EMKP LEGACY DIGITISATION GRANT
2023-2024 APPLICATION FORM FOR REFERENCE ONLY

The Endangered Material Knowledge Programme offers grants for the digitisation and documentation of collections related to already concluded work on endangered material knowledge systems. EMKP was launched in 2018 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.

The Legacy Digitisation Grant is one of three grants' schemes offered by the EMKP. 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 for an EMKP Documentation Grant provided they relate to the same topic. For further guidance on this, please refer to the Legacy Digitisation Grants Guidelines available on the EMKP website (www.emkp.org).

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. The funding also considers the status 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, 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 creators of the materials as well as the individuals/descendants/communities who were the subject of the original research.

Applicants can submit applications irrespective of nationality and academic background; however, they must apply with a Host Institution that can provide independent financial and ethical oversight for their project. In exceptional cases, we can consider individual applicant submissions without a Host Institution, but **please contact us to discuss this prior to submitting.** There is no restriction on where the proposed work can be carried out, but priority will be given to projects in regions and countries where existing financial support for research is limited.

All applications must be submitted via the EMKP application portal https://emkp.flexigrant.com/. **This document is a copy of the 2023/2024 application form for reference only. Please bear in mind that future forms my change**. The aim of this document is to help you design your proposal, work on your application offline and facilitate communication with project stakeholders including host institutions and communities to clarify the conditions and terms of the grant. All applications must be completed in English. Any queries should be emailed at emkp@britishmuseum.org

The EMKP Legacy Digitisation Grant application form is made of 8 sections:

You should start with the 'Personal Information' page first, 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. Once you have completed all the sections, the 'Submit Application' button will appear. 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.

Section 1 of 8 - Personal Information

On this page you will be asked to provide details of personal information (name, title, contact details, employment and education history, selected publications).

As the lead applicant, you are responsible for submitting the form and completing any reporting required. Questions marked with an asterisk are mandatory and must be answered.

Project title

Provide a title for your project.

_____

PRINCIPAL APPLICANT DETAILS

Please insert below the details of the principal applicant.

_____

Principal Applicant

Your contact details have been added to the table below as you have entered these previously. Please check the contact details associated with this application are accurate.

	Contact name	Phone	Email		
👤	Fluent Support				

Title

Please provide the title that you would like to be addressed by.

☐ Mr

☐ Ms

☐ Dr

☐ Prof.

☐ Other [   ]

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.**

Please follow the following format: **dates, job title, institution, responsibilities.**

You can add additional lines as necessary.

[   ]

Other relevant experience

Please provide **any other experience you think relevant to your qualification** to carry out this project. This might include fieldwork and research experience you have completed that demonstrate your familiarity with the field.

Please follow the following format: **dates, role, responsibilities.**

You can add additional lines as necessary.

[   ]

University qualifications

Please provide details of your **university qualifications**.

Please follow the following format: dates, degree, institution, grade.

You can add additional lines as necessary.

[   ]

Are you enrolled as a student at the time of the application?

If yes, please provide a signed and headed letter from your supervisor indicating their support for this application and willingness to ensure you fulfil the terms of the grant.

⬜ Yes

⬜ No

Letter from supervisor

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Publications

Please provide a list of up to 5 publications and/or outputs you have produced relevant to this application.

You can add additional lines as necessary.

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DETAILS OF CO-APPLICANTS

Please provide details of **up to two Co-Applicants** on the project

Please be aware, all applicants involved in other EMKP projects must be up to date with their reporting.

_____

Are Co-Applicants involved?

⬜ Yes
⬜ No

If yes, please provide details of the co-applicants below.

Co-Applicant 1

Provide name of Co-Applicant 1

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Contact details of Co-Applicant 1

Please provide details of Co-Applicant 1

[ ]

Role in the project of Co-Applicant 1

Please briefly explain Co-Applicant 1's role in the project

[ ]

Employment History of Co-Applicant 1

Please provide details of Co-Applicant 1's **employment history over the last 5 years.**

Please follow this format: **dates, job title, institution, responsibilities.**

You can add additional lines as necessary.

[ ]

Other relevant experience of Co-Applicant 1

Please provide any other experience you think relevant to **Co-Applicant 1's qualification to carry out this project**. This might include fieldwork and research experience you have completed that demonstrate your familiarity with the field.

Please follow this format: **dates, role, responsibilities.**

You can add additional lines as necessary.

[ ]

Co-Applicant 2

Provide the name of Co-Applicant 2

[ ]

Contact details of Co-Applicant 2

Please provide details of Co-Applicant 2

[ ]

Role in the project of Co-Applicant 2
Please briefly explain Co-Applicant 2's role in the project.

[ ]

Employment History of Co-Applicant 2

Please provide details of **Co-Applicant 2's employment history over the last 5 years.**

Please follow this format: **dates, job title, institution, responsibilities.**

You can add additional lines as necessary.

[ ]

Other relevant experience of Co-Applicant 2

Please provide any other **experience you think relevant to the Co-Applicant's qualification to carry out this project.** This might include fieldwork and research experience you have completed that demonstrate your familiarity with the field.
Please follow this format: **dates, role, responsibilities.**
You can add additional lines as necessary.

[ ]

DETAILS OF HOST INSTITUTION

Please provide details of the host institution, which will have to **conduct financial and ethical oversight of the project.**

Please note, **none of the applicants can be part of the Host Institution's management or operational leadership.**

_____

Host Institution

Please provide **the name of the institution** that will be hosting the project.

[ ]

Host Institution website

Please provide **the website of the Host Institution**

[ ]

Host Institution physical address

Please provide the **full mailing address** of the Host Institution

[ ]

Host institution country

Select the country where the Host Institution is located.

[   ]

Region of Host Institution

Select the region of your Host Institution

- ☐ Africa
- ☐ Asia
- ☐ Europe
- ☐ North America
- ☐ Central and South America
- ☐ Pacific
- ☐ Other

Other country and region of Host Institution

If other, please provide the other country and region of Host Institution

[   ]

Host Institution affiliation

Are any of the co-applicants affiliated with the Host Institution?

- ☐ Yes
- ☐ No

Position and Roles

If so, please outline their names, positions, and roles. Separate each individual with a line break.

[   ]

Host Institution contact (surname, first name(s)) for oversight purposes

Please provide the name of the person at your host institution who will be responsible for oversight of the grant.

[   ]

Position at Host Institution

Please provide **their position** at the institution (administrator, grants manager, head of department etc.)

[   ]

Host Institution contact email

Please provide **an email for the contact person** in the host institution

Letter of agreement from Host Institution

Please upload a **signed and headed letter of support from your institution confirming their support** for this proposal. Your institution should agree to **oversee all aspects of financial reporting and ethics** and indicate what ethical review process will be followed. This can include submission of a separate document outlining the institutional ethics policy.

If your institution does not currently have a policy, you may want to consult the Association of Social Anthropology's 'Ethical Guidelines for Good Practice'.

Choose your file(s)		or drag and drop files here to upload
File name	**Date uploaded**	**Action**

Section 2 of 8 – Project Information

On this page you will be required to provide key information about your project.

Previous applications

Have any applicants previously applied for a grant from EMKP?

☐ Yes
☐ No

Previous application details

If so, please list the year of application, principal applicant's name, and project title.

Previous application outcome and status

Was your application successful? If so, has this project now been completed? What is the current status of the application?

Mitigating Circumstances

Please note we cannot accept applications when you have an existing that has not been completed.

Please indicate any mitigating circumstances that you think might influence this situation.

> (blank box)

Resubmission

Is the current application a resubmission to EMKP?

Please note, you may not re-submit an application after two consecutive unsuccessful applications. Please see guidelines for more information.

- ☐ Yes
- ☐ No

Resubmission details

If so, please indicate how you have addressed the comments made by the panel and the reviewers.

> (blank box)

Previous support

Have you been successfully funded by any other Arcadia supported grant programme?

- ☐ Yes
- ☐ No

Previous support details

If so, please supply details of programme, date, title and when completed.

Please note, EMKP will not offer funds for projects which are led by investigators who have a

concurrent, unfinished grant from another Arcadia programme.

> (blank box)

Country where work will be carried out.

Please select the primary country where the documentation will take place.

> (blank box)

Other country where work will be carried out.

If you are working in more than 1 country, please provide details.

Region where work will be carried out.

Select the region(s) where work will be carried out.

 ☐ Africa

 ☐ Asia

 ☐ Europe

 ☐ North America

 ☐ Central and South America

 ☐ Pacific

 ☐ Other

Other region where work will be carried out.

As you selected **'Other'**, please provide details.

Exact location

Provide details of the exact location(s) where work will be carried out.

Project Start date.

Provide the planned start date for your proposed work.

Project End date

Provide the planned end date for your proposed work.

End Date can be up to 12 months from the Start Date.

Section 3 of 8 – Project Details

This page is the largest part of the application form, and you will be required to provide background details, project goals and motivation for the work. Please see the guidelines for more information on how to answer these questions.

Project Title

Please provide again your project's title.

Project summary

Please provide a **project summary** in no more than 250 words. Please use plain language that can be understood by the public.

Keywords

Please provide **3-5 keywords** that describe your proposed project. Keywords have to be a single word, or two words joined by a hyphen, (e.g., Amazonia, ritual-construction, Guaraná).

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 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 credits so they can be easily identified.

Bibliography / Completed digitisation projects.

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

Custodianship

Who is the current custodian of the collection? Please explain 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 and creator consent

Has the custodian and/ or the 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? (Please see guidelines)

☐ Yes

☐ No

If yes, please provide a record of this consent.

Choose your file(s)	or drag and drop files here to upload
File name	**Date uploaded**	**Action**

If not, please explain the reason, and what plans are in place to ensure consent.

Knowledge holders' consent

Are permissions/ consent from the knowledge holders included in the collection?

☐ Yes

☐ No

Knowledge Holders Permissions

If yes, 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? Please provide details of the records of consent that are available from the original research. If they are available, they should be digitised with the rest of the collection.

Retrospective consent

If no consent records are available and/or the nature of the original consent does not cover the current project, 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?

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Further permissions

What other permissions will you 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.

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Community involvement

How has the community/communities represented in the collection been involved in this application? What is your relationship with the community?

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Sensitive Information

Does this collection contain 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. How do you propose mitigating the risk(s) for each type of sensitive information involved, and are there 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.

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Collection size and digital submission

What is the size and composition of the collection to be digitised and what portion of it will you be digitising?

Please download the Digital Submission plan template, save the file with your name 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.

Add rows as necessary.

Choose your file(s)	or drag and drop files here to upload
File name	**Date uploaded**	**Action**

Edit Insert Before Insert After Copy Delete

Digitisation methods

Please explain and motivate the different approaches. If the collection is in a poor physical condition, please outline what steps and measures you will take to reduce further damage.

Workplan

Please outline the timetable of your project.

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).

On this page you will be required to enter details of the budget for your proposed project.

The grants cover all relevant fieldwork and documentation costs including equipment, travel, subsistence and allowances for research assistants and community members involved in the project. We do not fund replacement teaching/salary costs for the principal applicants or Co-applicants*, or institutional overhead costs.

*In exceptional circumstances we may consider a modest salary for the co-applicant(s). Please see the guidelines for more details and contact EMKP to discuss this.

Budget

Please provide a **detailed budget and brief motivation/description**. Keep in mind when calculating costs that the budget should include any precautionary measures and equipment as required by the local government and to ensure safe working.

The table has been pre-populated with items under each budget heading. You can remove unused rows using the Remove Item button. You can add additional items using the Add a New Item button. Please see guidelines for eligible costs.

Budget heading		Year1	Total
1. Travel			
Item 1	Cost	£0.00	£0.00
1. Travel Total	**Cost**	**£0.00**	**£0.00**
2. Equipment			
Item 1	Cost	£0.00	£0.00
Item 2	Cost	£0.00	£0.00
2. Equipment Total	**Cost**	**£0.00**	**£0.00**
3. Subsistence			
Item 1	Cost	£0.00	£0.00
3. Subsistence Total	**Cost**	**£0.00**	**£0.00**
4. Allowances			

Item 1	Cost	£0.00	£0.00
4. Allowances Total	**Cost**	**£0.00**	**£0.00**
5. Other			
Item 1	Cost	£0.00	£0.00
5. Other Total	**Cost**	**£0.00**	**£0.00**
Grand Total	**Cost**	**£0.00**	**£0.00**

Funding justification

Please provide an explanation and justification for the budget items listed above in the following format: Equipment costs - Item 1 - Amount – Reason

Additional funding

Are you applying/have you applied for funds from any other sources?

☐ Yes
☐ No

If so, provide information including source of funds, date when you will know the outcome of the application and what costs are covered.

On this page you will be asked to complete information around any reviewers. You are required to nominate expert reviewers who can assess your proposal.

You do not need to approach the reviewers beforehand and it is at discretion of EMKP whether we choose these reviewers or select alternatives.

Please note, we are not looking for personal recommendations.

Reviewer 1 Name

Reviewer 1 email address

Reviewer 1 motivation

Provide motivation for your choice of reviewer (e.g., expert in your area of research)

Reviewer 2 Name

Reviewer 2 email address

Reviewer 2 motivation

Provide motivation for your choice of reviewer (e.g., well-known practitioner in your area of research)

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.

Questions marked with an asterisk are mandatory and must be answered.

You must read and agree to the stated declaration before submitting your application:

- I have completed this application in accordance with EMKP guidelines.
- I declare that the information provided in this application is true and correct to the best of my knowledge.