ABORIGINAL AUDIO DIGITIZATION AND PRESERVATION PROGRAM

GRANT APPLICATION

There is no task more important for a First Nation than to identify, protect and interpret its cultural heritage resources... Although we are very much a people of the present... we must always protect the places, artifacts, songs and stories that define our past!

'Namgis Nation

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Review the *D1: Audio Planning* section of the [Indigitization toolkit](#) (see [www.indigitization.ca](#)) before preparing this application.
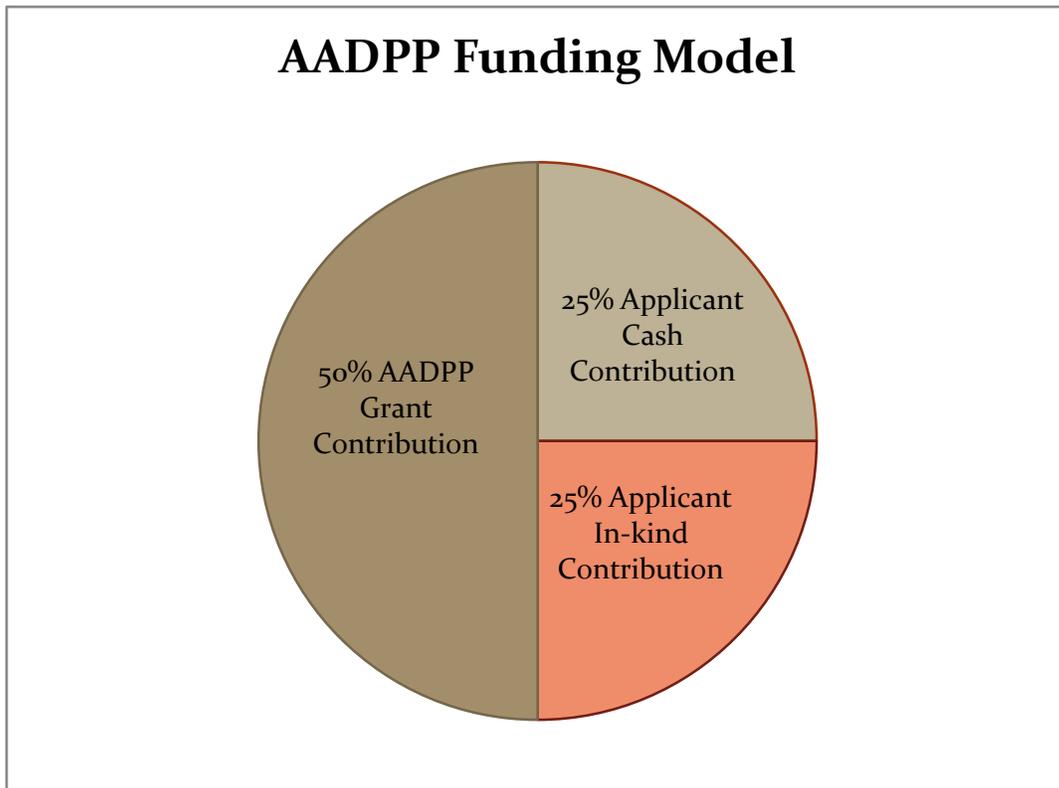
GRANT PROGRAM OVERVIEW

The [Irving K. Barber Learning Centre](#) will provide funding to support four to six projects per year. Funding is available for up to $10, 000 per project. Projects and reports are to be completed within one year, with digitization work to be completed within 6 months. There will be two funding cycles per year. The Aboriginal Audio Digitization and Preservation Program is informed by freely available online resources at www.indigitization.ca. It also includes access to a set of equipment for audio cassette digitization that can be booked and borrowed for up to 6 months, and an in-person training/workshop week. If other sources for equipment are available (either through existing holdings or with other funds for new purchases), applicants are welcome to use them.

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 E, pg. 18).

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 Funding Model

50% AADPP Grant Contribution

25% Applicant Cash Contribution

25% Applicant In-kind Contribution

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
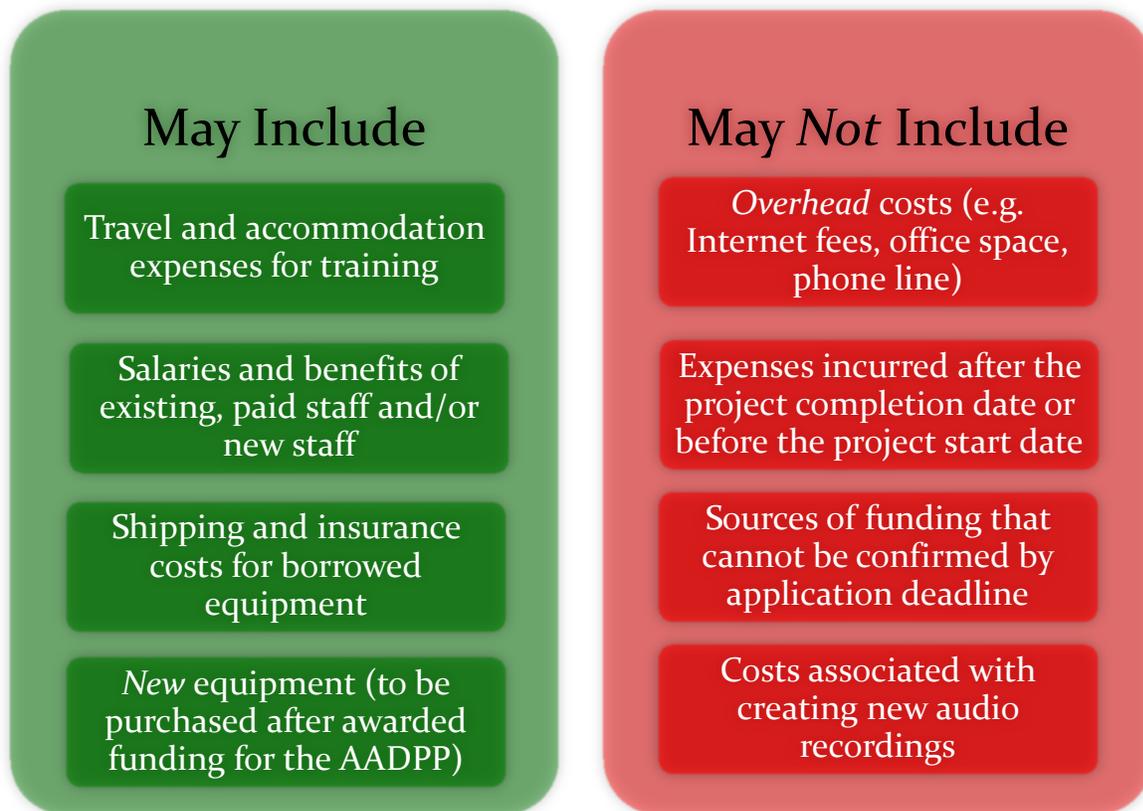
Note:

- 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)

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 as part of the *Appendix F: Labour Budget Narrative*.
- The majority of funding is for work directly related to digitization; however, some funding is available for honorariums for community participation in identifying tape content and/or travel to one repository to retrieve tapes. Please clearly state how this type of funding is critical to the project in the budget worksheet narrative.

TRAINING WORKSHOPS

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. There will be two, five day project cycles per year. The schedule is pre-determined; please refer to *Appendix A: Timeline* (pg. 14) for the dates. Project staffing should be in place before these dates. Up to two people per project are welcome to attend the training program. The digitization technician will be expected to attend a full week of training, not including travel time. The project manager will be expected to attend at least two days of training, though they are welcome to attend the full week. Applicants should include a travel budget for both participants that includes wages, accommodations, transportation, and per diems. Please see *Appendix I* (pg. 23) for a travel budget worksheet. Applicants should be prepared to arrange advance funding for the participants as per local policies and be reimbursed with AADPP funds.

REPORTING

All participants must submit an interim and final report. See *Appendix A* (pg. 14) for due dates and *Appendix C* and *D* (pg. 15 and 16) for templates. These reports will provide an overview of the project activities and accomplishments and provide detailed information about the expenditure of funds. ***Receipt and acceptance of the interim report will result in the release of the second half of the requested funds***. Submission of financial statements should be included.

APPLICATION PROCESS

Submissions will be accepted by mail, by email with a signatory page (.pdf 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 Project
c/o Sarah Dupont
Irving K. Barber Learning Centre
1961 East Mall
Vancouver, BC   V6T 1Z1

Applications are due in hand or in inbox by **5pm** on February 28, 2014.

APPLICATION ADJUDICATION

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

- Has the applicant fully completed the application?

- Do the audio cassettes meet eligibility regarding rights management?

- Are the project description, timeline, and budget viable?

- Is the technology proposed appropriate to the preservation goals of the project?

APPLICATION SUBMISSION CHECKLIST

Please ensure that your application is complete using the checklist provided below.

✓	Checklist item
	Project contact and affirmation cover sheet
	Project description (Sections A-C of the application)
	A project budget (including table summaries and worksheets from Appendices F-H)
	A project schedule and work plan
	Primary job duties for any newly created positions
	A description of the material to be digitized, including total number of tapes
	If required, a Band Council Resolution and/ or letter(s) of support from project partners (see Eligibility Pg. 3)

PROJECT CONTACT AND AFFIRMATION COVER SHEET

Applicant Institution/Organization:

_____

Legal name of parent organization (if applicable):_____

Contact for official correspondence: _____

Job Title:_____

Project Manager: _____

Telephone: _____ Email: _____

Address: _____

City: _____ Province: _____ Postal Code: _____

Telephone: _____ Email: _____

Mailing Address (for shipping equipment purposes, if applicable, if different from above):
_____

City: _____ Province: _____ Postal Code: _____

Project Title:

_____

Project Start Date: _____ End Date: _____

Funding Requested: $ _____ Total Cost of the Project: $ _____

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Please prepare your application using the following headings and numbering, ensuring that each section and sub-section are clearly numbered and labelled, and adheres to the prescribed page limits. Please ensure all pages are numbered. <u>Selective use of images</u> may be included where appropriate.

A. OVERVIEW OF PROJECT (MAXIMUM 1 PAGE)

1. Project title (should be descriptive of the work to be undertaken and provide detail beyond "Digitization Project").

2. Mandate of the applicant institution or agency (see section on Eligibility).

3. Short summary (50 words) of the project that can be used in AADPP Communications if application is successful.

B. PROJECT DETAILS (MAXIMUM 3 PAGES)

1. Describe the group of audio cassettes that will be digitized. Cassettes can be itemized or described as collections. Include an estimated total number of cassettes.

2. Describe the significance and impact of digitizing and preserving the material for your organization and community

3. Describe what processes or tasks will be included in your digitization project (i.e. condition assessment, digitization, minor audio editing for access).

4. Describe what human and management resources will be applied to your project. Identify the role, responsibilities and/or project-related tasks of key participants. Tell us why these individuals are appropriate for the respective tasks if they are already on staff and what skills or qualities you will be looking for if you plan to hire someone new. If key participants have little or no digitization experience then describe how this training and experience will be beneficial to your organization or community. Discuss qualifications and digitization experience of project staff (formal or informal training, general computer skills, and other digitization projects they have worked on). Tell us who plans on coming for the training and if it is for the full 5 days or the first 2 days (see *Training Workshops* page 7).

5. Outline how the requested grant funds will be used (e.g. for staff time, equipment purchases, travel for training).

C. ACCESS PROTOCOLS AND PROMOTION (MAXIMUM 1 PAGE)

1. Describe your plans for access to the digitized material according to defined access protocols of the community/institution OR describe your plans to develop access protocols with your community.

2. Briefly describe how the digitized material is relevant to community programs.

PROJECT BUDGET

Please refer to *Appendix F-H* (pg. 19-23) for Budget Worksheets. Be sure to **include these** in your final application submission.

EXPENSES SUMMARY

Provide a summary of the anticipated project expenditures by entering the appropriate amount under the respective category. *Details about the expenditures should be included as part of the Budget Narrative.*

Costs/Expenses	Cash	In-kind	Total
1. Labour (From *Appendix F* Worksheet)	$	$	$
2. Equipment (From *Appendix G* Worksheet)	$	$	$
3. Other eligible costs (From *Appendix H* Worksheet)	$	$	$
4. Travel (From *Appendix I* Worksheet)	$	$	$
Total Project Expenses	$	$	$

Provide a summary of the anticipated project funding by entering the appropriate amount under the respective category. *Details about the nature of in-kind investments should be included as part of the Budget Worksheets.*

Funding Summary
(please fill in amounts)

AADPP Funds Requested

=$_____

Applicant Cash Contribution

=$_____

Applicant In-kind Contribution

=$_____

APPENDIX A: TIMELINE

Dates	Activity
Dec 16, 2013	Applications open
Feb 28, 2014	Application deadline
Mar 17, 2014	Adjudication meeting
Mar 24, 2014	Applicant notification
Mar 31, 2014	Funding agreements sent out
May 5-9, 2014	Training at UBC
May 12, 2014	Projects begin
Aug 15, 2014	Interim report due
Nov 14, 2014	Digitization work complete
Jan 31, 2015	Final report due

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 Didigitization and Preservation Program

Interim Report Form

Aboriginal Audio Digitization and Preservation Program

An interim report is required for all approved projects receiving funding. When completing this report please refer to your original application to the Aboriginal Audio Digitization and Preservation Program.

Date of Interim Report: _____

Project Title: _____

Institution: _____

Contact Name: _____

Phone: _____ E-mail Address: _____

Mailing Address: _____

_____

Describe the progress made on the project. What activities have been completed?

Describe any anticipated challenges in completing the project as approved. Explain how you intend to resolve them.

Is the project on budget? Identify and explain any differences to the project budget included with the original application.

Authorized Signature: _____ Date: _____

Name: _____

Final Report Form
Aboriginal Audio Digitization and Preservation Program

Institution: _____

Project Title: _____

Project Completion Date: _____

Contact Name: _____

Phone: _____ E-mail Address: _____

1. Project Description
Provide a narrative of the tasks undertaken to complete the project. You may want consider the following questions:
- How did you meet the outcomes you set out in the planning of the project?
- Did the training provide you with enough information to set up and use the kit?
- Did the Indigitization online Toolkit provide you with sufficient resources to troubleshoot problems and fully implement your training? If not, where can it be improved, and how?
- How did this project enable capacity in your community or organization? Do you have plans to do more projects like this in the future?
- What were some challenges of this program?
- What were the successes?
- Did you feel that you had sufficient support from the program to successfully complete it?
- Describe any areas where we can improve.

2. Staff
Include the name, position and status (i.e. permanent, contractor or volunteer) of those responsible for carrying out the project and provide a short description of the tasks carried on by each of them.
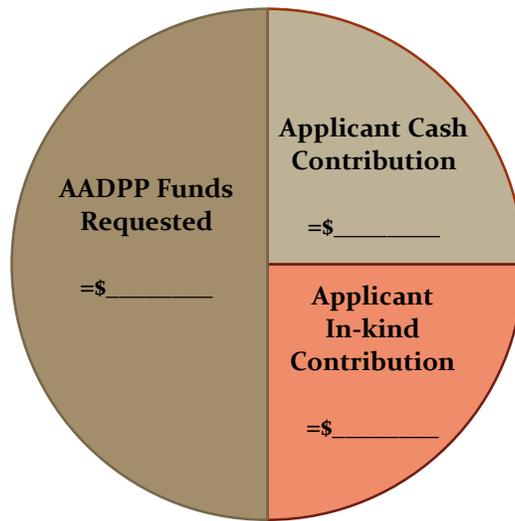
3. Publicity and Other Documentation
Include examples of publicity as press clippings and press releases pertaining to your project.

4. Financial Information
This statement must be signed by the Executive Director or a senior officer with financial signing authority.

Funding Summary
(please fill in amounts)

AADPP Funds Requested

=$_____

Applicant Cash Contribution

=$_____

Applicant In-kind Contribution

=$_____

Project Expenditures

Costs/Expenses	Cash	In-kind	Total (Cash + in-kind)
Labour	$	$	$
Equipment	$	$	$
Other eligible costs	$	$	$
Travel	$	$	$
Total Project Expenses	$	$	$

LEARNING CENTRE Funds Received: $_____

Surplus remitted to the LEARNING CENTRE (if applicable): $_____

_____
   Name of Senior Officer (please print)   Title

_____
   Signature   Date

_____
   LEARNING CENTRE Signatory   Date

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 audio recordings in another format (8 track, reel-to-reel). Are these eligible?
A: No, the AADPP is for audio cassette digitization at this time.

Q: I have other media that requires digitization (VHS, photographs). 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 equipment kit?
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 and address how they meet digitization standards.

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.

	Project task	Participant	Hours	$/ Hr	Cost ($) Cash	Cost ($) In-kind
Planning and Preparation	Project Preparation	Manager			■	
	Advisory				■	
Training	Digitization Training -Digitization Tech	Digitization Tech	35.0			
	Digitization Mgnt. Training -Project Manager	Manager			■	
	Other training					
Digitization	Condition Assessment, Digitization, and Metadata Acquisition and Other Activities	Digitization Tech				
	Project Management/Quality Control	Manager			■	
	Other Personnel (Summarize on separate sheet if needed)	Other				
Project Reconciliation and Reporting	Project reconciliation and reporting (tech)	Digitization Tech				
	Project reconciliation and reporting (mgr.)	Manager			■	
	Other	Other				
Total by Project Member		Digitization Tech				
		Manager			■	
		Other				
Total Labour (add to expenses summary pg. 12)						

Labour Budget Worksheet guidelines:

- Manager time costs are always considered to be in-kind contributions
- Costs related to staff in advisory roles are always considered to be in-kind contributions
- Hourly rate should include any benefits
- Costs related to new or existing staff performing digitization related tasks (ie. The Digitization Technician) can be considered cash contributions
- Costs for other personnel should be included in the budget narrative with roles and rates outlined. Add summary data to the Labour worksheet in the rows with Other personnel.

Narrative: add more pages as necessary.

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APPENDIX G: EQUIPMENT BUDGET WORKSHEET

Please indicate the equipment scenario for your project:

☐ Borrowing equipment from the AADPP
☐ Using our own, pre-existing equipment
☐ Using new equipment to be purchased as part of this program

Equipment Type	Cash ($)	In-kind ($)
Laptop or computer (if applicable, give details in narrative below)		
Digitization equipment (if applicable, give details in narrative below)		
Insurance (if borrowing equipment)		
Shipping (if borrowing equipment)		
Supplies (give details in narrative below)		
Digital media storage (give details in narrative below)		
Pro-rated cost of using your own equipment (if applicable; add $400 to in-kind box. This value comes from a pro-rated value of equipment worth approximately $4000.)		
Totals (add to expenses summary pg. 12)		

Note:

- If borrowing the AADPP equipment, please put N/A in the rows for Laptop and Digitization equipment

Narrative: please describe the information that went in to the above table. Tell us how the equipment will be funded and what types/models of equipment you are using. Add more pages as necessary.

_____
_____
_____
_____
_____

Other Costs (Please describe briefly)	Cash ($)	In-kind ($)
Totals (add to expenses summary pg. 12)		

Narrative: please specify any other costs. Be sure to indicate how they are vital to the success of the project. Add more pages as required.

_____
_____
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_____

APPENDIX I: TRAVEL COSTS BUDGET WORKSHEET

Expense Type	Cost Per Unit	Number of Units	# People/ Nights/ Vehicles	Total Cost
1.Airfare				
2. Mileage				
3. Accommodation				
4. Taxi/ Bus				
5. Per Diems				
6. Parking				
Total Travel Costs (add to expenses summary pg. 12)				

Note:

2. If driving, please include number of vehicles and a calculation of kilometers using an online map. Please indicate point of origin. Describe this information in the budget narrative.
3. Please indicate which hotel you plan to stay at. If you would like to use the UBC preferred hotel, the rate is $150.29 per night (includes tax, $129 not including tax) and it is the Sheraton downtown (1088 Burrard St, Vancouver, BC V6Z 2R9; (604) 331-1000). Indicate the name of the person staying and the number of nights. This hotel will be booked by UBC on the participant's behalf in order to secure the rate.
4. Please cost out cab/ bus fare to and from your hotel each day

Please arrange to pay participants as per existing travel policies and be reimbursed from AADPP funding.

Narrative (add more pages as required):

_____
_____
_____
_____
_____
_____