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GRANT PROGRAM OVERVIEW

This is a matching funds program for six month digitization projects meant to take place in your community and/or at your organization. Matching funds are provided by the Irving K. Barber Learning Centre of up to $10,000 per project. Projects have four pieces: project design and support using the Indigitization Toolkit at indigitization.ca, equipment support through lending or purchase, training at UBC, and digitization by your staff at your location.

ELIGIBILITY

British Columbia Aboriginal, Métis, and Inuit community institutions and agencies that have the preservation of information resources as part of their mandate are eligible to apply for funding. Types of institutions and agencies may include resource centres, genealogical centres, land use centres, and centres of governance (i.e. Band Council offices). Other Aboriginal organizations will be considered with a statement of support, such as a Band Council Resolution from local governance, indicating how the materials produced will be managed. Individual and/or non-Aboriginal institutional applicants are not considered at this time, but are rather encouraged to work with the appropriate Aboriginal institution or agency. For other questions regarding eligibility, please refer to the FAQ’s section (Appendix C, pg. 9).

TRAINING WORKSHOP

Digitization training will be available through the UBC Museum of Anthropology’s Oral History and Language Lab on a set schedule. This program includes hands-on digitization training as well as collaborative discussions about the participants’ specific projects. The schedule is pre-determined; please refer to Appendix A: Timeline (pg. 7) for the dates. Project staffing should be in place before these dates. There is space for up to two people to attend the training program per project and these spaces should typically be filled by the digitization technician and the project manager. Applicants should be prepared to arrange advance funding for the participants as per local policies and be reimbursed with AADPP funds.

APPLICATION ADJUDICATION

Criteria to be used in the adjudication process will include the following elements:

- Has the applicant well-described the value of the proposed project to the community?
- Do the audio cassettes meet eligibility regarding rights management?
- Are the project description, timeline, and budget viable?
The AADPP Program is intended to augment resources provided by applicants. The grant will match applicant contributions, dollar for dollar, up to a maximum “ask” of $10,000. At least half of the applicant’s contribution (i.e. 25% of the total project costs) must be in the form of cash. Note: Reasonable salary/wages of a person whose primary role is digitization can be considered a cash contribution even if that person is an existing staff member.
AADPP ELIGIBLE EXPENSES:

**May Include**
- Travel and accommodation expenses for training
- New equipment including computers, memory, and software
- Shipping and insurance costs for borrowed equipment
- Some web design and programming expenses
- Wages and benefits for existing and new, temporary staff
- Development of *basic* metadata and collections management

**May Not Include**
- *Overhead* or on-going operational costs (e.g. Internet fees, office space, phone line)
- Collection development activities except basic metadata
- Costs associated with creating new audio recordings
- Costs *only* related to the development of rights management and access protocols

**Note:**
- Temporary staff means part-time or full-time personnel hired specifically to help carry out the project, or additional hours for existing part-time staff
- Collection development activities include the identification or acquisition of new materials
- For a description of what basic metadata includes, please see section H4 of the Indigitization toolkit (indigitization.ca)
APPLICANT CONTRIBUTIONS (IN-KIND OR CASH):

May Include

- Travel and accommodation expenses for training
- Salaries and benefits of existing, paid staff and/or new staff
- Shipping and insurance costs for borrowed equipment
- New equipment (to be purchased after awarded funding for the AADPP)

May Not Include

- **Overhead costs** (e.g. Internet fees, office space, phone line)
- Expenses incurred after the project completion date or before the project start date
- Sources of funding that cannot be confirmed by application deadline
- Costs associated with creating new audio recordings

Note:

- Any application that requests equipment should clearly state how the equipment will be used to support the project
- The salaries and benefits of existing, paid staff who will be working directly on the project can be considered as a cash contribution. Applicants must indicate the role of the staff member(s) on the project and provide hourly pay rate and benefit calculation information as well as the number of hours the staff will work on the project.
HOW TO SUBMIT APPLICATIONS

Submissions will be accepted by mail, by email (.pdf or MS Word versions accepted), or through the online form at indigitization.ca. Questions about the application guidelines or process may be directed to: Sarah Dupont, Aboriginal Engagement Librarian sarah.dupont@ubc.ca; 604.822.0480

Send completed applications to:

Indigitization Program
c/o Sarah Dupont
Irving K. Barber Learning Centre
Room 240 (Library Admin)
1961 East Mall
Vancouver, BC V6T 1Z1

Applications are due in hand or in inbox by 5pm on Aug 1, 2014.

APPENDIX A: TIMELINE

<table>
<thead>
<tr>
<th>Dates</th>
<th>Activity</th>
</tr>
</thead>
<tbody>
<tr>
<td>July 7, 2014</td>
<td>Applications open</td>
</tr>
<tr>
<td>Aug 1, 2014</td>
<td>Application deadline</td>
</tr>
<tr>
<td>Aug 28, 2014</td>
<td>Adjudication meeting</td>
</tr>
<tr>
<td>Sept 5, 2014</td>
<td>Applicant notification</td>
</tr>
<tr>
<td>Sept 12, 2014</td>
<td>Funding agreements sent out</td>
</tr>
<tr>
<td>Oct 27-31, 2014</td>
<td>Training at UBC</td>
</tr>
<tr>
<td>Nov 3, 2014</td>
<td>Projects begin</td>
</tr>
<tr>
<td>Feb 3, 2015</td>
<td>Interim report due</td>
</tr>
<tr>
<td>May 1, 2015</td>
<td>Digitization work complete</td>
</tr>
<tr>
<td>June 15, 2015</td>
<td>Final report due</td>
</tr>
</tbody>
</table>
APPENDIX B: PROJECT CYCLE

1. Notification of successful application
2. Accept and sign funding agreement
3. Attend in-person training
4. Conduct digitization project
5. Submit interim report
6. Submit final report and give final presentation

Aboriginal Audio Digitization and Preservation Program
APPENDIX C: FAQ’S

Q: The first grants were for up to $15,000 of funding. Why has it been reduced to $10,000?
A: The funding has been reduced to make for more realistic projects in the short time frame allotted.

Q: I would like to digitize a personal collection of family recordings. Am I eligible?
A: No, the AADPP is not for individual applicants at this time.

Q: I have recordings in another format (e.g. reel-to-reel, VHS, photos). Are these eligible?
A: No, the AADPP is for audio cassette digitization at this time.

Q: We already possess digitization equipment. Do we have to borrow the AADPP’s?
A: No, the equipment used for the project can be determined by the applicant. However, applications should specify the type(s) of equipment being used.

Q: We already have in-house capacity for digitization and do not require training. Are we expected to come to the whole week of training at UBC?
A: Participants who are already proficient in audio digitization are still expected to participate in the first two days of training. This is to facilitate developing a network of digitization practitioners across the province.

Q: We are conducting digitization work as part of a larger project that involves gathering new audio recordings (i.e. new interviews). Are these new interviews eligible for grant funding?
A: No, the grant program is intended for already completed audio content.

Q: Our community has multiple departments with unique audio recordings. Can more than one department from the same community apply for the grant program?
A: Yes, more than one application will be accepted from the same community.

Q: Why do you ask for receipts at the end of the project?
A: Receipts are requested at the end of the project for accountability of public funds.

Q: Do the audio recordings that are digitized in an AADPP project have to be made publicly accessible?
A: No, we are aware of the importance of restricting broad access to culturally sensitive recordings. The IKBLC does encourage the open access of materials for learning and research, where the participant deems it appropriate.