**UCLA** Library

Documenting Global Voices
**RESEARCH PROJECT GRANTS**

## *Guidelines for Applicants*
December 2018

In pursuit of their general aim to support fundamental research into important issues in the humanities and social sciences, the Arcadia Fund **(https://www.arcadiafund.org.uk/)** is sponsoring Documenting Global Voices (DGV), focused on the preservation and digitization of important, vulnerable materials throughout the world.

DGV awards grants that enable organizations holding at-risk materials, as well as faculty, researchers, and cultural heritage specialists to digitize analog materials or to collect and make accessible existing digital assets. All the digital files will be publicly accessible via a UCLA Library-hosted website.

Content scope includes rare and unique materials from the 19th century to the present of historical, cultural, and social significance from regions with limited resources for archival preservation. The focus is on preserving important archivable material at risk of neglect, physical deterioration, destruction, or irresponsible care.

DGV will also help promote enhanced local archival standards in such areas as cataloging and preservation to assist in the process of safeguarding collections for the future. Applicants are encouraged, where appropriate, to incorporate professional development and training (in areas such as digitization, cataloging and/or preservation) within their proposals.

## 2 Scope and Objectives

2.1 DGV will consider a variety of material types:
- rare printed sources (books, serials, newspapers, maps, ephemera, etc.)
- manuscripts in any language
- visual materials (drawings, paintings, prints, posters, photographs, etc.)
- audio or video recordings
- other objects and artifacts that are normally found in association with a documentary archive.

2.2 The main goal of DGV is to copy and relocate existing archival material, DGV is prepared to consider applications that would generate material to supplement existing archives.

2.3     DGV will be open as to theme and regional interest. It will normally, but not exclusively, be concerned with non-western societies. If material is located in a developed country but the opportunities for funding are exceptionally restricted and the archives are in an especially vulnerable condition, then applications would be considered on an individual basis.

2.4    Where possible, archival material will be relocated and preserved in established **local** archives (i.e., archives in the country in which they are currently located). A fundamental operating principle is that no original archival material identified and copied under DGV will leave its country of origin. Digital copies will be deposited in the country of origin and at the UCLA Library.

2.5   DGV will only fund digitization of material that can be made available online. If there are copyright or privacy restrictions that prevent this, the material may not be digitized.

2.6  Digital copies must be made available at an appropriate and established institution in the country of origin. A second digital copy must be sent to the UCLA Library. The digital master copies normally stay within the country of origin. The UCLA Library copies will be made available for the types of use and access specified in the Award Conditions.

2.7     DGV acknowledges that there may be cases in which the relocation of material is not feasible and that private or institutional owners of archival material may be unwilling to give up possession of the originals. In these circumstances, DGV will accept grant applications to digitize material in order to enhance its security and allow broader access to its contents. Relevant archives and owners may have digital copies of the resulting work upon request.

## 3      Criteria for Evaluating Applications

Grant applications will be evaluated by an international panel of scholars using the following criteria:
- Scholarly significance of the materials proposed
- Urgency of the project, as reflected, for example, by the timeliness of the content and vulnerability of the materials
- Viability of online publication based on the grantees' rights and privacy analysis
- Feasibility according to timeframe and resources requested, including physical space and personnel to conduct the activities proposed
- Expertise and experience of the applicants
- Supporting documentation from the owning repository if the grant applicant is not the owning repository of the materials,
- Commitment and planning within the proposed project to create metadata in English and the language of the culture in which the materials were created

## 4  Grants

4.1  DGV will offer two types of grant funding:
- **Planning grants** of up to $15,000 (USD) for up to 1 year to evaluate collections for digitization and/or curation
- **Project grants** of up to $50,000 (USD) for up to 2 years to digitize (or organize already-digital assets), describe, and deliver digital assets and metadata to the UCLA Library

4.2  The UCLA Library will provide online access to the digitized material, ideally under a CC-BY-NC license. The Library may provide images for scholarly publications/use but does not provide images for broader commercial purposes. If images are used in a scholarly work, the publishers are requested to send copies to the relevant archival partners. It is the responsibility of the grant holder to ensure that any local archives where copies are also deposited are aware of and respect copyright restrictions.

4.3  Grants are offered on the condition that the original materials are held and maintained by the archival partners within their country of origin. These materials **must be made accessible to scholars in full and for free**.

4.3  The Programme does not offer grants to support the 'normal' activities of an archive. Direct costs for securing an archive at a new institution will be considered.

## 5  Applications and Procedures

5.1  DGV is administered by the UCLA Library. Inquiries concerning applications should be sent to dgv@library.ucla.edu

5.2  Details of DGV and its procedures can be found at http://www.library.ucla.edu/documenting-global-voices

5.3  Application procedures are in two stages:

First step: All applicants must submit a preliminary application. Preliminary application forms are available to download from DGV's website <http://www.library.ucla.edu/documenting-global-voices> . Applications must be written in English. Budgets must be provided in USD – all awards will be made in USD;

Second step: Authors of the most promising proposals will be invited to submit a second, full application. An international selection panel will review all full proposals and select those that will receive funding.

### 5.4 General requirements:

5.4.1   Each grant will be administered and accounted for by the institution (university or archive or similar institution) to which the principal applicant belongs. If the grant applicant is not the owning repository of the materials, there must be a letter of support from the owning repository.

5.4.2   Applicants may only submit one application in each round of funding.

5.4.3 If an established archive is to be involved, applications must be signed by a representative from the archive.

 5.4.4 If the collection is to be rehoused at a different institution from the one where it was found, someone from the new institution must be named as co-applicant. The application must include a statement of the institution's commitment to standards of storage, documentation, access and long-term preservation.

5.4.4   Applications from state institutions requesting support for the preservation of their own holdings should demonstrate some contribution in kind, such as the provision of staff time, training or workspace.

5.4.5   Where national or state records are being copied, DGV would need confirmation that the appropriate governmental department has been consulted.

6.7.6  In the unlikely event that an archive is removed from its country of origin, explicit written approval for this must be obtained from the highest governmental level.

5.4.7   For any material to be removed from the country of origin, all local export/import formalities must be observed and proof of compliance provided to DGV.

5.4.8   Where very important material cannot be re-located, or is already in a specialized archive but is vulnerable, arrangements for copying, and the location  of the copies, should be agreed before the application process begins.

5.4.9   All applications should contain information concerning copying techniques.

5.4.10     Applicants should be confident that the owners of the material will co-operate in the project. It is equally important that the owners have confidence in the applicant. Confirmation of this in writing should be included with the application where possible.

5.4.11     If you do not know how much material is contained in the archive, exactly where all of the archival materials are located or how accessible the materials are, you should apply for a Planning grant.

5.4.12     The Program does not provide money to purchase archival material. Some kind of notional recompense payment to owners of the material may be possible in exceptional cases. If you are including such payments in your application, you must explain why and justify how much.

5.4.13     Materials digitized with DGV funding must be made available online. The Program does not offer grants if unreasonable restrictions are placed on the use or access to the material. You must know at the application stage what the copyright status is and/or have permission to put the materials online.

## 7     Eligibility

Organizations that hold at-risk materials, as well as faculty, researchers, and cultural heritage specialists affiliated with an institution.

Eligible Applicant Institutions:

- Grants must be administered by not-for-profit organizations in the field of education, research or archival/library management.

Eligible Applicants/Principle Investigator:

- Any accredited member of teaching or research faculty, and any registered post-graduate researcher, at a university or similar higher education institution.
- Archivists and librarians with responsibilities for special collections in archives, a national or research library, or a similar institution.

7.1     Eligible budget costs include:

7.1.1     The salaries for tasks of seeking, identifying and gathering the material.

7.1.2    The cost of copying original material, including purchasing equipment, and re-locating and installing the materials in an archive. This can include the cost of initial filing, the cost for producing an inventory and the composition of finding lists, but not archival overheads or running costs.

7.1.3    Teaching cover where an academic principal investigator needs to spend considerable time in the field away from official teaching duties, and contributions to salary costs where an archivist has to be in the field for a prolonged period.

7.1.4    Travel and subsistence, and office operations and supplies directly relevant and allocable to the grant project.

7.1.5    Training costs. DGV aims to enhance the professional skills of local staff, to increase the local capacity to preserve and manage collections in the long term. Applicants are therefore encouraged, if possible, to incorporate training and professional development in their grant proposal, which can be in areas such as archival collection management or technical training in digitizing techniques.

7.1.6    Basic preservation measures for the original material, such as acid-free storage boxes.

7.1.7    The cost of developing a project website to host the digital collection.

7.1.8    Disseminating the results from the project, such as conference talks or public/educational displays, especially where they are aimed at informing local people.

7.2          Ineligible costs. These include institutional overheads and indirect costs, capital building and refurbishment projects, building work of any kind, routine infrastructure and staffing costs, physical conservation of original materials, extensive cataloguing or archive management

8    Monitoring

8.1        Projects will be reviewed regularly by six-monthly detailed progress reports, supplemented by updated metadata and where necessary by 'exception reports' (if there have been any substantial changes in the project). Grants will normally be paid six months in advance, with continued payments dependent on satisfactory reports and satisfactory official accounts submitted by the administering institution. DGV reserves the right to pay installments at shorter intervals. All financial reports must be provided in USD and the exchange rate should be based on the date the grant installment was received.

# 9    Preservation and copying

9.1        You must consider the scope, budget, equipment and practical planning your project will require.  Consult with UCLA Library via dgv@library.ucla.edu regarding technical processes, standards, and materials to be stipulated in applications.

9.2        DGV is not designed to support conservation work in the technical sense. It is designed to preserve the integrity of archives by removing them from a hazardous or neglectful environment, relocating them into safer circumstances, and copying them to preserve their contents to make them more accessible.

9.3        All applicants should be expected to detail the measures proposed to preserve both original and digital copies. The expected costs should be included in the application, and any possible sources of funding should be listed. DGV does not provide funding for physical conservation of original materials. You must show where the originals and the copies will be stored after the project is completed and demonstrate that the institutions involved are willing to host these materials. Applicants must be able to guarantee that all materials involved in the project will be preserved and made freely available for research in the long-term future.

9.4        Within the first three months of the award, sample metadata produced in accordance with IDEP Metadata Guidelines < https://uclalibrary.github.io/ideptoolkit/>  should be sent to the UCLA Library.

9.5        No later than three months after the end of the grant, successful applicants will be expected to send their digital copies of archival collections, with supporting documentation, securely packaged (by courier or registered mail) to the UCLA Library (at the address given below in Section 10.2). They should also email dgv@library.ucla.edu separately, providing details of the shipment.

9.6        The UCLA Library will be responsible for accessioning all copies and arranging for their safe storage. Details of all collections received will be posted on the UCLA Library website webpages and the digital copies will be made available online through a UCLA Library website

# 10   Contact Details

10.1. All inquiries about applications procedures or any other aspect of the Documenting Global Voices (DGV)  should be sent by email to dgv@library.ucla.edu. All correspondence must have the DGV reference number, once allocated, in the subject field.

10.2  Postal inquiries should be addressed to:


UCLA Digital Library Program
c/o Documenting Global Voices
Box 951575, 22484 Young Research Library
Los Angeles, CA 90095-1575
USA


10.3.   The procedures for application and the application forms can be found on DGV's website
http://www.library.ucla.edu/documenting-global-voices

## 11  Changes to Guidelines for Applicants


11.1    The UCLA Library reserves the right to make minor amendments, changes and updates to the Guidelines for Applicants during the term of an award. Documenting Global Voices will endeavor to notify those affected as soon as possible of any such changes.