Modern Endangered Archives Program

Informational Webinar – Detailed Application
PLANNING GRANTS
January 27, 2026
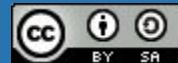
Agenda

1. **Application Overview**

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

3. **What makes a good MEAP proposal?**
   Content; Project Management; Documentation

4. **Additional Considerations**

5. **Questions and Answers**

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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)

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 <u>4 or 5 months</u> 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.

TWO

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

Detailed Application Template

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

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Planning Grant Specifics

Changes to the 2026 Application: Planning Grant

1. **What is the goal of your project?**
    Select all planned deliverables as a result of your MEAP Planning Grant.
    - Item level inventory
    - Collection level survey(s)
    - Finding aid (formal)
    - Test digitization
    - Build relationships with collection holders
    - Secure permissions for digitization
    - Relocate collection(s) to a new repository
    - Other, describe below

2. **Deliverables Notes**
    Please add any details to explain the above deliverables. **Refer to the MEAP Digital Projects Guide for more information about simple and complex digital objects**

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Planning Grant Specifics

Changes to the 2026 Application: Planning Grant

1. **What level of description will the project include?**

   Consider these templates
   - Collection Level Survey
   - Item Level Inventory

2. **How much material do you expect to find?**

3. **Do you plan to digitize some of the archival material?**

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?

MEAP: Evaluation Criteria

Viability of publishing online

- 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

- **Coherence of the Collection** | If you are building a new collection, is there a clear theme or connection across the different materials?

- **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?

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But, what are we really looking to see?

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

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

3. Clear plan for **Survey or Inventory**.

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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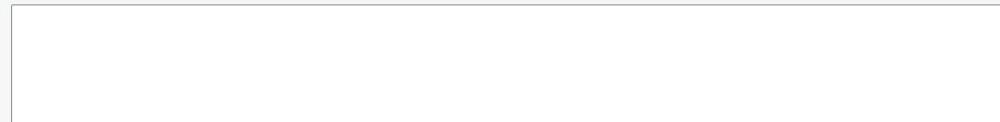
1. Content and Scope

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?

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?

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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?
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Scope

How much material will you document?

- We are not looking to see that you create metadata for every object you encounter. We want to get a sense of how you will approach the work.
- Consider the length of an MEAP grant, the limitation of funds, and the requirements
- Consider a combination of documentation options

How many material types will you work with?

- Training for multiple material types takes time
- Different technical requirements and metadata needs

**Project is likely to grow as you start the work.

2. Well Organized Project

Project Management + Administration

- **Administrative and Host Institute Details**
- **Work plan**
- **Project Team and Expertise**
- **Execution: Description and organization (Inventory, Survey, Trust Building)**
- **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.

[--- v]

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

Staffing and Expertise

Module 2, Section B

Who will be responsible for which parts of the project?

- Consider all parts of the project: relationships with collection holders, collection handling, 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 inventory work or metadata creation?

- Who has knowledge about the materials?
- 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: 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.

Sample Digitization

- **Sample digitization is NOT required**
- **Can help determine plan for future digitization**

- **Digitization as sample**
  - Rent or borrow equipment
  - Small amount of material to determine the time it will take and if equipment meets technical standards
  - Can help address permissions questions from copyright holders/collection stakeholders
  - Consider looking at created data versus required metadata if you plan to apply for MEAP Project Grant
- **Digitization to publish**
  - Must meet technical requirements
  - Require signed permission forms
  - Required kick off and review from MEAP team

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

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Project Execution: Equipment

What equipment do you need for the project

- Computer may be it
- If you have a lot of imaging equipment, you will have to explain why. It looks like a digitization project instead of a Planning Grant

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?

Budget

Budget should match the project plan

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

3. Clear plan for DOCUMENTATION

Deliverables

Planning Grants have flexibility in terms of deliverables depending on your goals and the details of your collection. **The primary goal is to assess a collection and prepare for digitization.**

We would expect your project to focus on preparing the collection for digitization. (See available templates.) This might include:

- An item level inventory that documents each object
- A collection level survey that organizes a collection and determines readiness for digitization
- Rights assessment at the collection or item level

You might consider some sample digitization to establish a workflow and determine needs

★ All material created through your Planning Grant (i.e. inventory, report, etc) will be published on the MEAP website
★ We welcome Project Grant applications from teams funded for Planning Grants.

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Templates for Planning Grants

MEAP Planning Grant Templates

- [Template for SURVEY creation](#) (Collection or Box level)
- [Template for INVENTORY creation](#)(Item level)

Additional Resources

- [Guide for archival processing](#) (University of Florida)
- [What is a Finding Aid?](#) (University of Colorado)

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Survey or Inventory

Many of our past Planning Grants create a combination of Collection level surveys and item level inventories – they need not be merged together as one document. Instead, you can submit them as separate documents with different kinds of data and different formats.

- What scale is possible given the size of the collection?

- What kind of work will best help define next steps?
  Need itemized inventory to determine digitization
  priorities? OR Box level assessment to address
  conservation needs?

Documentation

Consider whose voice and which perspectives you are capturing in creating an inventory or survey. Are you engaging with community stakeholders? People who lived through the histories you are exploring?

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]

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Survey or Inventory

Bernice Chauly Photography Collection

The collection consists of photography works by Bernice Chauly from 1994 to 2006. It comprises 20 envelopes of materials that are kept in a black portfolio bag, brought from Chauly's home storage to Malaysia Design Archive for the purpose of this survey. Materials from the bag include print photographs and film negatives, and are largely concerned with art and culture, but with a focus on marginalisation, identity and performance art.

- Bernice Chauly Collection: Finding Aid ↗

- Bernice Chauly Collection: Survey Report ↗

- Bernice Chauly Collection: Inventory

Bernice Chauly Collection Description

Creator   : Bernice Chauly
Date   : 1994 - 2009 (date of creation)
Extent   : 20 folders of photographic materials and ephemeral publications
Repository   : Malaysia Design Archive

Collection overview:
The collection consists of photograph series created by Bernice Chauly from 1994 until 2009. Collection contains photographs of traditional performances masters in eastcoast of Malaysia, refugees, performance art events, children and women, indigenous people of Sarawak, and Malaysian festive celebrations.

Accruals:
Further accruals are expected.

System of arrangement:
The original order of the fonds has been maintained and arran reflects the major activities of the creator over the years.

Conditions governing access:
Access to several series may be restricted due to privacy con

Conditions governing rights and reproduction:
Copyright is retained by the creator, publication beyond the fa permission from the copyright owner.

Modern Endangered Archives Program
Malaysia Design Archive
Survey Planning Report

Introduction:
This is a written survey report for the Bernice Chauly Photography Collection, conducted by archivists Nadia Nasaruddin and Leong Jia Hui in February 2022. Discussions on the purpose and scope of the project were conducted with project lead, Ezrena Marwan. The materials consist of a selected body of work by Malaysian writer and photographer Bernice Chauly, dating from the mid-1990s to the mid-2000s.

This survey was conducted under the requirements of a Planning Grant by the UCLA Modern Endangered Archive Program with the main goal of assessing these holdings, paving the way for an open-access digital archive. This includes reviewing copyrights and permission requirements, creating finding aids, addressing conservation and preservation needs, and outlining a brief digitisation workflow for the collection.

The Grant of Permission Form - an agreement to digitize and make content openly accessible has not been signed.

Collection summary:
The collection consists of photography works by Bernice Chauly from 1994 to 2006. It comprises 20 envelopes of materials that are kept in a black portfolio bag, brought from Chauly's home storage to Malaysia Design Archive for the purpose of this survey. Materials from the bag include print photographs and film negatives, and are largely concerned with art and culture, but with a focus on marginalisation, identity and performance art.

Survey or Inventory

Archives of the Union of Teachers of Burkina Faso

The Union of African Teachers of Burkina Faso (SNEAB) has been part of the country's social and political transformations from the anti-colonial struggles of the 1950s, the 1966 insurrection and the 2014 revolution

Explore all 6 inventories

The MEAP funded project team has created 6 inventories based on the archival materials of the National Union of Teachers of Burkina (SNEA-B):

Three inventories are related to paper archives / 3 inventaires concernent les fonds d'archives papier telles que les correspondances, les comptes rendus de réunions et de congrès syndicaux, les textes juridiques, les rapports de formation, les tracts, etc. : 1SNE (1959-2023) ; 2 SNE (1959-2023) ; 3 SNE (1963-2023)

1 SNE | Inventory of the Archives of the Syndicate National des Enseignants Africains du Burkina ↗
This inventory gathers archives which were kept in offices of the secretary and general secretary (1959-2023) including several recent documents still used by the union.

2 SNE | Inventory of the Archives of the Syndicate National des Enseignants Africains du Burkina ↗
This inventory gathers archives which were kept in the treasurer's office and the warehouse (1959-2023). It includes historical archives kept at union's headquarters and those collected by activists. It also includes recent archives still in use by the treasurer.

3 SNE | Inventory of the Archives of the Syndicate National des Enseignants Africains du Burkina ↗
This inventory makes a list of the leftover not processed by archivists due to time constraints (1963-2023). It may contain potential duplicates of the 1SNE and 2 SNE inventories.
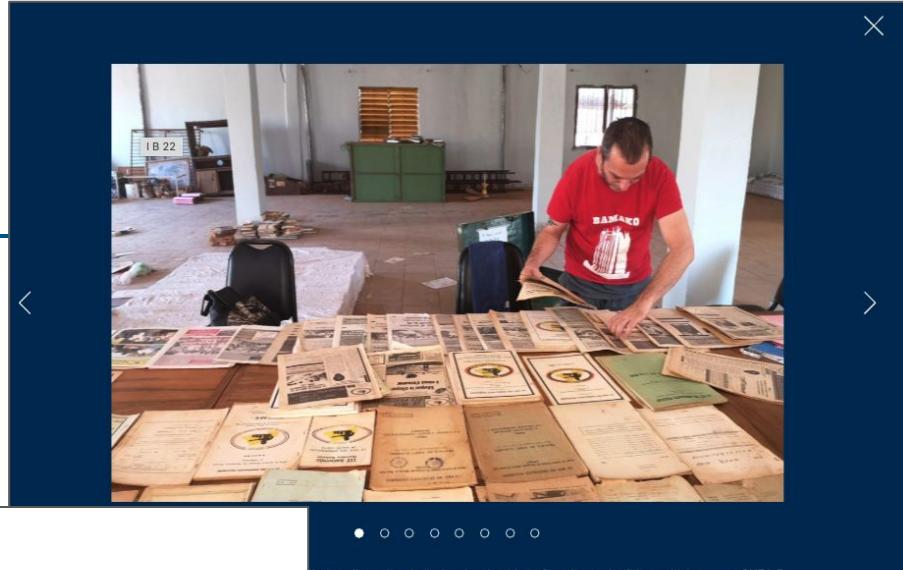
...dicals collected and piled up in a jumble before the work of the archivists team. SNEA-B ...3.

Abdoul Latif Baguian, Phd student in history at Joseph Ki-Zerbo University. SNEA-B headquarters. Ouagadougou, January 2024.

Survey or Inventory

Archiving Tamil Fish Workers in Print

Magazines and booklets published since the 1960s trace the history, community life and traditional knowledge of fishing communities in Tamil Nadu.

Explore the Inventory

Explore the Collection

- Collection Survey
- Collection Inventory
- Publication Details

MEAP-4-0078			Archiving Tamil fish workers in Print						
Collection Details			Item Details						
Collection Name	Local ID	Collection Owner/Local ID	Item Name	Original language	Place	Creator (if distinct from collection creator)	Period	Notes	
1 Kadalaar Collection	Coll-1	Kadalaar Velayutham	Meenavanai paar	Tamil	Chennai	Kadalaar K. Velayutham	1984-1987	Meenavanai paar- one of the oldest Tamil magazines published from Chennai, Tamil Nadu.	
			Kadalaar	Tamil			1987-2016	Kadalaar- Tamil monthly magazine published from Chennai. It is one of the widely recognized magazine among fisher Tamil Nadu.	
			Books	Tamil			1984-2008	This file contains books written by Kadalaar Velayutham. The topics of the book are mostly related to the socio-politi problems of fishermen.	
			Souvenirs	Tamil			2000-2020	This sub-collection contains souvenirs published during the birth anniversaries of fisher leader Jeevarathinam and M Velayutham.	
2 Bharathi Collection	Coll-2	K. Bharathi	Puratchikayal	Tamil	Chennai	K. Bharathi	2005-2019	This collections contains the magazine named "Puratchikayal" published from Chennai by South Indian Fishermen un magazine dealt with various socio-economic and political issues of fishers in Tamil Nadu. It has documented news an published on fishermen in various newspapers.	
3 Kaliyaperumal Collection	Coll-3	Kaliya Perumal	Puthyavulagu	Tamil	Chennai	Kaliyaperumal	2013-2019	This collections contains magazine named "Puthiyavulagu" (New world). It cover general social issues and coastal environment and culture.	
			Booklets	Tamil			2005-2007	Small campaign booklets deals with socio-political philosophy of Veteran communist leader Singaravelar.	
4 Peter Francis Collection	Coll-4	Peter Francis Marinda	Alaivaikarai	Tamil	Thoothukudi	Peter Francis Marinda	2009 and 2010	This collection contains a Tamil monthly published in Thoothukudi district of Tamil Nadu. Fishermen's social issues, religions, and new projects related to fisheries are prominently covered in the magazine.	
5 Kurumbanai Berlin Collection	Coll-5	Kurumbanai Berlin	Kaniyam	Tamil	Kanyakumari	Kurumbanai Berlin	1999-2004	This collection contains a Tamil monthly magazine "Kaniyam" published in Thoothukudi district of Tamil Nadu. Social fishermen, history, religions and new projects related to fishing are prominently covered in the magazine.	
			Kadaloram	Tamil		Kurumbanai Berlin	2011-2015	This collection contains a Tamil monthly published in Kanyakumari district of Tamil Nadu. Fishermen's social issues, and environmental issues are prominently covered in the magazine.	
6 Pauline collection	Coll-6	Pauline	Kumbari	Tamil	Kanyakumari	Pauline	2011	The collection contains a Tamil quarterly called "Kumbari" from Melmidalam, a small coastal village in Kanyakumari Tamil Nadu. The editor of this magazine is a fisherman.	
			Printed books	Tamil		Pauline	2000-2022	This file contains books written by Mr Paulin. Social history and culture are the content of these books.	
7 Lincoln Bastin collection	Coll-7	Lincoln Bastin	Kadarkarai	Tamil	Kanyakumari	Lincoln Bastin	2018- current	"Kadakararai" is a Tamil quarterly published from Kanyakumari district of Tamil Nadu. This is the latest attempt to brit socio-cultural issues of Tamil Nadu fishermen.	
			Small booklets	Tamil	Chennai		2018-2021	Small booklets written by advocate Lincoln dealt with socio political issues of fishers, especially on politic representation of fishers and social justice.	

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Additional Considerations

Rights and Access

MEAP is an Open Access Program. We cannot fund projects without acknowledgement that the resulting materials will be published online.

Consider in your work plan:

- Do you have permission in place to work with the collection?
- Will you need to anonymize?
- Can you share information about this collection?

Even though you are not digitizing, we want to fund projects that may result in digitization and open access publishing.

- Consider securing permission for digitization and publication during the project.
- **Secure signed [Copyright Permission Agreement](#)**

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:

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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.

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Rights and Access: Permission to Publish

Copyright Permission Agreement
*Available in multiple languages

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

Project 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.

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.

UCLA Library

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.

5

- 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.

6

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)

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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

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

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- Video recording equipment

- Film makers or documentarians

- Curators

- Promotional materials (pamphlets, etc)

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

Metadata/Inventory must be submitted in English

- 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.
- Some flexibility for Planning Grants. Inventories and surveys should be valuable to users. If the inventory is not in English, will need to translate titles or create summary or user guide.

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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 contextual data.

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

Outsourcing

Outsourcing digitization is possible for samples

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

- Will need to justify the expense. Why is outsourcing digitization right at this phase in the work?
  - Consider how digitizing a small set of material might help spark conversations about rights.
  - Might be cheaper and quicker than setting up a workstation.
  - Can help reveal what is in different parts of a collection to set digitization priorities.

Questions and Answers

THANK YOU