

EMKP Application Guidelines for Documentation Grants

What is the Endangered Material Knowledge Programme?

EMKP offers grants for documentation work on material knowledge systems that are under threat and in danger of disappearing. This includes knowledge systems associated with the making, use, repair and re-purposing of material objects, spaces, architecture, performances, and environments. Grants are offered annually to knowledge holders, practitioners, and scholars irrespective of nationality. Selected projects will be expected to produce a digital record of the material practices under study, which will be deposited and curated in the EMKP repository at the British Museum and made publicly available.

EMKP was launched in 2018 and is funded by Arcadia – a charitable fund of Lisbet Rausing and Peter Baldwin, and is hosted by the Department of Africa, Oceania and the Americas at the British Museum.

Documentation Grants

EMKP documentation grants provide funding to document living material knowledge systems and practices in danger of disappearing.

We have two documentation grants; small grants which are awarded for up to 1 year and with a maximum value of £20,000 and large grants, which are awarded for up to 2 years and with a maximum value of £100,000.

Applications for grants will open on the 27th of October 2022 and close on the 30th of January 2023.

Applications must be submitted via our online grant management system (<https://emkp.flexigrant.com/>).

Choosing which grant to apply for

Small grants are intended for projects that are focused on a specific/individual material practices and which are limited in scope. They are also suitable for initial work to establish the nature and extent of material knowledge systems where these might not be previously known, or for earlier career applicants who are building new projects. Large grants are suitable for mature projects where intensive and more diverse documentation is proposed, a larger team is needed, multiple strands of work are happening simultaneously and/or more time is needed to complete the documentation. The granting range is for guidance only, and we strongly recommend you budget appropriately and don't add unnecessary items to reach the upper limit as this will be seen negatively by the EMKP review panel. If in doubt, please contact EMKP to discuss what size grant to apply for.

Resubmission

Unsuccessful applicants from previous rounds are welcome to resubmit applications, particularly if you have been invited to resubmit by the review panel in earlier feedback. Please note, however, if you, or your project, have been unsuccessful in two consecutive rounds you are not able to apply for a third time.¹

For applicants invited to resubmit, you will be asked to explain how the proposal has changed, and how you have addressed the criticisms and comments provided by the panel in earlier feedback. Please contact EMKP if you want feedback ahead of a new application. Please note, it is highly unlikely that a new submission will be funded unless these issues have been addressed.

Eligibility

Applicant(s)

EMKP operates a Principal Applicant (PA)/Co-Applicant (CA) system. It is the responsibility of the PA for overall project management and co-ordination, including reporting to EMKP. Co-Applicants should be closely involved in the project management and delivery and demonstrate relevant skills and experience.

There is no restriction on the nationality of the Principal Applicant. They, or one of the CA's, must however be affiliated with an appropriate academic or community institution (e.g. museum, archive, university, NGO) who will take responsibility for administrative oversight of the project including financial reporting.

If a PA is currently enrolled as a student, they must provide a letter of support from their supervisor, undertaking to ensure the work is carried out according to the terms of the grant. They must also explain in their application how the proposed EMKP work fits into their university programme/research (see website for section 'Application Process' on the Frequently Asked Questions page (<https://www.emkp.org/faqs/>)).

EMKP grants cannot cover salary costs or teaching replacement costs for the Principal Applicant. Salaries for Co-Applicants can be considered as an exception and are restricted to the CA's based in the country of research, and whose involvement is essential to the completion of the proposed work. Please contact EMKP in advance if you wish to claim for CA salary. Local research assistants can be provided with a modest allowance (see budget section for further information).

¹ This applies to Principal Applicants who cannot apply for a third consecutive application, even if the topic of the application has changed, and also to projects where the topic or the team composition and/or institutional affiliation have not changed, even if the named PA may have changed.

Choosing a Host Institution

It is very important you choose your Host Institution (HI) with care. Host institutions are responsible for oversight of your project budget and financial reporting to EMKP as well as your ethics (see below). Please note, EMKP does not cover overhead costs per se, however, specific costs related to project delivery and administration are eligible (for example, costs for accountancy services within the HI). These costs need to be explained and properly justified in the budget section within the application (see budget below for further information).

It is essential that you discuss your proposal with the Host Institution ahead of your application and ensure they are happy to proceed. As proof of support for the project you will be asked to provide a signed and headed letter of support from your HI outlining their responsibilities in the application. You will also need to identify a responsible staff member at the HI to act as the contact in case of need.

Host Institutions can be universities, museums, galleries, libraries or relevant NGO's and community organisations. The panel will review the appropriateness of the HI and assess its experience and ability to manage this specific type of grant (e.g. to check that there is sufficient experience managing grants in the cultural sector etc).

The Principal Applicant and Co-Applicant(s) should not be involved in the Host Institution's management of the project. If your Host Institution is an NGO or community association, or small university/museum/library without a dedicated research office you should ensure that neither the PA nor any CA's are part of its management or operational leadership. It is essential that the Host Institution provides independent oversight of the project budget and ethics.

You should also try and familiarise yourself with your Host Institutions specific policies with regards to finance and ethics, and ensure your application and plans conform with these as well as with EMKP's requirements. In the past for example we have encountered cases where the host institution will not accept a particular budget cost whereas EMKP does. All successful applicants will be asked to provide EMKP with a copy of the ethical guidelines of their Host Institution.

Source Communities and Knowledge Holders

We strongly encourage applications from source communities and/or knowledge holders, or projects which show an emphasis on co-production and ownership of knowledge. Non-local researchers will need to demonstrate networks and/or familiarity

with source communities, and wherever possible, demonstrate explicit consent/support for the proposed work at the time of application. We strongly encourage proposals that include local community members as part of the project team.

Filmmakers

PA/Co-A(s) are expected to take responsibility for documentation in the field (filming, photography, note taking etc.). We realise that many applicants may not have a background in film recording and other related methods, so EMKP provides relevant training as part of the award (see below). We do not therefore provide funds for professional film crews in addition to the PA/Co-A(s) team. Experienced film makers/editors can be included in the Co-applicant team but are subject to the same limitations on salary as all others.

Project Scope

Applications for EMKP documentation grants must focus on topics that have a strong material dimension. Applications that include aspects of intangible practice and culture (e.g. dance, music/song, performance) must link these to material acts and knowledge – e.g. musical instruments, costume, staging. Projects that seek to document ecological knowledge systems must also ensure a direct connection to material and cultural practices. We do not, for example, support applications that exclusively document food collection or production, but can support applications that document disappearing foodways in terms of food preparation, consumption and sharing, and the materials and object used in these processes. If you are unsure about the eligibility of your proposed topic, please contact EMKP for clarification (see also website for examples of current projects (<https://www.emkp.org/ongoing-projects/>) and 'Frequently Asked Questions' (<https://www.emkp.org/faqs/>)).

Applications must demonstrate that the material knowledge system under study is still active and practiced by living primary informants. This can include practices that may not be currently active or performed on a regular basis but have been previously practiced by the informants in living memory.

As per the vision for Arcadia, priority is given to applications for work outside Europe and North America where there is a less well-developed funding structure available (<https://www.arcadiahfund.org.uk/preserving-endangered-culture>)

Please see the programme website for examples of the type of projects we have previously funded (<https://www.emkp.org/ongoing-projects/>)

We do not fund the following:

- Revitalisation projects (using grants to revive lost or forgotten technologies, crafts etc). Projects must focus on material practices/practitioners that are still active/within living memory, even if they may be very few knowledge holders left.²
- Projects focused on ethno-medicine or medicinal knowledge.

EMKP is committed to working with successful grantees to ensure their projects are completed in a socially and ethically responsible manner. We recognise that working environments can change rapidly and have a range of measures to help support grantees who are faced with changing situations.

Repository and Digital Assets

EMKP encourages the use of a varied range of digital media to capture the richness and contextual detail of the material knowledge systems under study. This may include film, audio, geospatial data, 3D modelling and photography as well as traditional forms of written documentation (e.g., fieldwork notes).

The final outputs of the projects will be published and made available in the British Museum digital open access repository (<https://drs.britishmuseum.org/EMKP>). For this, EMKP grantees will be required to format the digital assets according to the EMKP standards before submission, to ensure compatibility and searchability. Grantees are responsible for editing and formatting digital assets themselves, so it is essential you allocate adequate time for this work in your workplan. Successful applicants will work with the EMKP Digital Curator to plan an upload timeline and are responsible for ensuring compliance with repository standard.

Requirements regarding data formats and metadata collection are further explained in the Digital Guidelines and successful applicants will be provided with specific training – see below for training.

Open Access

EMKP follows Arcadia's Open Access policy (<https://www.arcadiahfund.org.uk/open-access-digital-preservation-policy>) which promotes open access to information and requires all materials resulting from EMKP grants to be made publicly available online under a Creative Commons license. The digital assets resulting from EMKP grants will also be managed in accordance with FAIR (<https://www.go-fair.org/fair-principles/>) and CARE (<https://www.gida-global.org/care>) principles.

The EMKP repository uses a CC BY Non-Commercial Share-alike 4.0 license (<https://creativecommons.org/licenses/by-nc-sa/4.0/>) This means that people can freely

² We recognise that following documentation projects there may be a renewed interest in these practices, which result in a form of revitalisation and revival. However, this is not the express focus of these grants.

download, copy, edit, adapt and modify the assets, but that any resulting copies, adaptations or derivatives that contain the asset (or parts of it) have to be distributed under the same licence. The assets can also **not be used** for commercial purposes (i.e. make royalties) by you or anybody else.

In certain circumstances, grantees and/or source communities may feel it is not appropriate for certain resources to be made publicly accessible for ethical or cultural reasons, either permanently or on a limited-term basis. In these instances, following discussion with the EMKP Digital Curator, it will be possible to place access controls on the material. However, these are exceptional circumstances, and we would expect the large majority of digital content to be freely accessible.

It is a requirement of the grants that copies of digital assets be deposited in the country of research as well as with EMKP. Ideally, copies must also be held within the source community. Applicants must demonstrate their plans to accomplish this. Funds can be earmarked within the budget to fulfil this obligation. Please note, that following the terms of the CC BY NC SA 4.0 assets lodged elsewhere must also comply with the terms of the license.

Training

EMKP will offer training opportunities to successful applicants to help them prepare for their fieldwork, and particularly planning for digital content development and preservation. Under normal circumstances, training takes c1 week (\pm for travel) in London and is offered in early September of the year of award (i.e. September 2023). Applicants should consider this in their planning and timetable. Costs associated with attending the training course are provided separately by EMKP so there is no need to include these in your budget. Attendance at the EMKP training course is a condition of acceptance for successful applications and can only be excused in exceptional circumstances. If your application is successful and you think you are unable to attend the course you should contact EMKP in the first instance. One member of each team is expected to attend this training, but it does not have to be the PA.

Museum collections

Applications that seek to link documentation work with existing museum collections/objects are welcomed, although this is not an essential criterion. These proposals should indicate which collection(s) will be consulted, the planned work with the relevant museum/custodian and any collections-based outcomes expected (e.g. augmenting catalogue records).

Ethics

Successful applicants are required to always adhere to the ethical guidelines of their Host Institution and act in an ethical and responsible manner. If your institution does not currently have a policy, you may want to follow the Association of Social Anthropology's 'Ethical

Guidelines for Good Practice' document available at :
https://www.theasa.org/downloads/ethics/Ethical_guidelines.pdf.

Budget

Eligible costs include travel (local and international; visa costs), local subsistence and accommodation, research assistant allowances, equipment for documentation (including software), insurance, translation & transcription costs, costs associated with deposition in local repository, and costs associated with community collaborations. Costs associated with the administration of grants by your HI can also be accommodated but must be specifically defined and justified.

We do not fund institutional overhead costs, salaries/salary replacement costs for PA's and only in exceptional circumstances for Co-A, costs associated with publications (unless these are modest costs associated with community collaboration and dissemination).

Funding will be released in instalments with 60% of the annual budget released immediately, 30% on completion of the 6-month report, and the final 10% on completion of the final reporting. Please budget accordingly.

Criteria for Assessment

Applications will be assessed on the following criteria

- Degree of endangerment of the material knowledge in question, and evidence to support this argument
- Viability of the field work proposed with regards to appropriate methodology, budget, and team composition.
- Attention to digital content and management, and evidence of a robust plan for this aspect of the work
- Evidence of existing networks in the area/with the source communities and familiarity with the research environment
- Defined plan to ensure appropriate collaboration/dissemination with/to source community
- Significance of the work to the broader research community and quality of the proposal

Grant application process and timeline

The deadline for grant applications is midnight GMT on the 30th January 2023. All applications must be submitted online before that time to be considered.

All applications will be subject to peer/external review, and you will be asked to provide the names and contact details of potential reviewers (3 for Large Grant, 2 for Small Grant) who

are specialists in your field.³ Please note, these are not personal referees, and you should avoid nominating colleagues or close collaborators that may not be in a position to offer an unbiased view. EMKP reserves the right to approach other reviewers if they are not satisfied with those you nominate and their relevant expertise/impartiality. Applications and external reports are then reviewed by the EMKP expert advisory panel, where final selection takes place. The outcome of applications should be expected in May/June 2023. Not all applicants will be notified at the same time, with successful applicants notified first.

Successful applicants are expected to commence their projects within 6 months of the training being completed (by March 2024) and complete them within 12/24 months depending on whether you are awarded a small/large grant. EMKP allows up to 6 further months grace period following the completion of the grant for digital upload to be completed. Applicants must complete a series of biannual/annual reports according to the reporting templates provided by EMKP.

Contracts

Successful projects must be commenced after all documentation has been finalised between the applicant, EMKP and the host institution (Terms and Conditions; budget; digital management plan; ethical review). It is the responsibility of the grantee to ensure that the grant agreement between EMKP and the host institution is signed within 6 months after the award (i.e. November 2023). Please note, the finalisation of these documents can take some time, so make sure you start processing them as soon as possible.

Completing the application form

All applications must be done online via EMKP application portal (<https://emkp.flexigrant.com/>).⁴

You will need to register in order to submit an application. Registration must be done by the Principal Applicant. Once registered and after logging in, you will be able to select whether you are submitting an application for a small grant or large grant.

The application form has 7 different pages: 1. Personal Information, 2. Project Information, 3. Project Details, 4. Methods and Plan of Work, 5. Budget, 6. Nominated Reviewers and 7. Applicant Declaration. Please start completing your application by the first page on '**Personal Information**' then answer the rest of the sections in any order you like. At any stage you can save your work and return to it later. Questions marked with an asterisk are mandatory. Once you have completed all the sections the **Submit Application** button will appear.

³ Two nominated reviewers are required for small grants, three for large grants

⁴ Please contact EMKP if there are extenuating circumstances why you cannot complete the application form online.

When you click the **Submit Application** button you will be asked again to confirm that you want to submit your application. Once submitted, you can log in at any time to view your application, but you won't be able to add to or change it.

To print a copy of your application, click on the '**Print Form**' or '**Download as pdf**' buttons available within each of the application pages. If you have any queries, please email the EMKP team at emkp@britishmuseum.org

Small & Large Grant Forms

Page 1. Personal Information

- *Project Title*
Please provide a title for your project.
- *Total budget*
Provide the total value sought in UK sterling.
- *Personal Information for Principal Applicant and Co-Applicant(s)*
Principal Applicant name and contact details will be recorded when you sign in the system, but you must still provide details for your Co-Applicant(s).
- *Supervisory Letter*
If you are enrolled as a student at the time of application, please provide a letter from your supervisor to indicate their support.
- *Employment History*
Please provide details of your employment history over the last 5 years following the indicated format.
- *University qualifications*
Please provide details of your university qualifications following the indicated format.
- *Other relevant experience*
Please provide any other experience that you think will be relevant to your qualification to carry out the proposed project. This can include fieldwork and research experience.
- *Details of Co-Applicants*
Please provide the names of up to 3 Co-Applicants with whom you will work on this project. You will also be asked to provide a summary of relevant skills and experience following the same format as with the PA and information about the role that they will play in the project.

- *Details of Host Institution*

Please provide information about your host institution, your contact person, with their position and details, your status there and upload a signed letter from the responsible person at your host institution (e.g. research officer, Head of Department) indicating their support for this application and willingness to oversee the work included financial reporting. The letter should also state the process the institution will follow to determine if ethical approval can be given for the project to commence. Letters can be uploaded in MS word or PDF format.

Page 2 Project Information

On this page you will be asked to provide key information about your project and any previous applications.

- *Previous applications*

Please indicate if any applicants have previously applied for a grant from EMKP. If successful please indicate if the project has now been completed and if not, why not.

- *Resubmission*

Please indicate if your application is a resubmission, and if so, what steps have been taken to answer panel and reviewer comments on the initial application.

- *Previous support*

Please indicate if you have been previously funded by other Arcadia-supported grant programmes. Please note, EMKP will not offer funds for projects led by investigators who have a concurrent unfinished grant from other Arcadia programmes.

- *Project Information*

Please provide summary information about your proposed project, including region/location of research and start/end dates.

Page 3 Project Details

This is the largest part of the application form, and requires you to provide background details, project goals and motivation for the work.

- *Project Title (repeated)*

Please provide a title for your project.

- *Project summary*

Please provide a short summary of your project.

This should be written in simple language that can be understood by the public and can be used on the programme website to describe your project in the event of a successful application.

- *Keywords*
Provide between 3 and 5 keywords that describe your proposed project.
- *Material knowledge system(s) and previous work.*
Please provide details on the particular system(s) of material knowledge you will be documenting, and which aspects you will be focusing on. Indicate what materials/processes/techniques/uses/modifications you will document and how they connect to larger knowledge networks. Please also indicate and review any prior research that has been carried out in the field.
- *Endangerment*
Please provide details of the specific threat(s) that endanger these material practices and knowledge systems.
- *Project Goals and significance to scholarship*
Please provide details of the specific goals of the proposed work. Please explain the significance of this work to scholarship, what its contribution will be to larger debates, and how it will help the development of ideas. (Please do not repeat its endangerment status as proof of significance).
- *Museum and collections work*
Please indicate which museum collections you will work with, what contact you have had with the custodians, and the relevance of your proposed work to a renewed understanding of the collection(s). Please note, museum work is not compulsory.
- *Environmental Sustainability*
Please provide details on how you are incorporating measures to minimize the impact of your proposed project on the environment (e.g. reducing the number of flights when possible, reducing waste or using recyclables on field trips, preferencing local research assistants and collaborators, etc.).
- *Bibliography*
Please provide a list of cited works and/or relevant literature for your application. Please note, it is not a requirement to use references in your application or provide a bibliography.
- *Supporting Materials*
You can upload up to 5 files in support of your application. These can include photos, videos, maps etc.
- *Completed Documentation Projects*

Please provide information on any similar documentation projects you have completed. This can be used as a means to demonstrate successful delivery of similar projects in the past. It is not necessary to have completed such projects before, and a lack of previous project delivery will not be held against applicants.

Page 4 Methods and Plan of Work

In this section, please provide details of the methods and timeline of work. This includes a summary of your prior experience in this area/field and your/your Collaborator's linguistic competence in relevant languages.

- *Community/communities on the project*
Please provide information about which community/communities you will be working this on this project and what role have they had in the development of this proposal.
- *Formal permissions*
Please specify if formal permissions are required to carry out the proposed work and if so, whether those permissions have already been granted or when you expect to receive them.

Fieldwork and Documentation plan

- *Field Methods*
Please outline and motivate your planned fieldwork and methods. This should include a description of methodologies (e.g. interviews, participant observation, group discussion, mapping). Please also provide details too about the scale of data collection (e.g. how many informants you will work with and for how long). Clearly indicate the roles of the different team members and how responsibilities are allocated.
- *Documentation methods and data management plan*
Please outline and motivate the documentation methods that you intend to use, indicating the data formats to be collected (e.g. audio-visual, 3D, photography), the team responsibilities for the different work packages and your plans for managing records collected while in the field (e.g. daily recording of metadata, data backups and post-fieldwork data editing including translation and transcription). Please provide information on where you will lodge your data locally (within the country, community, etc.) and what provisions have been made.
- *Knowledge Restrictions*
Describe any social obstacles that may affect your ability to document the practice(s). This might include restrictions on knowledge based on age, gender, membership of specific social/political/technological sets, and access to secret or culturally protected information. Please provide explanations of how you might mitigate these restraints

(e.g. ensuring gender balance in team), or how you would go about collecting this information in a sensitive and culturally appropriate manner.

- *Language competence and plans*
Please provide a summary of the team's competence in the relevant local/research language. Indicate how you will manage any issues associated with language and translation.
- *Digital Asset Plan*
Complete the Digital Asset plan table estimating the types of formats and the total volume of digital assets you expect to generate for the EMKP repository. Specify the amount of material you will submit in the specific media format under 'Duration in h/number'. Provide the approximate size in gigabytes under 'Approximate size in GB' and under 'Content specify what will be recorded. See the Digital guidelines for further guidance on the digital asset plan and the formats required.
- *Workplan*
Please provide a workplan for the duration of the project (2 years for large grants/ 1 year for small grants) indicating timelines for different activities and who is involved. The workplan should combine all the information provided in the 'Method and Plan' section. See an example workplan below.

EMKP Large Grant workplan template			
Large Grant Year 1			
Date	Location	Activity	Team members
01-10-2023 – 15-10-2023	Exeter	Pre-fieldwork - Finish Contract Agreement and signatures	John Smith
15-10-2023 – 30-11-2023	Exeter	Pre-fieldwork - process Ethical Review approval by Host Institution	John Smith
01-12-2023 – 18-12-2023	Cherangani Hills, Kenya	Fieldwork - 5 Key informant interviews – Interview recordings and metadata.	Jane Doe
019-12-2023 – 25-12-2023	Cherangani Hills, Kenya	Fieldwork - Mapping resources – raw spatial data	Jane Doe
09-1-2024 – 30-1-2024	Cherangani Hills, Kenya	Fieldwork - Documenting wood working – 20 hours of raw footage.	John Smith and Jane Doe
Large Grant Year 2			
Date	Location	Activity	Team Members
January 2024	Exeter	Post Fieldwork – Video editing	John Smith and Jane Doe
February 2024	Exeter	Post Fieldwork – Annotation, Transcription and Translation	John Smith and Jane Doe
March 2024	Exeter	Post Fieldwork – Metadata recording	John Smith and Jane Doe

Page 5 Budget

- Budget**

Please complete the budget table listing all your costs on an annual basis in Pounds Sterling. The table is populated with example items under each budget heading. You can remove unused rows using the remove item button or add additional items using the Add a new Item button.

Budget heading		Year 1	Year 2	Total
1. Travel				
 Item 1	Cost	<input type="text" value="£0.00"/>	<input type="text" value="£0.00"/>	£0.00
1. Travel Total	Cost	£0.00	£0.00	£0.00
2. Equipment				
 Item 1	Cost	<input type="text" value="£0.00"/>	<input type="text" value="£0.00"/>	£0.00
 Item 2	Cost	<input type="text" value="£0.00"/>	<input type="text" value="£0.00"/>	£0.00
2. Equipment Total	Cost	£0.00	£0.00	£0.00
3. Subsistence				
 Item 1	Cost	<input type="text" value="£0.00"/>	<input type="text" value="£0.00"/>	£0.00
3. Subsistence Total	Cost	£0.00	£0.00	£0.00
4. Allowances				
 Item 1	Cost	<input type="text" value="£0.00"/>	<input type="text" value="£0.00"/>	£0.00
4. Allowances Total	Cost	£0.00	£0.00	£0.00
5. Other				
 Item 1	Cost	<input type="text" value="£0.00"/>	<input type="text" value="£0.00"/>	£0.00
5. Other Total	Cost	£0.00	£0.00	£0.00
Grand Total	Cost	£0.00	£0.00	£0.00

- Funding Justification**

Please provide the relevant explanation and justification for each of the budget items in the following section of the form following the given format (budget heading, item, amount, reason).

- Additional Funding**

Please indicate if you have applied/are planning to apply for any other funding sources relating to this project. If so, please specify the requested funds and when you expect to hear the outcomes.

Page 6 Nominated Reviewers

- External Reviewers**

Please provide contact information for two/three nominated external reviewers. They will be contacted independently and asked to comment on your proposal. Please provide motivation for why they have been nominated (expert in the region, expert in

specific material practice) and what, if any, relationship they have to you. Small grant applicants need to provide 2 referees and large grant applicants 3 referees.

Page 7 Applicant Declaration

On this page you will be required to confirm your commitment to the project and that the details provided in your application are a fair and accurate representation of the proposed project.

- *Submission*

You can save the application as you work by pressing the 'save progress' button at the bottom of the form. When you are ready to submit, you must press the 'Apply' button.

If you are experiencing difficulties with the online system, please consult the Frequently Asked Questions section (<https://www.emkp.org/faqs/>) on the EMKP website in the first instance.