](mailto:meap@library.ucla.edu) with additional questions.