

INDIGITIZATION GRANT PROGRAM

APPLICATION GUIDELINES



<p>Online resource and best practices toolkit (indigitization.ca)</p>	<p>Mobile equipment kits that can be borrowed</p>	<p>In-person digitization training & ongoing support</p>	<p>Grant program to digitize & preserve Aboriginal audio</p>
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GRANT PROGRAM OVERVIEW

The Indigitization grant program provides funding, training, and support to digitize analog audio cassette tapes. The goal is to build capacity in Indigenous communities in British Columbia and facilitate community access to and preservation of traditional knowledge, language recordings, and other relevant materials. This is a matching funds program for audio 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 and management departments, and governments (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 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. 8-9).

TRAINING WORKSHOP

As part of the grant, digitization training is 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 and attending the training is a required part of the grant program. 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. Project managers may choose to stay for the full week, or leave after day 2. If travel costs are excessive, it is also possible for project managers to not attend and receive support and guidance for the project from the Indigitization ???. Applicants should be prepared to arrange advance funding for the participants as per local policies and be reimbursed with Indigitization Grant funds.

Indigitization has on-campus accommodations for your stay during Training Week. If you do not want to stay at UBC accommodations, please contact your preferred accommodation to get an accurate rate. Call and book ahead as large summer events will drive up the price and decrease availability. Successful applicants will be REIMBURSED for your travel and accommodations expenses through the Indigitization Grant funds. Please be aware that this funding might not be in place before training week.

APPLICATION ADJUDICATION

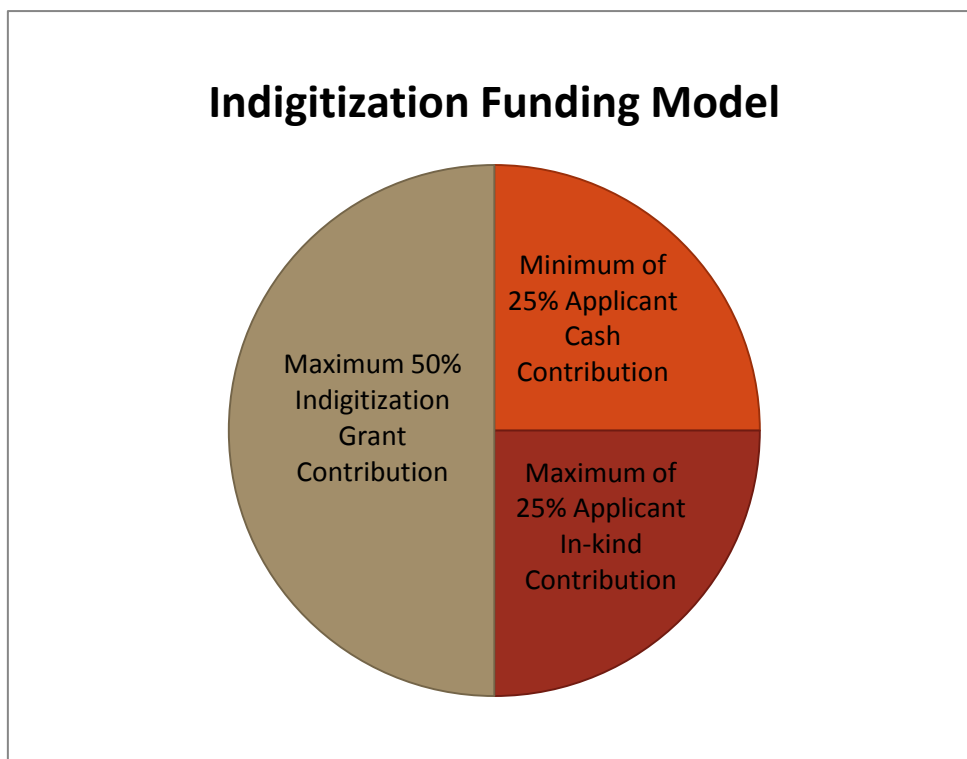
Criteria to be used in the adjudication process will include the following elements:

- 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?
- Preference is given to communities/organizations who have not received funding.

While repeat applications are considered, organizations seeking additional funding after already completing a project must demonstrate how they will be creating new capacity and moving their digitization programs forward.

FINANCIAL MODEL

The Indigitization Grant 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.



WHAT DO INDIGITIZATION GRANT ELIGIBLE EXPENSES AND APPLICANT CONTRIBUTIONS INCLUDE?

	INDIGITIZATION GRANT ELIGIBLE EXPENSES	APPLICANT CONTRIBUTIONS (IN-KIND OR CASH)
Travel and accommodation expenses for training	✓	✓
Wages and benefits of existing, paid staff for the digitization technician role	✓	✓
Wages and benefits for existing and new staff in the project manager role	X	✓
Shipping costs for borrowed equipment or <i>new</i> equipment (to be purchased after awarded funding for the Indigitization Grant)	✓	✓
<i>Overhead</i> costs (e.g. Internet fees, office space, phone line)	X	X
Collection development activities except basic metadata	X	X
Sources of funding that can be confirmed by application deadline	N/A	✓
Costs associated with creating new audio recordings	X	X

Note:

- Paid staff means part-time or full-time personnel hired specifically to help carry out the project, or additional hours for existing part-time staff.
- The salaries and benefits of existing, paid staff who will be working directly on the project can be considered as cash contribution. Applicants must indicate the role of the staff member(s) on the project and provide hourly pay rate and benefit calculation as well as the number of hours the staff will work on the project.
- Collection development includes 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).
- Borrowing equipment: There are 3 pieces of equipment. Cost of shipping borrowed equipment from The University of British Columbia to your address AND back (to UBC) depends on your location of shipping. Please contact your local delivery service to get an average rate.

Equipment Items (Rectangular)	Avg. Dimensions	Avg. Weight
Equipment 1, 2	22 x 22 x 13.5" each	30 lbs. each
Equipment 3	18 x 13 x 11.5"	10 lbs.

- Any application that requests buying new equipment should clearly state how the equipment will be used to support the project.

TRAVEL BUDGET CHART EXAMPLE

Expense Type	Approximate Cost*	
1. Airfare and baggage	Airfare Please contact the airline for rate	Checked Baggage \$30-40
2. Mileage	Reimbursed as per your organization's policies	# Kms: (Use Google maps to calculate)
Cost Per Day or Trip*		
3. UBC Campus Accommodations	\$129 (plus 13% tax) per night = \$145.77	
4. Parking at UBC Campus accommodations and regular parking at UBC for training each day	\$16 per day	
5. Taxi to/from airport	\$33.60 per trip for 1-4 passengers	
6. Per Diems (Lunch is hosted for 3 days, all other meals on your own)	Reimbursed as per your organization's policies	
7. Bus fare both ways to training each day	Adult: \$2.75 x 2 = \$5.50 Concession (seniors age 65+): \$1.75 x 2 = \$3.50	

*Prices shown as current

Note:

- You will be REIMBURSED for your travel and accommodations expenses through the Indigitization Grant funds. However, this funding might not be in place before training week.
- If you do not want to stay at UBC accommodations, please contact your preferred accommodation to get an accurate rate. Call and book ahead as large summer events will drive up the price and decrease availability.
- For more info on parking rates, please visit <https://parking.ubc.ca/hourly-rates>
- For more info on transit fares, please visit <http://www.translink.ca/en/Fares-and-Passes/Single-Fares.aspx>
- The Travel Budget Chart above is an example only. Your approximate costs may differ from those indicated in the chart.

HOW TO SUBMIT APPLICATIONS

Submissions will be accepted by mail or by email (.pdf or MS Word versions accepted).
Email final applications to in.digitization@ubc.ca

Questions about the application guidelines or process may be directed to: Sarah Dupont,
Aboriginal Engagement Librarian in.digitization@ubc.ca ; 604.827.0342 OR 604.368.2653

Sending draft applications for review in advance of the deadline is highly recommended.

Send completed applications to:

Indigitization Program – Grant Applications
c/o Kristen Wong
Irving K. Barber Learning Centre
Room 203
1961 East Mall
Vancouver, BC V6T 1Z1

Applications are due in hand or in inbox by 5pm on **MONTH, DAY, 2017.**

You will receive a confirmation email within 48 hours. If you do not receive a confirmation email, your application has not been received!

If you submit an application on the due date,
please phone (604) 827-0342 to confirm it was received

TIMELINE

Dates	Activity
November 25, 2016	Applications open
March 3, 2017	Application deadline
March 31, 2017	Adjudication meeting
April 7, 2017	Applicant notification
April 7, 2017	Funding agreements sent out
April 14, 2017	Deadline for agreements to be returned
April 17-21, 2017	Equipment orders placed; agreements sent to UBC legal
May 8, 2017	Deadline to provide details for UBC accommodations booking for training week
May 8 - May 15, 2017	Deadline for new hires starting their jobs; Indigitization prepare materials for participants
May 15-19, 2017	Training at UBC
June 22, 2017	Projects begin
August 4, 2017	Interim report due
November 3, 2017	Digitization work complete, final report due

PROJECT CYCLE



PAYMENT SCHEDULE FOR SUCCESSFUL APPLICANTS

Steps	Item	Deadline
1.	Applicant will receive e-mail notification of successful application and a legal agreement of the distribution of funds.	March 25, 2016
2.	Applicant MUST sign and return the legal agreement to in.digitization@ubc.ca	April 1, 2016
3.	Indigitization forwards agreement to UBC Library and UBC Legal Counsel for signatures and waits for it to return.	April 8, 2016
4.	Indigitization forwards agreement to UBC Library Finance where cheque is prepared.	As soon as returned
5.	Indigitization receives cheque in 4-6 weeks and send cheque directly to applicant via express post.	As soon as received
6.	Applicant receives first instalment (half of the grant funds) and begins project.	As soon as received
7.	Applicant forwards interim report to Indigitization, triggering release of second instalment.	September 16, 2016
8.	Indigitization receives cheque in 4-6 weeks and send cheque directly to applicant via express post.	As soon as received
9.	Applicant receives second instalment of funds.	As soon as received

APPENDIX A: FAQ'S

Q: I have recordings in another format (e.g. reel-to-reel, VHS, photos). Are these eligible?

A: *No, the Indigitization Grant is for **audio cassette digitization only**.*

Q: I would like to digitize a personal collection of family recordings. Am I eligible?

A: *No, the Indigitization Grant is not for individual applicants at this time.*

Q: We already possess digitization equipment. Do we have to borrow Indigitization'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 at least 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 Indigitization 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.*