

EMKP Application Guidelines for the Legacy Digitisation Grant

The Endangered Material Knowledge Programme

The Endangered Material Knowledge Programme offers grants for the digitisation and documentation of collections related to already concluded work on endangered material knowledge systems. The programme provides grants to digitise and document collections of archives which are at risk of physical deterioration or destruction especially in areas of the world where funding opportunities are limited.

The programme was launched in 2018 and is funded by Arcadia, a charitable foundation that works to protect nature, preserve cultural heritage and promote open access to knowledge, and is hosted by the Department of Africa, Oceania and the Americas at the British Museum.

This document provides guidance for potential applicants for the EMKP legacy digitisation grant. It should be read and shared with relevant stakeholders before the beginning of the application process.

EMKP will not fund the digitisation of collections not related to endangered material knowledge systems. Other Arcadia-funded programmes exist for these purposes, please consider The Endangered Archives Programme (EAP) (<https://eap.bl.uk/>) and the Modern Endangered Archives Programme (MEAP) (<https://www.library.ucla.edu/partnerships/modern-endangered-archives-program>)

The Legacy Digitisation Grant

The Legacy Digitisation Grant is one of three grants' schemes offered by the Endangered Material Knowledge Programme. They are awarded for up to 1 year and with a maximum value of £20,000. Applications for a Legacy Digitisation Grant can be submitted simultaneously with an application to an EMKP Documentation Grant provided they relate to the same topic¹.

The Legacy Digitisation Grant funds the digitisation of 'legacy' material pertaining to endangered material knowledge. This refers to collections and research records related to already concluded work on material knowledge (e.g., fieldnotes, photographs and negatives, videos/reels, audio recordings and objects) where the material knowledge under study was at the time endangered or is now endangered.

¹ In all other circumstances, only one EMKP grant can be held at one time. However, with the introduction of Legacy Digitisation Grants we recognise that applicants may want to link contemporary documentation of material knowledge alongside the digitisation of existing historic material.

The funding also considers the condition of the records at the time of application, and their endangered condition (e.g., poor storage threatening their condition, uncertain storage future and likely disposal/destruction, lack of digitisation to enable preservation and long-term access). The output of the Legacy Digitisation Grant will be a highly valuable creation of publicly accessible historic collections of endangered material knowledge – some of which could be already extinct, and thus will be significant for communities of origin and researchers.

We recognise that the nature of this grant raises complex issues pertaining to consent, permissions, and access. As these records are historic, participant consent may not have been collected at the time of original research or may not cover issues such as open access publication. EMKP therefore asks all applicants to carefully consider these issues and seek as much support and guidance from the individuals/descendants/communities who were the subject of the original research.

Eligibility

Applicant(s)

The EMKP Legacy Digitisation Grants welcome applications from:

- Individuals affiliated with a Host Institution that can provide ethical and budgetary oversight of the project. The Host Institution will be directly responsible for receiving and managing the funds and submitting the budget accounts to the EMKP team according to the reporting schedule. The original creator of the documentation can apply on behalf of their own work.
- Host Institutions or community organisations lacking the necessary infrastructure or facilities to digitise their collections. In this case, it will be the responsibility of the community or institution to designate a person as the Principal Applicant for overall project management and co-ordination, including reporting to EMKP.
- In exceptional circumstances, Principal Applicants not affiliated with an institution as described above may apply independently. In such cases, the potential applicant should get in touch with the EMKP team in advance and before submitting the application.

There is no restriction on the nationality of the Principal Applicant, although they should show relevant experience. If an applicant is currently enrolled in a PhD, they must provide a letter of support from their supervisor 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 PhD research/programme.

We strongly encourage applications from members of communities whose material knowledge systems have been documented, or projects which show an emphasis on co-production and ownership of knowledge.

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 Institution's 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.

Scope

The material to be digitised must focus on topics that have a strong material dimension, and crucially, must be clearly endangered, either now, or at the time of original documentation.

We recognise that many types of cultural knowledge may be recorded in legacy documentation; however endangered material knowledge must make up the majority of the collection. Legacy Digitisation Grants can also include the digitisation and documentation of objects and artefacts but please note that it is not EMKP procedure to acquire objects or to receive donations of the collection to the British Museum.

We do not fund the following:

- Documentation of personal archives. We do not support projects that are primarily focused on digitisation of personal or archival records and research notes/resources. Please ensure you have clearly shown how your proposed project differs from this, i.e., the material knowledge dimension and endangerment must be explicit.
- Projects focused on ethno-medicine or medicinal knowledge.
- Time-sensitive collections per se. The content of the documentation will be the driving factor rather than the age of the material. In this way, Legacy Digitisation Grant eligibility criteria will not be constrained to specific time-periods or ages.

Repository and Digital Assets

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 properly document and record the digital surrogates according to the EMKP standards before submission, to ensure compatibility and searchability. Grantees are responsible for the metadata documentation of the digital surrogates 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.arcadiafund.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 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 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 knowledge holders 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 community of origin. 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 online training opportunities to successful applicants to help them prepare for their project, and particularly planning for digital content development and preservation.

Community Engagement

If desired, as part of the project, you can include a proposal for community engagement activities. These activities are meant to invite community participation and awareness about the project and the materials generated. Some examples might include community meetings and workshops, including planning meetings, workshops to get feedback on work already carried out, and results dissemination meetings. Other activities might include displays/exhibitions for the community and community directed outputs such as books/booklets. Please note, this funding cannot be used for general dissemination, e.g., conference presentations.

Ethics

Given the nature of the Legacy Digitisation Grant, ethical considerations are paramount and will be critically assessed at the panel stage. Applications must clearly show how consent will be gained from the custodians of the collections and the communities represented and alternatively, how retrospective consent will be gained and how individuals and communities relating to the legacy material will be made aware of the grant and the nature of the EMKP digital repository. In circumstances where consent cannot be gained by key individuals such as subject of, or relatives of the subjects in the documentation to be digitised, every effort must be made to involve and inform the community of origin that their material knowledge from a certain period is now being digitised.

Applications must also consider the types of consent, if any, that were gained at the time of original documentation and how these relate to ethical practices and standards of today.

Adherence to internationally recognized standards and best practices facilitates interoperability and long-term access to digitized content. Successful applicants are required to adhere to the *UNESCO Fundamental Principles of Digitization for documentary heritage* https://icom-czech.mini.icom.museum/wp-content/uploads/sites/34/2020/05/Digitization_guidelines_for_web_EN-1.pdf. If the applicant has a host institution, or is applying as a host institution, they will also be required to always adhere to ethical guidelines of such institution.

If you are unsure of your institution's ethics policy, or your institution does not currently have a policy, you may want to consult the Association of Social Anthropology's 'Ethical Guidelines for Good Practice' document: https://www.theasa.org/downloads/ethics/Ethical_guidelines.pdf and the code of ethics of the Archives & Records Association of the UK and Ireland: https://static1.squarespace.com/static/60773266d31a1f2f300e02ef/t/6082c97ac1fa88333ca028b1/1619183995112/Code_of_Ethics_February_2020_final.pdf

Budget

Eligible costs for the Legacy digitisation grant include:

- The cost of cataloguing and digitising material, including purchasing equipment, and re-locating and installing the material in an archive, but not archival overheads or running costs. This can also include the cost of basic preservation measures for the original material, e.g. acid-free storage boxes, brushes, etc, where necessary.
- Travel and subsistence. In view of the climate emergency applicants must attempt to minimise the environmental impact of their projects. This includes favouring local input over international travel.
- Ineligible costs include institutional overheads, capital building and refurbishment projects, building work of any kind, routine infrastructure and staffing costs, physical conservation of original materials, extensive cataloguing, or archive management.
- Community engagement costs can be up to £1000.
- Fees and salaries. EMKP does not cover salaries or salary replacement costs. In exceptional circumstances, we may consider salaries commensurate with local rates e.g., in those cases in which PA is not in a salaried position. Please contact EMKP if you want to discuss this with us.

Funding will be released in instalments upon successful completion of the reporting cycles. 60% of the total budget will be released after the signature of the contract, 30% upon completion of the 6 month-report, and the final 10% upon successful completion of the final report. 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. This can be both the material knowledge within the legacy documentation as well as the documentation itself.
- Whether material knowledge systems make up most of the collection to be digitised.

- The extent to which the applicant has investigated the significant ethical considerations that need to be in place to carry out a Legacy Grant prior to application as well as the how consent and ethics will unfold during the grant.
- Viability of the work proposed with regards to appropriate access, methodology, budget, and team composition.
- Attention to digital content and curation, and evidence of planning for this aspect of the work.
- Evidence of existing networks in the area/with the knowledge holders and communities and familiarity with the research environment.
- Defined plan to ensure appropriate collaboration and dissemination with origin community.
- Significance of the work to the broader research community and quality of the proposal.

DIGITISATION OF MATERIALS

UNESCO defines digitization as: “the creation of digital objects from physical, analogue originals by means of a scanner, camera, or other electronic device. It is undertaken as part of a process that includes selection, assessment, including of needs, prioritization, preparation of originals for digitization, metadata collection and creation, digitization and creation of data collections, submission of digital resources to delivery systems and repositories. This process is accompanied along the way by management, including intellectual property rights management and quality control, and evaluation at the end. These steps are essential to ensure that the digital object remains accessible in the long term”.²

The digitisation of cultural heritage materials creates both opportunities and challenges for access and preservation of collections for future generations. In some cases, digital formats can be as fragile as analogue formats and the generation of the digital surrogate when not done properly can put the original file at risk. Because of this, it is important to think ahead and develop protocols to follow prior, during and after the digitisation process.

Best digitisation practice involves the identification of the challenges prior to the digitisation process so they can be properly addressed. It is important to recognise that the act of digitisation is never a neutral action but rather a decision-making process that should consider the following aspects:

1. The collective view of the right holders and stakeholders including needs and expectations. Please make sure you have the rights holder’s approval before starting your application.
2. The level of endangerment and urgency for the collection to be digitised. You will be required to justify the endangerment of the knowledge system and the urgency to do it at the time of application.

² United Nations Educational, Scientific and Cultural Organization (UNESCO), “Fundamental Principles of Digitization of Documentary Heritage,” UNESCO.org, accessed February 11, 2017, http://www.unesco.org/new/fileadmin/MULTIMEDIA/HQ/CI/CI/pdf/mow/digitization_guidelines_for_web.pdf.

3. The physical condition of the materials to ensure that no harm will be done in the digitisation process.
4. The typology and nature of the collection. We recognise that collections may include assets not necessarily related to material knowledge. You will be required to explain the extent of the collection and the amount of material related to material knowledge systems. In cases where a large part of the collection does not relate to material knowledge, EMKP will assess its relevance and the need for its digitisation.
5. The amount of material already digitised if applicable and if located in a different archive.
6. The already existing/ necessary infrastructure and equipment to carry out the digitisation process.

CHOOSING EQUIPMENT

Before considering the acquisition of any equipment, it is important to get a sense of the dimensions, state, and nature of the material that you wish to digitise. The application should review the collection beforehand to assess its needs and the different types of equipment required. Overall, you should consider the size, type, status, and location of the collection and the place where the digitisation will be carried out prior to budgeting for any equipment. However, we highly encourage you to consider the following:

- the type of original material you are digitising (e.g. size, use of colour etc.)
- the quantity of material to be scanned (files, pages per file, how much in each batch etc.)
- the bit depth and resolution required.
- the time it takes to scan under normal conditions.
- how many pages can be loaded into the scanner at one time.
- whether both sides of a document can be scanned in one scan/pass
- noise generated.
- the file formats it can output to (avoid equipment that output directly to proprietary formats)
- compliance with accepted standards
- how it connects to a PC

Equipment costs can be included in the budget. Bear in mind however that your equipment may differ from the ones listed here and that you will need to select equipment that fits your project goals. The costs may seem high but remember that you may not need to buy all the equipment new— for example you could use your own laptop, or in many cases you may be able to borrow equipment from your host institution if applicable.

Please consult the Digitisation and Cataloguing Guidelines of the Endangered Archives Programme for further information about the suggested equipment and digitisation techniques (<https://eap.bl.uk/digitisation-and-cataloguing#digi%20guidelines>)

The EAP guidelines for photographing and scanning digital material (<https://eap.bl.uk/sites/default/files/Guidelines%20for%20photographing%20and%20scanning%20archival%20material%20%202017.pdf>) recommend the following equipment:

Grant application process and timeline

The deadline for grant applications is **midnight GMT on the 7th of January 2024**. All applications must be submitted online before that time to be considered.

Selected applications will be subject to peer/external review, and you will be asked to provide the names and contact details of two potential reviewers 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 June 2024. 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 2025) and complete them within 12 months. 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 6-month report according to the reporting templates provided by EMKP before the final submission.

Contracts

Grant Agreements are not subject to modification. Successful projects can begin after grant agreements have been signed by the applicant, EMKP and the host institution if relevant. It is the responsibility of the grantee to ensure that the grant agreement is signed within 6 months after the award (i.e., November 2024). 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

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.

you are applying for a small grant or large grant. Please see the registration guidelines for further information (https://www.emkp.org/wp-content/uploads/2023/10/EMKP-Guidelines_Application-portal-Registration-2023-2024.v.1.pdf?x42618)

The application form has 8 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.

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

Legacy Digitisation Grant Form

Page 1. Personal Information

- *Project Title*
Provide a title for your project.
- *Personal Information for Principal Applicant and Co-Applicant(s)*
Principal Applicant name and contact details will be recorded when you sign in the system.
- *Role in Project*
Please briefly explain your role in the project
- *Employment History*
Please provide details of your employment history over the last 5 years 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.
- *University qualifications*
Please provide details of your university qualifications following the indicated format.

- *Student Status and 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.
- *Publications*
Please provide a list of up to 5 publications and/or outputs that you have produced relevant to this application.
- *Details of Co-Applicants*
Please provide the names of up to 2 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 required to complete information to summarise your project.

- *Previous applications*
Please indicate if any applicants have previously applied for a grant from EMKP or have a pending application for a Documentation Grant. Please indicate the details of the application and the status.
- *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. If this is the case, we may consult our colleagues to confirm satisfactory completion of this work or adequate progress.
- **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*
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.
- *Location of the collection to be digitised and condition.*
Please provide details of where the collection is physically stored, and any information on where it was previously stored. What physical condition is the collection in, and what, if any, threats are there to its preservation?
- *Collection description*
Please describe the collection to be digitised. Please include details of how the collection was created (where, by whom, when) and the content and focus of the records (subject of the original research, size of the collection, types of records/artefacts included). Explain how this collection relates to material knowledge, and how much of the collection directly focuses on this aspect.
- *Endangerment*
Please provide a case for the endangerment of the collection and why it needs to be digitised now. Eligible projects need to demonstrate that the material knowledge documented in the collection was endangered at the time of initial recording or is endangered now.
- *Collection Significance*
Please explain why this collection holds significance (e.g., for communities and original knowledge holders, for wider scholarship). Who will benefit from the digitisation of this collection?
- *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 physical or digital waste, using recyclables, preferencing local research assistants and collaborators, etc.).

- *Community Engagement*

If you intend to develop any community engagement activities, please indicate your plan, when they will take place, and how the project and the community will benefit from them.

- *Supporting Materials*

If you want, please share supporting records that may assist the panel in understanding the nature of this collection (e.g., pictures, videos, digitised records). Before uploading, please name your files with your surname, caption, and credit.

- *Bibliography / Completed digitisation projects.*

You may also want to include bibliographic references here as well as links to completed digitisation projects the team has been involved with that show your familiarity with this process.

Page 4 Permissions and Access

In this page you are required to provide information and records of any consent that you may have obtained to carry out this work.

- *Custodianship*

Please explain who the current custodian of the collection is, the relationship of the current custodian to the collection (e.g., Librarian responsible for archive collection, researcher who created the archive) and, if known, how they came to hold the collection.

- *Custodian consent*

Has the custodian and/or creator of the collection given consent for this digitisation work to be carried out and for the material to be made available online using a CC BY-NC-SA 4.0 license? If so, please provide records of this consent. If not, please explain what plans are in place to ensure consent.

- *Knowledge holders' consent*

Please explain what consent and permissions were given by the knowledge holders and subjects of the original research at the time the work was carried out. If they are available, they should be digitised with the rest of the collection. If no consent records are available and/or the nature of the original consent does not cover the current project (e.g. it does not address consent to make records available online using a CC

BY-NC-SA 4.0 license) please explain what steps, if any, might be available for you to gain retrospective consent from the community/communities and knowledge holders involved in the original documentation if required.

- *Retrospective Permissions*

If no consent records are available and/or the nature of the consent does not cover the current project, please explain what steps might be available for you to gain retrospective consent from the community/ies and knowledge holders involved in the original documentation.

- *Further permissions*

Please explain What other permissions you will need to obtain to digitise the collection (e.g. research permits from national governments, agreements from custodians of the collections, ethics review). Please explain how you propose to obtain each permission required.

- *Community involvement*

Please explain how the community/ies represented in the collection have been involved in this application, and your relationship with the community/ies.

- *Sensitive information*

Please explain whether this collection contains any sensitive information that may affect its ability or appropriateness to be made public online. Please identify the types of sensitive information and what portion of the collection is likely to be affected. Please explain how you propose to mitigate the risk(s) for each type of sensitive information involved, and if there are any factors or circumstances that would mitigate the risk in each case.

Sensitive information might include reference to personal data or representations of a person's likeness which are protected by the General Data Protection Regulation (GDPR). Other sensitive material might include adult nudity, underage nudity, culturally sensitive objects, records of sensitive or protected knowledge (e.g., restricted by age, gender, membership of community groups/specialists), harmful knowledge (e.g., sensitive topics/experiences) and visible human remains.

Page 5: 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.

- *Collection size and digital submission*













Please explain the size and composition of the collection and the portion of it to be digitised. Download the Digital Submission plan template and upload it to the application. Complete the table estimating the total volume/number of digital assets you expect to generate for the EMKP repository, Delete or add rows as necessary.

- *Digitisation Methods*
Please explain and motivate the different approaches. If the collection is in a poor physical condition, ***please explain what steps and measures you will take to reduce further damage.***
- *Workplan*
Please outline the timetable of work planned, team responsibilities and outcomes.
- *Digital Asset/ Data Management Plan*
Please provide an outline of how you will manage the digital assets. (e.g., backing up, data sorting and formatting).

Page 6: Budget

- *Budget*
Please provide details of budget and brief motivation/ description. Keep in mind when calculating costs that the budget should include any precautionary measures and equipment required by the local government and to ensure safe working. Please complete the budget table listing all your costs 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.

[Collapse](#)

Budget heading	Year 1	Total
1. Travel		
Staff member 1  	Cost	£0.00
1. Travel Total	Cost	£0.00
2. Equipment		
Item 1  	Cost	£0.00
Item 2  	Cost	£0.00
2. Equipment Total	Cost	£0.00
3. Subsistence		
Item 1  	Cost	£0.00
3. Subsistence Total	Cost	£0.00
4. Allowances		
Item 1  	Cost	£0.00
4. Allowances Total	Cost	£0.00
5. Other		
Item 1  	Cost	£0.00
5. Other Total	Cost	£0.00
Grand Total	Cost	£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 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.

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.