Modern Endangered Archives Program

Application Checklist 2023 -2024
Cohort 6

PROJECT PLANNING

- ☐ Review [MEAP Eligibility Requirements](#)
- ☐ Review [MEAP Guidelines](#)
- ☐ Start conversation with archival owner or host institution to ensure that all parties understand the project and all MEAP requirements
    - ☐ Confirm Archival Partner participation
    - ☐ Confirm Host Institution agrees to participate
- ☐ Attend MEAP Preliminary Application Webinar on Wednesday, October 18, 2023 | [Registration Required](#)

DRAFTING APPLICATION

- ☐ Review Preliminary Application Template
- ☐ Draft a Work Plan
    - ☐ Consider the scale of a Planning Grant: will you document the collection at the box level, folder level, item level? (See [Planning Grants](#))
    - ☐ For Project Grants, review MEAP Equipment Recommendations: will you need cameras to digitize paper, a scanner to digitize negatives, equipment to digitize audio or video? (See [Project Grants](#))
    - ☐ For Regional Grants, [review the new grant guidelines](#) and engage in conversation with all project partners. Have they agreed to participate in the project? What can each partner provide? How will decisions be made? What kind of training will be needed and who will provide it?
    - ☐ Who will do the work of the project? Who will write documentation? Do you need to engage a broader community to capture knowledge about the collection?
- ☐ Draft a Budget
    - ☐ Estimate all salary costs (including benefits where applicable)
    - ☐ Solicit estimates for equipment costs (if necessary)
    - ☐ Discuss overhead costs with host institutions. MEAP grants require accounting support, but cannot pay for indirect or overhead costs.
    - ☐ Exclude ineligible costs (See [MEAP Guidelines](#))
- ☐ Create an account at https://meap.smapply.io/

SUBMIT APPLICATION ONLINE

- ☐ Submit Preliminary Application at https://meap.smapply.io/
- ☐ Applications are due Monday, November 13, 2023.
- ☐ MEAP will invite eligible applicants to submit a Detailed Application (decisions communicated in December 2023)

DRAFT DETAILED APPLICATION

- ☐ Review MEAP Preliminary Feedback
- ☐ Attend one of the two MEAP Detailed Application Webinars
    - ☐ Project Grant - Thursday, January 18, 2024
    - ☐ Planning Grant - Friday, January 19, 2024
- ☐ Review Detailed Application Template.
- ☐ Secure Host Agreement form.
- ☐ Secure all necessary Copyright Permission Agreements. These forms provide UCLA Library with permission to publish and steward digital collections.
- ☐ Secure all necessary Archival Partner forms.
- ☐ Add detail to Work Plan + Budget.
    - ☐ Update equipment budget and include any additional expenses based on MEAP feedback.
    - ☐ Recommended: Review UCLA Digital Library Metadata Template and other metadata documentation. Note how you will meet these requirements in work plan.
    - ☐ Add detail about the amount of material to be digitized or inventoried.