



INDIGITIZATION 2019 GRANT APPLICATION

Step 1 of 2: Application Form

Deadline: 12pm PST on December 10, 2018.

BEFORE YOU BEGIN

Please review the [Application Guidelines](#) on the Indigitization website and Section D.1.1 of the [Toolkit](#).

HOW TO COMPLETE THIS FORM

Please type directly into this document & use as much space as required. Handwritten applications will not be accepted.

Examples of what kind of information to provide in the application appears (*italicized in parentheses*) after some questions.

REMEMBER

You must also complete and submit a project budget with this application.

QUESTIONS?

Insert organization name in subject line and email: in.digitization@ubc.ca

Indigenous Organization Name¹	
Mailing Address, City, Postal Code²	
Business/GST Number³	
Official Contact Name & Email	
Digitization Grant Project Manager Name	
Digitization Grant Project Manager Email & Phone #	
Digitization Grant Project Title	

Total Grant Funds Requested \$ _____

Total Cost of the Project \$ _____

¹ Insert legal name as registered in the [BC Corporate Registry](#).

² If you have a P.O. Box and want to borrow our equipment, please provide a physical address where we can ship it to. Couriers will not accept P.O. boxes.

³ Required for payment processing. Applications with this information missing will not be considered.



INDIGITIZATION 2019 GRANT APPLICATION

APPLICATION QUESTIONS

ORGANIZATION OVERVIEW & PROJECT DESCRIPTION

1. Please provide a brief mandate of your Nation or organization, specific to how it supports your project. *(example: if you are doing a project from a Traditional Land Use study, tell us how the mandate of your organization supports stewardship of this knowledge).*

2. Provide a 50 word project summary that could be used on our Indigitization [Community Projects](#) page and in other Indigitization Program communications should your application be successful.

3. If you have received a grant from us in the past, please provide a summary of work completed to date. Discuss how this project is different from or enhances the work of the previous project. Note that repeat projects are not usually funded unless there is a new way that capacity is enhanced by a repeat project. *Contact us if you want to discuss this before you answer this question.*



INDIGITIZATION 2019 GRANT APPLICATION

OVERVIEW OF AUDIO CASSETTE TAPES

4. Approximately, how many cassettes do you intend to digitize through this project? Refer to **Section D1.1 Planning** of the [Toolkit](#) for project planning assistance. Note that projects that receive full funding are usually in the 150-200 tape range. If you are substantially under this amount, your budget should be smaller to reflect this. Note that mini format tapes are not eligible at this time.

5. Approximately, how many hours of audio do you think this is? Please tell us how you reached this number. *(example: we have 200 tapes. A random spot inspection indicates that most tapes are 60 minutes. Therefore, we expect to have 200 hours of audio).*

6. Have you provided a listing, or inventory, of cassette tapes and submitted it along with your application? Note that successful projects are able to demonstrate that some inventory work has been completed.

Yes No

7. Are any of the cassette tapes in poor physical condition? *(example: broken, mouldy, vinegar smell).* How many?

AUDIO CONTENT OVERVIEW

8. What type of content is on the tapes? No need to tell us specific details tape by tape - a general description of the collection is fine. *(example: tapes contain stories, language, meetings).*



INDIGITIZATION 2019 GRANT APPLICATION

9. Why is this audio content important to your organization/community? How is this content relevant to current or future community programs/initiatives? (*example: supports the development of language and/or school curriculum, but give us more detail than what is in this example, please*)



INDIGITIZATION 2019 GRANT APPLICATION

OWNERSHIP & COPYRIGHT

10. Are these tapes unique to your organization? (*example: no copies in museums, archives, libraries*)

11. Approximately, when did your organizations acquire the rights and/or permissions to digitize these tapes? Do you have signed permission forms for them?

12. Have these tapes been digitized before? If yes, why do these tapes need to be digitized again? (*example: they were digitized to a low standard (provide the specifications) and we want to recapture the audio files to preservation standards*).

DIGITIZATION TRAINING

13. Why is it important that your organization build skills capacity in the area of digitization?



INDIGITIZATION 2019 GRANT APPLICATION

14. Why is it more important to do this work in-house rather than outsource it?

15. Do you think there will be an on-going need for digitization in your organization in the future? (*example: do you have other media formats or collections? Do you have some members who have said they have tapes but are not quite ready to share them yet?*)

PROJECT STAFFING

16. Who will be doing most of the cassette digitization work, known as the **digitization technician**?

- a. Will this person be a new hire, or a regular staff member? New hire Regular staff member
- b. If the person is a regular staff member, how will their regular job duties be redirected or otherwise lessened so they can spend time working on this project?



INDIGITIZATION 2019 GRANT APPLICATION

- c. How will this person be a good fit for this role? *(have they had any formal or informal digitization training, overview of their general computer skills, what is their level of community knowledge, what is their experience working on language or cultural projects?)*

17. Who will act as the digitization **project manager** who oversees the work of the digitization technician, completes the interim and final reports, oversees the budget, and who serves as the primary contact person for the Indigitization Program?

- a. Will this person be a new hire, or a regular staff member? New hire Regular staff member
- b. If this person is a regular staff member, what is their current role?

- c. If the person is a regular staff member, how will some of their regular job duties be redirected or otherwise lessened so they can provide time towards project management?



INDIGITIZATION 2019 GRANT APPLICATION

18. Where will these staff be conducting digitization work?

ACCESS PROTOCOLS

19. Do you think there is culturally sensitive materials on these recordings? Please specify how you plan to prepare / advise the digitization technician about what to do if they come across this material if so.

20. Who will be permitted to listen to the audio cassettes once they have been digitized? (*example: community members, staff members, educators, general public*)

21. How will access to the digital audio files be provided? (*example: audio files will be available on a dedicated computer, transferred to external media (CD or USB drive) or accessed via the Internet*)



INDIGITIZATION 2019 GRANT APPLICATION

22. Does your organization plan to make any files “open access” or available to the general public now, or in the future? This grant **does not** require that audio files be made publically accessible, but we *are* interested to know if it might be a possibility now or in the future.

23. Does your organization currently have a policy for handling research requests from community members and/or external researchers who wish to listen to the audio content? If a policy does exist, please describe it here or attach it to your application. If a policy does not exist, please indicate if this project will consider policy development in this area.

ACTIVITIES AFTER DIGITIZATION

24. How does your organization intend to provide for the long-term preservation of the audio files? (*explain where and for how long will the audio files be stored, where will back-up copies be located, who will be responsible for digital preservation and future format migrations*)



INDIGITIZATION 2019 GRANT APPLICATION

25. What does your organization intend to do with the original audio cassettes? (*example: tapes will be archived within the organization, deposited in a local archives, or returned to owner*)

26. Who is responsible for the long term care of the tapes and recordings? (*example: Archives department*)

27. How will your organization inform community members about this digitization project? (*example: community newsletters, Facebook, other social media, etc.*)



INDIGITIZATION 2019 GRANT APPLICATION

ANY OTHER DETAILS

Provide any information relevant to your project which has not already been captured in your application. Any additional information that helps us more fully understand your plans for this project is appreciated. **Add more in the space below or write "Not Applicable" if you have nothing to add.**



INDIGITIZATION 2019 GRANT APPLICATION

EQUIPMENT DETAILS

Help us understand your plans for equipment for this project by completing the checklist below.

For this project's digitization equipment, we plan to:

Borrow digitization equipment from Indigitization

Buy digitization equipment with:

Grant funds we ask for from Indigitization

Our own cash contribution

Combination of grant funds and our own cash

Use our own digitization equipment⁴ which consists of the following:

Digitization unit make & model: _____

Cassette deck make & model: _____

For this project's Computer/laptop, we plan to:

Borrow a laptop from Indigitization

Use our own computer

Please specify make & year: _____

Buy a new computer with:

Grant funds we ask for from Indigitization

Our cash contribution

Combination of grant funds and our own cash

For this project's digital storage, we plan to:

Use our own existing external hard drives or servers

Please specify their capacity: _____

Buy new external hard drives or servers

Please specify their capacity: _____

Please proceed to Step 2: Project Budget Worksheets (excel spreadsheet OR PDF Document)

How to Submit your Application

Please send completed application to in.digitization@ubc.ca with the name of your Nation or Organization in the Subject Line by December 10, 2018. **If received by November 30th, your submission will be reviewed and you will have a chance to incorporate any feedback received before the final cut-off date.**

Please expect a confirmation email within 48 hours. If you do not receive a confirmation email, your application has not been received. For applications submitted on the deadline, please phone (604) 827-0342.

⁴ Please note that not all equipment will meet the minimum standards for preservation quality digitization and may not be eligible for use in this grant program. Please consult with Indigitization staff to verify the eligibility of your equipment.