

INDIGITIZATION: ABORIGINAL AUDIO DIGITIZATION & PRESERVATION PROGRAM

APPLICATION FORM

Aboriginal Nation, group or organization: _____.

Address: _____.

City: _____ **Province:** BC

Postal Code: _____.

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

_____.

City: _____ **Province:** BC

Postal Code: _____.

Who to contact for official correspondence: _____.

Email: _____.

Project manager's name: _____.

Job title: _____.

Telephone: _____.

Email: _____.

Project Title: _____.

AADPP Funding Requested: _____.

Total Cost of the Project: _____.

**PLEASE REVIEW APPLICATION *GUIDELINES* BEFORE FILLING THIS APPLICATION
OUT *GUIDELINES* CAN BE FOUND AT INDIGITIZATION.CA**

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

PROJECT DESCRIPTION

A. OVERVIEW OF PROJECT (MAXIMUM 1 PAGE)

1. PROJECT TITLE

2. MANDATE

Briefly, tell us what your organization's mandate is. How does this project fit the mandate?

3. SHORT SUMMARY

50 word summary that can be used in AADPP Communications if your application is successful.

B. PROJECT DETAILS (MAXIMUM 2 PAGES)

1. DESCRIPTION OF AUDIO CASSETTES

Tell us why the materials on the cassettes are important to your organization and community. How many hours of audio do you expect to digitize? If you can, please provide a list of individual or groups of cassettes (ie. Elder Mary Smith, mining project "x" recordings, 5 tapes, 60 mins each). Do you have the rights and/ or permission to digitize the tapes? Please describe.

2. ACCESS TO THE MATERIALS AND PROJECT PROMOTION

Who will be permitted to listen to the materials once they have been digitized? Do you have an existing policy for handling these requests from community members and/ or external researchers? If so, how is access permission decided? If you do not have a policy, describe your plans to develop one with your community.

3. FUTURE PLANS FOR MATERIALS

Briefly describe how the digitized material might be relevant to current or future community programs. Do you plan to make the any files accessible online? How will you plan for their long-term preservation (i.e. where will the files be stored and how will you plan for physical backups)?

WORKSHEET 1: PROJECT LABOUR BUDGET

INFORMATION FOR FILLING IN LABOUR BUDGETWORKSHEET

- Manager time costs are considered to be in-kind
- Costs related to staff in advisory roles are always considered to be in-kind
- Hourly rates should include any benefits
- Costs related to new or existing staff performing digitization related tasks (ie. The Digitization Technician) can be considered applicant cash contributions

Project task		Person	Hrs	\$/ Hr	Applicant Cash (\$)	Applicant In-kind (\$)	AADPP Cash (\$)
Planning and Preparation	Project Preparation	Manager					
	Advisory						
Training	Digitization Training -Digitization Tech	Tech	35.0				
	Digitization Training -Project Manager	Manager					
Digitization	Condition Assessment, Digitization, and Metadata Acquisition and Other Activities	Tech					
	Project Management/Quality Control	Manager					
Project Reconciliation and Reporting	Project reconciliation and reporting (tech)	Tech					
	Project reconciliation and reporting (mgr.)	Manager					
Total by Project Member		Tech					
		Manager					
Totals (add to line 1 in the expenses summary pg. 9)							

NARRATIVE FOR LABOUR WORKSHEET

Who will be working on the project? Tell us why these people are a good fit if they are already on staff, such as any formal or informal digitization training they have, general computer skills, and other digitization projects they have worked on, if any. If you plan to hire someone new, what skills or qualities you will be looking for in that person? Tell us how this training and experience will be beneficial to your organization or community. Finally, please tell us who plans on coming for the training.

Add more pages as needed:

WORKSHEET 2: EQUIPMENT BUDGET WORKSHEET

Please indicate the equipment scenario for your project:

- Borrowing equipment from the AADPP
- Using your own existing equipment
- Using new equipment to be purchased as part of this program

Equipment Type	Amount of Participant Cash (\$)	Value of Participant In-kind Contribution (\$)	Amount Requested from AADPP (\$)
Laptop or computer (if using your own, add a pro-rated cost of 10% of the value of your computer to the in-kind box; give details in narrative below)			
Digitization equipment (if using your own, add a pro-rated cost of 10% of the value of your equipment to the in-kind box; give details in narrative below)			
Insurance (if borrowing AADPP equipment)			
Shipping (if borrowing AADPP equipment)			
Supplies (give details in narrative below)			
Digital storage (give details in narrative below)			
Totals (add to line 2 in the expenses summary pg. 9)			

Note: if borrowing the AADPP equipment, please put N/A in the rows for Laptop and Digitization equipment

NARRATIVE FOR EQUIPMENT BUDGET WORKSHEET

Please describe the information that went in to the equipment budget worksheet. Tell us how the equipment will be funded and what types/models of equipment you are using. If you plan to purchase equipment but want help with recommendations for equipment and third party providers, please tell us this so we can work with you to make sure you get your equipment ordered.

Add more pages as needed:

WORKSHEET 3: TRAVEL COSTS BUDGET WORKSHEET

Travel budget for _____ (name and/ or project position)			
Expense Type	Cost per day or per trip (\$)	Number days or trips	Total cost per expense type (\$)
1. Airfare			
2. Mileage			
3. Accommodation			
4. Taxi/ Bus			
5. Per Diems			
6. Parking			
Total person A			
Travel budget for _____ (name and/ or project position)			
Expense Type	Cost per day or per trip (\$)	Number days or trips	Total cost per expense type (\$)
1. Airfare			
2. Mileage			
3. Accommodation			
4. Taxi/ Bus			
5. Per Diems			
6. Parking			
Total person B			

Total travel costs for person A + person B = \$ _____

*****Please arrange to pay participants as per YOUR band's or organization's travel policies and be reimbursed from AADPP funding*****

SUMMARY OF TRAVEL FUNDING SOURCES:

	Amount of Participant Cash (\$)	Value of Participant In-kind Contribution (\$)	Amount Requested from AADPP (\$)
Totals (add to line 3 of expenses summary on pg. 9)			

NARRATIVE FOR TRAVEL WORKSHEET:

Include the following in your narrative:

- If driving, please include number of vehicles and a calculation of kilometers
- 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.
- Please cost out cab/ bus fare/ parking to and from your hotel each day. Parking at UBC is \$14 per day.

Tell us any extra info to help us understand your travel budget (ie. We live in a rural community, so we have to drive to the airport. We calculated our kms one way to the airport unit using Google maps to be 150km. Our rate per km is \$0.49 according to band travel policies. Therefore, 150 kms x \$0.49 = \$73.50 x 2 ways - \$147.00)

Add more pages as needed:

EXPENSES SUMMARY

Using the worksheets above, please provide a summary of the anticipated project expenditures by entering the appropriate amount under the respective category.

Costs/Expenses	Applicant Cash (\$)	Applicant In-kind (\$)	AADPP Funds Requested (\$)
1. Labour (<i>from Worksheet 1 on pg. 3</i>)	\$	\$	\$
2. Equipment (<i>from Worksheet 2 on pg. 5</i>)	\$	\$	\$
3. Travel (<i>from Worksheet 3 summary on pg. 8</i>)	\$	\$	\$
Total Project Expenses	\$	\$	\$

Final total of all expenses \$ _____.

PROJECT TIMELINE

Activities (after training) change as needed to suit your project	Week #s (i.e. 1-3)	Dates
Planning & Preparation		
Condition Assessment/Reporting		
Re-housing & Labelling		
Digitization		
Reporting (Interim)		
Digital File Processing – Access File/Checksum/Backup Creation		
Quality Control & Digital Restoration		
Metadata Acquisition, Arrangement & Description		
Reporting (Final)		