

## **EMKP SMALL DOCUMENTATION GRANT 2024-2025 APPLICATION FORM FOR REFERENCE ONLY**

The Endangered Material Knowledge Programme gives grants to support the documentation of material knowledge systems that are under threat and in danger of disappearing. The programme was established in 2018 with funding from 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. Read about the programme, ongoing projects, and the application process on our website ([www.emkp.org](http://www.emkp.org)).

The Documentation grants provide funding to document endangered material knowledge systems. This includes knowledge systems associated with the making, use, repair and re-purposing of material objects, spaces, architecture, performances, and environments. In order to qualify for these grants, these knowledge systems must still be actively pursued or at least practised within the living memory of the knowledge holders. Documentation methods can include but are not limited to, film, audio recordings, photographs, written notes, maps, 3D models, and drawings. Successful applicants will be required to submit digital copies of these records to be uploaded to the EMKP open-access repository, which is hosted by the British Museum.

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. 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.

For further guidance on the application process and digital components for the EMKP Documentation Grant, please read the EMKP Documentation Grants Application Guidelines and the EMKP Documentation Grants Digital Guidelines

All applications must be submitted via the EMKP application portal <https://emkp.flexigrant.com/>. **This document is a copy of the 2024/2025 application form for reference only. Please bear in mind that future forms may 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 and any queries should be emailed at [emkp@britishmuseum.org](mailto:emkp@britishmuseum.org)

The EMKP Large Grant Application Form is made of 7 sections:

**Section 1 of 7 – Personal Information**

**Section 2 of 7 – Project Information**

**Section 3 of 7 – Project Details**

**Section 4 of 7 – Methods and Plan of Work**

**Section 5 of 7 – Budget**
**Section 6 of 7 – Nominated Reviewers**
**Section 7 of 7 – Applicant Declaration**

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 7 - 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**
**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 the project

Please briefly explain your role in the project.

### Employment history and other relevant experience

Please provide details of **your employment history over the last 5 years and other relevant experience.**

Other relevant experience might include fieldwork, research, documentation, or community engagement experience that demonstrate your familiarity with the field.

**For employment** please follow the following format: **dates, job title, institution, responsibilities.**

**For other relevant experience** 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.

### Student status

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

- Yes  
 No

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.

**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.

**DETAILS OF CO-APPLICANT/S**

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

**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

**Contact details of Co-Applicant 1.**

Please provide details of Co-Applicant 1.

**Role in the project of Co-Applicant 1.**

Please briefly explain the role in the project of Co-Applicant 1.

**Employment history and relevant experience of Co-Applicant 1.**

Please provide details of the **employment history and other relevant experience of Co-Applicant 1.**

Other relevant experience might include fieldwork, research, documentation, or community engagement experience that demonstrate your familiarity with the field.

**For employment** please follow the following format: **dates, job title, institution, responsibilities.**

**For other relevant experience** please follow the following format: **dates, role, responsibilities.**

You can add additional lines as necessary.

**Co-applicant 2**

Provide 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 the role of Co-Applicant 2 in the project.

**Employment history and relevant experience of Co-Applicant 2.**

Please provide details of the **employment history and other relevant experience of Co-Applicant 2.**

Other relevant experience might include fieldwork, research, documentation, or community engagement experience that demonstrate your familiarity with the field.

**For employment** please follow the following format: **dates, job title, institution, responsibilities.**

**For other relevant experience** please follow the following format: **dates, role, responsibilities.**

You can add additional lines as necessary.

**Co-applicant 3**

Provide name of Co-Applicant 3.

**Contact details of Co-Applicant 3.**

Please provide details of Co-Applicant 3.

**Role in the project of Co-Applicant 3.**

Please briefly explain the role of Co-Applicant 3 in the project.

**Employment history and relevant experience of Co-Applicant 3.**

Please provide details of the **employment history and other relevant experience of Co-Applicant 3.**

Other relevant experience might include fieldwork, research, documentation, or community engagement experience that demonstrate your familiarity with the field.

**For employment** please follow the following format: **dates, job title, institution, responsibilities.**

**For other relevant experience** please follow the following format: **dates, role, responsibilities.**

You can add additional lines as necessary.

**DETAILS OF RESEARCH ASSISTANT/S**

Please provide details of **up to two Research Assistants** on the project.

Please be aware, research assistants provide assistance with a specific task of the project (e.g. translation, metadata processing) but they are not involved in the co-lead as it is the case of co-applicants. They can be local and receive per diems but this will have to be properly justified in the budget.

**Are Research Assistants involved?**

If yes, please select 'yes' and insert details of Research Assistants below

- Yes
- No

**Research Assistant 1**

Provide the name of Research Assistant 1

**Contact details - Research Assistant 1**

Please provide contact details of Research Assistant 1

**Role in the project of Research Assistant 1**

Please briefly explain Research Assistant 1's role in the project.

**Employment history and other relevant experience - Research Assistant 1**

Please provide details of the **employment history and other relevant experience of Research Assistant 1**.

Other relevant experience might include fieldwork, research, documentation, or community engagement experience that demonstrate your familiarity with the field.

**For employment** please follow the following format: **dates, job title, institution, responsibilities**.

**For other relevant experience** please follow the following format: **dates, role, responsibilities**.

You can add additional lines as necessary.

**Research Assistant 2**

Provide the name of research assistant 2

**Contact details - Research Assistant 2**

Please provide contact details of research assistant 2

**Role in the project of Research Assistant 2**

Please briefly explain research assistant 2's role in the project.

**Employment history and other relevant experience - Research Assistant 2**

Please provide details of the **employment history and other relevant experience of Research Assistant 2.**

Other relevant experience might include fieldwork, research, documentation, or community engagement experience that demonstrate your familiarity with the field.

**For employment** please follow the following format: **dates, job title, institution, responsibilities.**

**For other relevant experience** please follow the following 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.** 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

### 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'](#) document.

## Section 2 of 7 – 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.

### Outcome of previous application

Was your application successful?

- Yes
- No

### Previous application status

If so, has this project now been completed.

- Yes
- No

### 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.

### 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.

**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.

**Country where work will be carried out.**

Please select the primary country where the documentation will take place. If you are working in more than 1 country, please add additional ones below.

**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 where work will be carried out

**Start date.**

Provide the planned start date for your proposed work.

**End date**

Provide the planned end date for your proposed work

Please bear in mind that the End Date should be 12 months from the Start Date.

Please make sure **that the End Date here is the same End Date as reflected in your workplan**. If you insert the wrong date this can cause delays in the processing of the grant agreement if you are offered a grant.

**Section 3 of 7 – 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**

**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).

### Material knowledge system(s) and project goals

Describe the material knowledge system(s) you will be documenting and the specific goals of the proposed work.

### Endangerment

Please provide details of the **specific threats** to the material knowledge systems.

### Previous work / significance to scholarship

How does this project build on previous work carried out in this field? What **significance does it have to wider research and knowledge**. (Please do not just repeat its endangerment status as proof of significance). Please acknowledge prior EMKP projects if these link to your field.

### Museum/collections-based work

If you intend to work with existing museum collections, please provide details of the institution, nature of collections, and aims of this aspect of the work.

### Supporting materials

You can also use this space to upload up to 5 supporting files including images, maps, videos etc. (optional). Before uploading, please rename your files with your surname, captions, and credits so they can be identified.

### Completed documentation projects and/or Bibliography.

If you have previously completed documentation projects, you may provide a link to these assets. This can be used as a means to demonstrate successful delivery of similar projects in the past.

This is not compulsory, and we recognise that for many of our applicants this may be the first documentation project they will undertake.

You can also provide a list of cited works and/or relevant references for your application, although this is not a requirement.

### Section 4 of 7 – Methods and Plan of Work

On this page you will be asked to 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.

#### How was this project conceived and developed?

Please describe how this project was conceived and the individuals who contributed to its development. Which community/communities or knowledge holders were involved and what input did they have in preparation for this grant?

#### Community engagement plans

Please indicate what community engagement activities or methods you plan to include, when they will take place, and how the community and project will benefit from them. (please bear in mind that there is a maximum budget of £1,000 for this category).

#### Formal permissions

Are formal permissions required to carry out this work?

- Yes
- No

#### Knowledge restrictions

Describe any knowledge restrictions or socio-cultural obstacles that may affect your ability to document or publish material practices. These 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 **explain how you might mitigate these restraints** (e.g., ensuring gender balance in team, collecting this information in a sensitive and culturally appropriate).

## FIELDWORK AND DOCUMENTATION PLAN

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### Field methods

Please **OUTLINE** and **MOTIVATE** the field methods you plan to use (e.g., interviews, participant observation, mapping), the scale of data collection (e.g., how many informants you will work with), and for how long.

### 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 and digital waste, using recyclable of field trips, preferencing local research assistants and collaborators etc).

### Documentation and data management plan

Please **OUTLINE** and **MOTIVATE** the documentation methods that you intend to use, indicating:

1. Data formats to be collected (e.g., audio-visual, 3D, photography)
2. Team responsibilities for the different work packages
3. Your plans for managing records collected while in the field (e.g., daily recording of metadata, backups) and post-fieldwork data editing including translation and transcription.

### Digital assets plan

Please download the Digital Asset 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.

Please save your Digital Assets Plan with your name before uploading.

See the Application guidelines for further details.

Upload Document

### Local Deposition of Data

The local deposition of the materials is requested as part of EMKP grants. Where will the data be deposited locally? What provisions will be made?

### Language competence

Please provide a brief summary of the team's competence in the relevant local language(s).

### Workplan

Please download the Workplan Template and complete the table and upload it to the application. Delete or add rows as necessary.

Please provide a workplan for the duration of the project indicating timelines for different activities and who is involved.

Upload Document

## Section 5 of 7 – Budget

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

Provide details of the budget required for your project.

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		Year 1	Total
<b>1. Travel</b>			
Item 1	Cost	£0.00	£0.00
<b>1. Travel Total</b>	<b>Cost</b>	<b>£0.00</b>	<b>£0.00</b>
<b>2. Equipment</b>			
Item 1	Cost	£0.00	£0.00
Item 2	Cost	£0.00	£0.00
<b>2. Equipment Total</b>	<b>Cost</b>	<b>£0.00</b>	<b>£0.00</b>
<b>3. Subsistence</b>			
Item 1	Cost	£0.00	£0.00
<b>3. Subsistence Total</b>	<b>Cost</b>	<b>£0.00</b>	<b>£0.00</b>
<b>4. Allowances</b>			
Item 1	Cost	£0.00	£0.00
<b>4. Allowances Total</b>	<b>Cost</b>	<b>£0.00</b>	<b>£0.00</b>
<b>5. Other</b>			
Item 1	Cost	£0.00	£0.00

<b>5. Other Total</b>	<b>Cost</b>	<b>£0.00</b>	<b>£0.00</b>
<b>Grand Total</b>	<b>Cost</b>	<b>£0.00</b>	<b>£0.00</b>

### 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.

## Section 6 of 7 – Nominated Reviewers

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., expert in your area of research)

**Reviewer 3 name**

**Reviewer 3 email address**

**Reviewer 3 motivation**

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

**Section 7 of 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.

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.

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