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Modern Endangered Archives Program

Informational Webinar – Detailed Application
PROJECT/REGIONAL GRANTS
January 22, 2026

ARCADIA
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Agenda

1. **Application Overview**

2. **2026 Application: Revisions and Details**

3. **What makes a good MEAP proposal?**
   Content; Project Management; Rights & Access

4. **Additional Considerations**

5. **Questions and Answers**

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Application Overview

MEAP: Application Timeline

Detailed Application
    ●   Host Commitment Form
    ●   Archival Partner Form(s)
    ●   Copyright Permission Agreement(s)
	**Due Friday, February 20, 2026
	11:59 PM Pacific Time**

External Review (2 Solicited Reviews) ● Recommendations	February - April 2026
Board Review	May 2026
Decisions Communicated	June 2026
Projects Funded + Launched	Summer 2026
Projects Launched + Funding Disbursed* *Consider starting November 2026 - January 2027	Fall 2026 (October, November)

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MEAP: Decision Process

Record number of applications in Preliminary Round

Estimate that less than a *third* of applications will be funded
- All applicants will receive feedback on their application
- May be invited to apply again in the future round

All funding is <u>contingent</u>. Most projects will require some revision:
- Notes from the MEAP Panel and local conditions
- Work Plan
- Budget
- Staffing
- Scope of digitization

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MEAP: Funded Projects

Period of Project Refinement
- Respond to conditions on the ground (Public health, inflation, supply chain, labor)
- Respond to MEAP feedback (revised work plan, scope, hardware, other)

Process for Documentation
Need to work closely with your **HOST INSTITUTION** to register the institution to receive U.S. funding (if not in U.S.) + sign all documents
- Bank Account
- Financial documentation
- Legal agreement

Will likely take up to 4 or 5 months to process and complete all documentation and process payment AFTER your project is recommended for funding.

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MEAP: Payments

Payment profiles are as follows:

- <u>For all projects 13 - 24 months long</u>: 60% - 30% - 10%

  60% of funds will be disbursed after signing initial contract, 30% at month 12, 10% after the final report is approved

- <u>For all projects 12 months or less</u>: 75% - 25%:

  75% of funds will be disbursed after signing initial contract, 25% after the final report is approved.

The final payment is made only after the outcomes and final report from the project have been submitted and approved by the MEAP board.

2026 Application:

Changes + Details

Revised Application

Changes to the 2026 Application

1. New Organization! Summary and description questions in Project Summary
2. Additional categories for defining object format (i.e. film details; born digital options)
3. Consolidated questions in Project Description to focus on Project Plan
   a. Looking to see the key steps to ensure success
4. Required images (3-5)

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Application

1. Module 1: Project Summary Form
2. Module 2: Project Details
   a. Section A: Collection Details
   b. Section B: Workplan
      i. Planning Grant Questions
      ii. Project Grant Questions
      iii. Regional Grant Questions
3. Module 3: Budget Form
   a. Budget Summary
   b. Budget Details
      i. Section A: Team Salaries
      ii. Section B: Travel and Subsistence
      iii. Section C: Equipment and Consumables
      iv. Section D: Training Costs
      v. Section E: Other Costs
   c. Other Funding
4. Module 4: Rights and Permissions
5. Module 5: Applicant CV
6. Module 6: Host Agreement Form (Required)
7. Module 7: Archival Partner Form (As Needed)
8. Module 8: Copyright Permission Agreement (As Needed)
9. Module 9: Supporting Images (Required)
10. Module 10: Supporting Documents (Optional)
11. After Submitting a Detailed Application

Detailed Application Template

(and findable here: meap.library.ucla.edu > Applicant Resources

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Project + Regional Grant Specifics

Changes to the 2026 Application: Project Grant

1. **Sub-collection Questions**
   a. List different material types, collection creators, boxes, …
      i. Indicate how you will organize the work
   b. How many physical items? (*Provide an estimate*)
   c. How many digital objects? (*Think about whether you will publish simple objects with 1 digital file per object or complex digital objects with multiple files/pages/images per object*)
   d. Number of files? (*Think about whether each digital object will have one file or multiple files*)
   e. Type of files (digital)

2. **Project Deliverables**

Refer to the MEAP Digital Projects Guide for more information about simple and complex digital objects

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Project + Regional Grant Specifics

Changes to the 2026 Application: Regional Grant

1. **Same as Project**
2. **Plus justification for Regional Grant**
   a. What are the unifying themes that connect the collections you would digitize?
   b. Why do you think a regional approach is best for this set of collections?
   c. How will you use your past experience working with MEAP to ensure success for this project?
   d. We expect to see all archival partners involved in this project. Describe how you will coordinate communication to include all archival partners in the process of creating this digital collection.

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What makes a good MEAP proposal?

MEAP: Evaluation Criteria

Project Applications are reviewed by UCLA Library staff, technical experts, external experts (form of peer review) and the MEAP Review Panel.

Evaluation criteria includes:

- **Endangerment** | How urgently at risk is the content?
  Material Endangerment
  Archival content must be imminently at-risk due to environmental conditions, political uncertainty, inherently unsustainable media, inappropriate storage, and/or communal or social change.

- **Scholarly significance** | How will the availability of this content impact research?

- **Uniqueness** | Is this material accessible elsewhere? Has it already been digitized?

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MEAP: Evaluation Criteria

Viability of online publication

- Will the UCLA Library be able to publish material online? Have you identified potential concerns or found documentation that details ownership? Have you outlined a plan to address ethical or copyright concerns?

Project feasibility

- **Project team** | Do you have the right team in place to do the work? Consider expertise and experience with digitization, cataloguing and metadata, historical context

- **Work plan** | How well thought out is your work plan for survey, digitization, and metadata? Have you accounted for creating English language metadata?

- **Community Engagement** | Have you developed relationships with the local community to secure rights and document the materials?

What are we looking to see?

1. **Content** that is meaningful and endangered.

2. A **well organized project** with a knowledgeable team.

3. Clear plan related to **Rights and Access**.

What is a Project Abstract?

Module 1

The goal of the abstract is to offer us a summary of the project:

(1) What collection will you be working with?
(2) Why is this important?
(3) What is the broader context for the collection?
(4) What do you see as the main impact of the project?

***Look at abstracts of current projects: https://meap.library.ucla.edu/projects

Project Abstract (500 words max)

Abstract should include a summary of the overall project. This should address the following: What collection will you work with? Why is this collection important? Who or what does this collection reflect? What is the broader context that reflects the importance of the project?
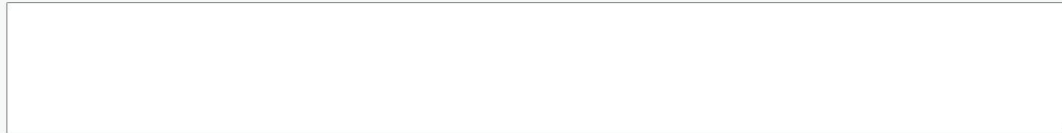
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1. Content and Scope

Collection Value + Project Goals

Module 1

Describe the collection you propose to work with and why you have chosen this collection to preserve

Describe the collection you propose to work with and why you have chosen this collection to preserve. (500 words max)

Tell us about the kinds of material in the collection and what they reflect. Why is this material important? Why have you chosen this collection for this project?

Collection Details

Module 2

A. Collection Details

Primary Archival Collection

Please provide information about the primary collection you will document or digitize if awarded an MEAP grant. Note: If the Archival Partner is not the host institution, you will be required to submit a signed Archival Partner Form in the Detailed Application phase.

Add multiple partners if you plan to collect materials from multiple institutions or individuals.

	Name of Collection	Owner	Current location - institution	Current location - city, country	Agreed to participate?
1					☐
2					☐
3					☐
4					☐
5					☐
6					☐

Region of Archival Material

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

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Collection Details

Module 2

Type of material

If more than one kind of material, start with the primary set of objects. What do you have the most of that you plan to digitize or organize?

Primary archival type:

- ✓ ---
- Newspapers
- Magazines
- Photographs (print)
- Photographs (negatives)
- Photographs (slides)
- Manuscripts (handwritten)
- Typed or printed documents (published)
- Typed or printed (unpublished)
- Correspondence
- Clippings (excerpts from published materials)
- Ephemera (booklets, brochures, pamphlets, etc.)
- Posters
- Maps
- Audio Recordings (magnetic tape)
- Audio Recordings (reel to reel)
- Video Recordings
- Film
- Born digital

material and whether it is available for access and use. (250 words max)

Is this material available elsewhere?

Content

What is in the collection?

- What kind of material is in the collection? How much is there?

Why is this material important?

- Does this collection offer never before seen images?
- New perspective on a well researched historical event?
- Access to voices, material collected about a community that has not previously had access?

Who is this material important to?

- Who will use this material and how will they use it?
- What kind of meaning will this material offer to community members?
- Who is the community connected to this collection?

Scope

How much material will you digitize?

- We are not looking to see you digitize THE MOST or ALL of a collection
- Consider the length of an MEAP grant, the limitation of funds, and the requirements
- Metadata should be documented at the item level (unless otherwise specified)

How many material types will you work with?

- Training for multiple material types takes time
- Different technical requirements and metadata needs
- Can you outsource small subsets of the collection?

Deliverables

MEAP has specific requirements for **Project and Regional Grant** deliverables with the **goal of publishing all digitized material in our Open Access Repository**.

Metadata must be completed in English and formatted according to the **UCLA Library Metadata Template**

File types will be different for different material types, but we require high resolution, uncompressed files

Deliverables - Digital Media Required Format(s)

Photographs, documents, and other flat materials	**TIFF** images ● Uncompressed ● 400 - 600 dpi ● sRGB Color Profile ● Target file size: 5 - 50 mb per image ● Must meet MEAP quality standards: focus, orientation, cropping See the Print Digitization Guide for more details.
Audio materials	Broadcast Wave Format (**.wav**) ● Uncompressed ● Consistent volume and sound levels *MEAP does not require an **.mp3** for online access. If you aim to create local access to audio files, you may choose to render mp3 files during the project. See the Audio Digitization guide for more details.
Video Materials	● Uncompressed **.mov**, **.avi**, or **.mkv** file for preservation ● Matching .**mp4** or other compressed format for online access See the Video Digitization guide for reference.

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2. Well Organized Project

Project Management + Administration

- **Administrative and Host Institute Details**
- **Work plan**
- **Project Team and Expertise**
- **Execution: Metadata**
- **Execution: Equipment List**
- **Timeline**
- **Budget**

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Project Admin

Module 1

Host Institution

The host institution should be a university, research institution, archive, community organization or similar 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. The host institution must abide by the terms and conditions of the award.

Website for host institution

Host Institution Address

Please provide the full official address for the host institution

Region of Host Institution

Indicate the region of your host institution.

[--- ▾]

Contact person at host institution

If your project is funded, this person will be the primary contact person for all financial matters. The contact person should have signatory authority for receiving funds and creating financial reports.

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MODERN ENDANGERED ARCHIVES PROGRAM (MEAP)

HOST AGREEMENT FORM

This form is **required** for all projects and should be used to confirm institutional agreement to serve as a Host Institution. This form should be submitted with any Detailed Application.

All MEAP Grants are administered through host institutions in contract with UCLA. Host institutions should be a community organization, university, archive, library, research or cultural institution. MEAP Grants cannot be issued to individuals. The Host Institution is responsible for completing all administrative paperwork, signing a legal agreement with UCLA, distributing funds as detailed in the project budget, and accounting for project funds.

Applicant Name:
MEAP Application Title:
MEAP Application Number:

Name of Host Institution:
Address of Host Institution:

Website for Host Institution:

Name of individual authorizing this partnership:
Position held at institution:

☐ The institution named above agrees to serve as Host Institution for the MEAP Project listed above if the project is funded.

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Project Administration

Project Leadership: Primary Applicant + Co-Applicants
There must be one single principal applicant who takes responsibility for the planning and execution of the project. 3 co-applicants can be added (collaborators). Co-applicants can help manage or direct the program. Primary Applicant must take responsibility for receiving all emails.

Host Institution
Should be a university, research institution, archive or similar institution to which the grant will be awarded. This institution may or may not be your home institution. **The institution will administer and account for the funds.** *REQUIRED: Host Commitment Form

Work Plan

Include as much detail as possible. We want to see that you understand the various components of digitization project and that the various pieces of the project match up: scope, staffing, equipment, metadata.

- How is your project structured?

    - Should include a <u>quarter by quarter</u> or <u>month by month</u> plan

    - Who will be responsible for which part of the work?
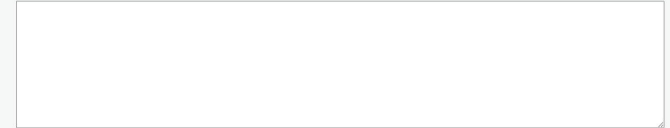
- Should reflect a <u>readiness to get started</u>.

B. Project Plan and Deliverables

Provide a workplan to detail how you will structure the project.

Consider detailing phases of the project and listing objectives for each phase. This list should include activities by month or quarter. We suggest avoiding specific months, as the start date might shift. For example, use Month 1 or Quarter 1.

This answer should reflect detailed thinking about the project. Be sure to note different phases of the project, such as hiring and procurement, training, assessment and relationship building, inventory work, digitization, metadata creation, translation. If you plan to outsource any part of the project, note that here. We strongly encourage teams to build time into their workplan for onboarding and training as well as quality control and reviews throughout the project.

You can add additional forms or visualizations in Module 10: Supporting Documents.

See [MEAP Grantee Handbook](#) for generic work plan template (page 11)

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Work Plan

QTR	OBJECTIVES	ACTIONS	OUTCOMES

MONTH	OBJECTIVES	ACTIONS	OUTCOMES
1	Begin project and get in touch with technical experts.	• Refine list of equipment and the technical specifics with selected experts (Regina Longo and BAVAS contact) • Clarify and discuss project details with experts	Experts are filled in on what the project needs and will help the team work the tech.
2-3	• Obtain and set up equipment • Fill in positions on team	• Purchase needed equipment, including Nikon D810 digitization and lighting kit, storage hard drives, computers, and scanner • Reach out to hire 3 contributors for 18 months of work through job posting and interviews	One of the contributors added to the project team will have certified knowledge in the English language. They will translate and supervise the process.
4	Set up work space	Administer instalments, software set-up, and training	Contributors will be trained in administering work and creating metadata in the IDEP Metadata Spreadsheet Template.
5-24	Administer and complete scanning process	The hired contributors will work for 361 working days scanning/photographing, retouching, cataloguing, and translating 50 photos per day.	Project completion and deliverables

Project Dates: November 1, 2022 - September 1, 2024

MONTH	ACTIONS
1-4	- Hire project team; purchase equipment for digitization and supplies for conservation - Initial coordination meeting and division of tasks. Intensive training on digitization, metadata and intellectual property - Initial digitization test, inventory and metadata development - Begin historical research on the life and work of Alejandro del Conte - Begin preventive conservation and document reconditioning - Personal correspondence and Personal photographs - Description + Upload to AtoM - Digitize + Inventory + Metadata (translated) - Send digitized sample files and metadata - Editorial section of PBT magazine, Film Gráfico magazine series and correspondence series - Digitize + Inventory
5-6	- Continue historical research on the life and work of Alejandro del Conte - Continue preventive conservation and document reconditioning - Editorial section of PBT magazine, Film Gráfico magazine series and Professional correspondence series - Description + Upload to AtoM and Koha - Metadata (translated) - Online description on the AtoM platform - Send digitized files and metadata - Advertising Subsection of Gibson Pharmacy - Digitize + Inventory + Metadata (translated) - Description + Upload to AtoM - Online description on the AtoM platform - Send digitized files and metadata - Correo Fotográfico Sudamericano Correspondence series - Digitize + Inventory + Metadata (translated) - Description + Upload to AtoM and Koha - Digitize + Inventory - Send digitized files and metadata - Digital retouching and correction
7-13	- Continue historical research on the life and work of Alejandro del Conte - Continue preventive conservation and document reconditioning - Correo Fotográfico Sudamericano Magazine Series - Description + Upload to Koha
14-17	- Continue preventive conservation and document reconditioning - Correo Fotográfico Sudamericano Magazine Series - Send digitized files and metadata of missing items - Publications and newspaper clippings on Photography series - Description + Upload to AtoM - Metadata - Online description on the AtoM platform - Send digitized files and metadata - Photoclub series - Digitize + Inventory + Metadata - Description + Upload to AtoM - Online description on the AtoM platform - Send digitized files and metadata - Photographs + Clippings of "La Barra de Taponazo" series - Digitize + Inventory + Metadata - Description + Upload to AtoM - Send digitized files and metadata - Online description on the AtoM platform - Script and Publicity of the film "La Barra de Taponazo" - Digitize + Inventory - Digital retouching and correction
18-21	- Continue preventive conservation and document reconditioning - Continue historical research on the life and work of Alejandro del Conte - Script and Publicity of the film "La Barra de Taponazo" - Description + Upload to AtoM - Metadata (translated) - Online description on the AtoM platform - Send digitized files and metadata - Programs and Correspondence series of the film "La Barra de Taponazo" - Digitize + Inventory + Metadata (translated) - Description + upload to AtoM - Online description on the AtoM platform - Send digitized files and metadata - Correo Fotográfico Sudamericano Magazine Series; Correo Fotográfico Sudamericano Correspondence series; Photoclub series; Photographs + Clippings of "La Barra de Taponazo" series - Metadata (translated) for missing items - Correo Fotográfico Sudamericano Management section - Digitize + Inventory + Metadata (translated) - Description + Upload to AtoM - Send digitized files and metadata - Online description on the AtoM platform - Digital retouching and correction

7. Planning your Project

Your MEAP Application should clearly state your plan for executing the proposed project. If you plan to survey a collection, consider how much time it will take to review all materials and what scale you will use for documenting (collection level, box level, item level). If you plan to digitize a collection, what equipment will you need, how much staff time will be required, who will be responsible for metadata creation?

- For PROJECT + REGIONAL GRANTS, we recommend you include the following steps in your work plan:

  - **KICK OFF CALL**: The project PI (and team where relevant) will have a kick-off conversation with MEAP to discuss beginning the project within one month of receiving MEAP funds. Initial conversations will establish file naming structures, metadata standards, and digital file expectations. We suggest you include the kick off call as part of your work plan in Month 1.

  - **SAMPLE PHASE**: We expect to receive sample files and accompanying metadata for 5-10 objects within the first two months of the project launch. The MEAP team will review your samples and provide feedback to ensure that all digital files and metadata meet the technical requirements needed for publication and preservation. This initial review will take 1 - 2 weeks.

    - Keep in mind that if your initial samples do not meet MEAP requirements, you will be asked to submit a second set of samples before continuing with your digitization, and it is likely that you will have to edit your workflow in response to our feedback.

    - If your project includes digitization of multiple media types, you will be required to submit samples of each file type. This may come at the beginning of the project or may be spread out throughout the project depending on your work plan.

    - <u>Note</u>: It may take a few weeks of back and forth emails or a zoom call to finalize the sample phase.

- **OTHER DETAILS TO CONSIDER:**

  - Quality Checks: Strong project plans will include time for reviewing digital files and metadata for quality and consistency.

  - Metadata Training: The MEAP team will provide a walkthrough of the Metadata Template, but cannot lead a training session. If your team requires training for creating metadata, who will conduct the training? Will there be subsequent training sessions or review sessions throughout the project?

  - Software and Equipment: If your team will be working with new software or hardware (equipment), you will want to account for the time it will take for the team to become familiar with the tools. Likewise, if your team already has experience working with the tools and equipment you plan to use, you will want to provide these details in the work plan.

Staffing and Expertise

Module 2, Section B

Who will be responsible for which parts of the project?

- Consider all parts of the project: digitization and metadata creation, but also: purchasing, hiring, reporting, communicating with the MEAP team
- Who will be responsible for project management and decision making?
- Does someone need to translate or lead training?
- Where do you need training? Hiring?

List of proposed project team members. Detail who will be responsible for which parts of the work.

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Staffing and Expertise
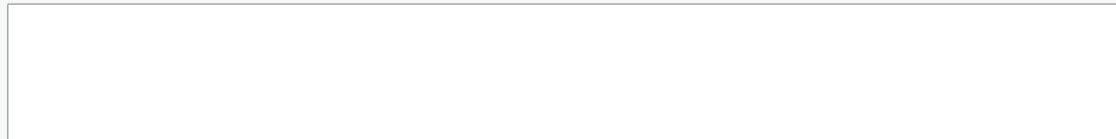
Module 2, Section B

Who has experience doing digitization and metadata creation?

- Who has knowledge about the materials?
- How will you ensure that the metadata meets MEAP standards?
- Who will be responsible for metadata decisions and review?

How will your team create documentation (metadata, survey or inventory data)?

Provide full details about who will be responsible for ensuring consistent data. If translation is needed to provide data in English, note that here and describe when translation will occur. Note: if you plan to use computational tools for translation into English, include details here. MEAP Teams must review and verify all computationally rendered data. People must take final responsibility for all data submitted for publication.

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Project Execution: Metadata

MEAP Metadata requirements are laid out in our [Metadata Template](#). There are additional details in the [MEAP Metadata Handbook](#).

- Has someone on your team created metadata before?
- Have you factored in training and time to learn?
- Who will be responsible for establishing the vocabularies and terms used across the collection?
- Who will execute the metadata creation?
- When will metadata factor into the workflow?

Metadata must be in English. We encourage you to include multiple languages.

- Will you need a translator?
- Do you have enough readers/speakers to create local language metadata?
- Do you have enough time factored in to create multilingual data?

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Project Execution: Equipment

Equipment

- What equipment do you have? What do you need?
- Will the equipment you list meet MEAP technical requirements?

What kind of equipment, including hardware and software, will you use to complete this work?

Note what kind of equipment you already have access to and what you will have to purchase with grant funds.

Project Execution: Equipment

What equipment will you use to digitize different material types

- Select equipment based on the material type. For print and flat materials, MEAP recommends working with a camera - not a scanner.
- Consider technical requirements. MEAP requires uncompressed images, high resolution film or video, etc.
- If you are planning to digitize different material types, how much equipment do you need? Does it fit within budget?
  - Consider re-scoping your project to match the scope, the goal, equipment, budget

How will you procure equipment?

- List what you already have.
- Can you purchase new equipment? Is it easier to buy used equipment and refurbish?
- Can you rent equipment needed for a small part of the work?

Equipment Planning + Budgeting

MEAP Project Planning Guides include HARDWARE + SOFTWARE LISTS

- Planning a Print (flat object) Digitization Project
- Planning an Audio Digitization Project
- Planning a Video Digitization Project

Scanners v. Cameras

- You are not required to purchase equipment listed in MEAP guides, but we expect to see justification for choosing other models (e.g. better local availability).
- MEAP does not fund overhead book scanners.
- MEAP recommends camera + lighting set ups rather than scanners for print digitization. Cameras are more flexible (can digitize all sizes) and more efficient. If you think a flatbed scanner is best for your team, you will have to justify why in the budget justification.

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Budget

Budget should match the project plan

- Equipment estimates
- Equipment peripherals
- Outsourcing quotes
- What you have **and** what you don't have
- Salaries and staffing plans (even for those already on staff/paid for elsewhere)
- Training

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3. Rights and Access

Rights and Access

MEAP is an Open Access Program. We cannot fund projects without documented permission for digitization and publication online.

ALSO want to see buy in and permissions beyond legal copyright.

Signed Copyright Permission Agreement

- DO NOT ASK FOR TRANSFER OF COPYRIGHT*
- Do you have permission to digitize this collection?
- Does UCLA have permission to publish?

Community Engagement

- Ethical concerns?
- Who is the community reflected or invested in this collection?
- How do you plan to engage with them? [Metadata, NOT ORAL HISTORIES]

Rights and Community Engagement

All MEAP content must be shared openly online: Survey, Inventory, Digital Images, Audio files, Video

- **Copyright** | Contemporary materials will likely be under copyright. Note that copyright can be layered. For example, copyright for a recording may not cover ownership of underlying content (i.e., a song recorded at a concert)

- **Privacy + Ethics** | Collections that document individuals, especially photos and videos must account for individual consent and permission
  - Do you have relationships with the community of stakeholders for the collection?

Rights and Access: Permission to Digitize

Archival Partner Form
*Available in multiple languages

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MODERN ENDANGERED ARCHIVES PROGRAM (MEAP)
ARCHIVAL PARTNER FORM

This form is **required** for all projects where the content is located at an archival institution or held by individuals other than the host institution. An administrative representative from the archival institution or the current collection steward should complete and sign this form to confirm collaboration on the project. If there is more than one archival partner, each partner must complete a separate form. The signed form(s) can be uploaded as part of your application for MEAP funding.

APPLICATION DETAILS

Applicant Name:
MEAP Application Name:
MEAP Application Number:

COLLECTION DETAILS

Name of Archive/Collection Steward:
Address of Archive/Collection Steward:
Name of individual authorizing this partnership:
Position held at institution:

☐ I agree to allow the Principal Applicant _____ to have access to the archive.

FOR PROJECT GRANTS:

Rights and Access: Permission to Publish

Copyright Permission Agreement
*Available in multiple languages

Rights and Access: Copyright and Ethics

Module 4

Have you identified the copyright owner of this material?

○ Yes

○ No

Do you anticipate any personal or sensitive information in the collection?

This might include personal details, political activism and engagement, images of people, or violent or sensitive images.

○ Yes

○ No

Describe plans to engage the community related to the collection to seek permission or discuss the consequences of making material available online.

Include any actions or conversations already taken regarding privacy, ethics, and open access.

Describe any additional copyright issues and your plan to address copyright risk.

How are rights represented?

Objects are defined as within copyright and each object includes details of how to contact the rights holder to ask for reuse. For example, you can see Rights Information on this image

Ethical Considerations

ETHICAL RIGHTS: No clear legal framework for securing rights and navigating privacy concerns. We want to know how you plan to approach this question if it's relevant.

- Especially important for collections of graphic images; images of children; communal materials.

- Urge you to consider how your content creators or related communities will be best informed to make meaningful decisions about permissions.

- Consider models of ongoing consent.

- Resources: CARE Principles: https://www.gida-global.org/care

Rights and Access

Module 2, Section B: Community Engagement

Who do you see as the community of stakeholders related to this collection?

This can be the community reflected in the material, a community that has not had access previously to the material, the community of collectors, a set of scholars who want to use this material in their research or another set of stakeholders. Please share with us who you think will be most invested in this work.

How will you engage this community to ensure that permissions are in place for publication and that their perspective is included in the documentation process?

FOUR

Additional Considerations

Budget

Itemized travel and subsistence

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

	Category	Year 1 ($)	Year 2 ($)
1.			
2.			
3.			
4.			
5.			
Total		0	

Travel and Subsistence Totals

Year 1 Total: $0.00

Year 2 Total: $0.00

Travel Grand Total: $0.00

Justification for travel and subsistence costs

Budget

Budget Summary	
Salaries and Benefits:	0.00
Travel and Expenses:	0.00
Equipment and consumables:	0.00
Training:	0.00
Other Costs:	0.00
TOTAL:	0.00

Budget

MEAP Budget Form should reflect the full project goals and priorities.

- How will you spend MEAP Funds?

- Will you receive funds from elsewhere to complete the project?

- Expecting to see a full accounting of the project with justification for all expenses.

- This is where we will look for equipment and staffing details. Reminder to review MEAP Project Guides for recommendations.

Digitization Project Guides findable here: https://meap.library.ucla.edu/meap-project-resources

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5. Budget Expenses

All funds provided by MEAP will be in US Dollars ($). Any exchange rates and inflation should be considered.

5.1 Eligible Expenses

5.1.1 *Salaries* - Should directly support the work of digitization and preservation. This includes the tasks of seeking, identifying, and gathering the material, imaging and digitizing material, and creating and/or translating metadata.
- Should reflect a commitment to local capacity-building and pay equity across all team members
- Should be estimated according to official pay scales for the country where work will take place; include relevant pay details in the budget justification
- Can include teaching cover (as "Replacement Salary") 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; replacement salaries will require additional justification: Why is the scholar or archivist the best person to lead this work?

5.1.2 *Digital Capture of Materials* - Costs of digitizing original materials can include purchasing necessary equipment and/or relocating and installing the materials in an archive.

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- For Planning Grants, this can also include the cost of organizing, producing an inventory and the composition of finding aids.
- Project Grants should have inventories in place by the start of the project and budgets should not include the cost of producing an inventory or finding aid.
- Regional Grants may include costs of digitization, metadata creation, and additional inventory creation for different collections.

5.1.3 *Travel and Subsistence* - Travel and subsistence for team members or individuals conducting training. Travel should be directly relevant to the work of preservation, digitization, survey or metadata creation.
- Travel costs may include individual cab fare or car expenses as a precaution against Covid-19 or other public safety concerns.

5.2 Ineligible Expenses

5.2.1 Institutional overhead and indirect costs.

5.2.2 Capital building and refurbishment projects.

5.2.3 Building and construction work of any kind.

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5.2.4 Administrative costs, including but not limited to archival overhead or running costs, financial administration for grant management, air conditioning or heating.

5.2.5 Physical conservation of original materials. While some projects may require conservation intervention throughout the digitization process, MEAP does not fund conservation projects (i.e. projects with a primary goal and prioritization of physical conservation as opposed to digitization).
- Some conservation materials may be acceptable budget expenses as necessary to prepare materials for digitization. Please include details in the budget justification section of the detailed application.

5.2.6 Extensive cataloging or transcription meant to conduct research.

5.2.7 Operational equipment meant for archive management.

5.2.8 Recording new oral histories or audio recording equipment.

5.2.9 MEAP cannot fund any services that extend beyond the length of the grant (ie. hosting services, internet services).

5.2.10 Purchasing archival materials. MEAP 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

MEAP Guidelines (also findable here: **meap.library.ucla.edu > Applicant Resources**)

Budget: Ineligible Costs

MEAP will not fund <u>INDIRECT COSTS</u>. You should not list them as a line item on your budget or as components of the budget.

- Salary for people who will not be working on the project (i.e. finance team)

- Utilities or ongoing operations costs.

- We like to see that the host institution or partner institutions provide space as part of their investment.

- Some preservation materials can be included, like archival folders or boxes, but large scale infrastructure projects are not eligible. MEAP does not fund conservation projects, so these expenses should be a small part of the budget.

DISCUSS THIS WITH YOUR HOST INSTITUTION BEFORE SUBMITTING YOUR APPLICATION.

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Budget: Ineligible Costs

MEAP will not fund the creation of new media (i.e. Oral Histories, Films, Documentaries, Exhibits)

- Audio recording equipment

- Video recording equipment

- Film makers or documentarians

- Curators

- Promotional materials (pamphlets, etc)

Budget: Additional Considerations

- **Budget** | MEAP funds should be focused on DIGITIZATION & DOCUMENTATION. Your project may be larger than just the digitization, but we want to fund that part of the work. Consider how you budget for salaries, training, workshops that focus on the creation of digital collections as a form of preservation.

- **Travel Plans** | We recommend minimizing funds meant to support travel for U.S. or European based researchers. Can the funds go to the team on the ground?

- **Project Team Makeup** | Who will do the work? Are there opportunities for training beyond the project team?

- **Disbursal Calendar** | We do not disburse all funds up front. Will you be able to purchase the equipment you need and pay the staff with the first disbursal?

- **Local preservation and access** | Include necessary hard drives to keep and share copies of all digitized materials even though you will share with MEAP via cloud

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Budget: Additional Considerations

Community Engagement

- **Website Development**
  "Website costs should represent only a small percentage of the total grant amount and should not extend beyond the length of the grant." ([MEAP Guidelines](#), 4.1.5)

  *Remember that online publication and digital preservation are part of what UCLA provides in the grant.
  *UCLA publishes with multi-lingual metadata.

- **Public events or focused efforts to engage a local community:**
  "Disseminating the results from the project, such as conference talks or public/educational displays, especially where they are aimed at informing local people." ([MEAP Guidelines](#), 4.1.5)
  - Events should focus on (1) rights or (2) documentation (metadata creation).
  - Unlikely to fund events that are strictly promotional.

Listing Other Grant Funds

Help us understand your overall goals

- Be sure to list other grants you have applied for that may duplicate work you proposed to do with MEAP funding.
- But! We would also love to see other grants you may have applied for that complement the work proposed. For example, maybe you had a grant for preservation and conservation that allowed you to prep the collection for digitization. Maybe you have a grant for exhibits or publications that will promote or make use of the digitized collection. These do not hinder your success in our review process; they help us see your broader ambitions for the archival material.

Required for archives applying from EU countries.

Budget Form:

Have you applied for other funding?

Have you applied for other funding to digitize this material or a set of objects closely related to this project?

☑ Yes

○ No

Clear

If yes, provide details of other funding applications. List Funding Body, Title of Project, Amount sought or awarded, and the decision (or date of decision).

If you do not yet know the outcome, please state when you expect to receive it. Whilst MEAP will not provide duplicate funding, it may provide complementary support. If applying for such 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	Amount sought or awarded	Decision
1.				
2.				
3.				
4.				
5.				

Notes regarding other funding

Please add any explanation regarding outstanding funding applications or other funds. How is this project different from others?

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Additional Application Details

Representative List
Should not be exhaustive. We want to understand what you are planning to work with. Newspapers, magazines, letters, VHS tapes. We're trying to understand the physical material as it is now.

List of Publications
Again, should not be exhaustive. We want to understand the kinds of scholars that use your collection and how digitizing this material may help move different fields in new directions.

POTENTIAL REVIEWERS
MEAP solicits external reviews for all applications. If you know of scholars who have used your collection materials in their scholarship - they are great potential reviewers. They can speak to why making this collection accessible is so urgent. Reviewers do not need to be familiar with digitization.

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Upload

Documents to be included in application must be uploaded in system:

- **CVs for all Project Applicants** - Prefer short versions (2 pages)

- **Archival Partner Form** (if necessary) - Can also reflect project commitment through letter, emails.

- **Copyright Permission Agreement** (Required for Project/Regional Grants) - Can also reflect permission to publish through letters from copyright owners.

- **Host Commitment Form** (Required for all projects)

- **Supporting images** - Require only a handful (2 - 5 images). Can be the same from Preliminary Application. *MEAP Board does not see Preliminary App.*

- **Supporting Documents** - Expert involved in training; Local partner; Proof of other funding; Timeline for project planning

Forms

The Grant of Permission Form is required for all Project Grant applications. The Archival Partner Form is required for all Project Grants and Planning Grants where the content is located at an institution other than the Host Institution or will be deposited at an institution other than the Host Institution. The Host Agreement Form is required for all applicants at the Detailed Stage.

Copyright Permission Agreement

Copyright Permission Agreements are required for all Project Grants. Project teams are responsible for identifying the creator and...

→

Archival Partner Form

The Archival Partner Form is used to confirm collaboration between the project team and the archival owners. The form should be signed by the... current collection holders.

→

Host Commitment Form

The Host Commitment Form is required for all projects and should be used to confirm institutional agreement to serve as a Host Institution.

→

Host Commitment Form - English

The Host Commitment Form is required for all projects and should be used to confirm institutional agreement to serve as a Host Institution.

↓

Copyright Permission...
Copyright Permission Agreements are required for all Project Grants. Project

Archival Partner Form
The Archival Partner Form is used to confirm collaboration between the

UCLA Contract Terms (Blank)
View a blank template of the UCLA Contract Terms. For review purposes only.

Translated Copyright Permission Agreement forms

Copyright Permission Agreement (Arabic)
Arabic language Copyright Permission Agreement
↗

Copyright Permission Agreement (Farsi)
Farsi language Copyright Permission Agreement
↗

Copyright Permission Agreement (French)
French language Copyright Permission Agreement
↗

Copyright Permission Agreement (Hindi)
Hindi language Copyright Permission Agreement
↗

Copyright Permission Agreement (Portuguese)
Portuguese language Copyright Permission Agreement
↗

Copyright Permission Agreement (Spanish)
Spanish language Copyright Permission Agreement
↗

Translated Archival Partner Forms

Archival Partner Form (Arabic)
Arabic Language Archival Partner Form
↗

Archival Partner Form (French)
French Language Archival Partner Form
↗

Archival Partner Form (Hindi)
Hindi Language Archival Partner Form
↗

Archival Partner Form (Indonesian)
Indonesian Language Archival Partner Form
↗

Archival Partner Form (Portuguese)
Portuguese Language Archival Partner Form
↗

Archival Partner Form (Spanish)
Spanish Language Archival Partner Form
↗

Both findable here: meap.library.ucla.edu > Applicant Resources

Resources + Tips

Preliminary → Detailed Application?

You are allowed to make changes to the project scope and plan. We hope your thinking has moved forward and we encourage you to make changes in your application – even when the content has been pre-populated from your preliminary application.

- Can add or take out archival collections
  Consider a realistic scope + program eligibility

- Can change budget items and should add specificity

- Can change participants or add a co-primary applicant

- Can change host institution or archival partners

- We recommend you **do not change the entire scope** of the project. Contact meap@library.ucla.edu if you plan to do so.

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Language Requirements: English

<u>Metadata must also be submitted in English</u>

- Metadata for MEAP funded projects must be submitted in English, but we recommend metadata also be created in local languages where possible.
- The application asks how you will ensure metadata is created in English. Often this is answered by project team members who work bi- (or tri-) lingually. Sometimes project teams hire translators to ensure that all metadata is properly represented in English.

Multiple forms of content in one archive?

Project Grant applications should have a clear sense of what is in a collection.

Address the complexities of digitizing different kinds of content.

- Account for the differences in digitization. Will you have equipment for digitizing documents, film, video, audio? Do you have expertise on the team?

- Consider scoping your project to focus on one content type.

- Budget for necessary training and equipment.

- Consider which parts of the workflow might run parallel.

Oral Histories

MEAP cannot fund the creation of new ORAL HISTORIES.

- Do not add audio capture hardware to the budget
- Do not add time in your work plan for transcription or audio annotation

However! MEAP can fund the creation of robust metadata.

- Consider working with project stakeholders to capture contextual details about the collection objects
- Capture memories in structured metadata through abstract and notes
- Consider hosting community events that may allow more community members to discuss and explain unknown materials

Outsourcing

Outsourcing digitization is possible

- Outsourcing costs for digitization can be included in your budget.

- We will still want to see some kind of capacity building:
    - If you plan to outsource most (or all) of the digitization, make sure to budget and describe who will be responsible for metadata creation and how this work will build local capacity.
    - If you plan to outsource one part of a larger collection, we would expect that a local team does the digitization and metadata for other parts of the digitization effort.

- Outsourcing often makes most sense if you have a small number of audio or video objects to digitize as part of a larger collection of print, photographs, or other material.

Questions and Answers

THANK YOU

Contact us

Website: meap.library.ucla.edu   Email: meap@library.ucla.edu