

DIGITISE & UPLOAD grant

This grant offers up to **5,000 EUR** to **Archives Portal Europe (APE) Content Providers** that want to improve metadata related to digital objects on the Portal and/or want to add new digital objects to collections available on APE (including the ingestion of new finding aids). The aim is to improve APE's searchability, and to promote the availability of digital collections directly online.

ELIGIBILITY

New and existing APE Content Providers from any country and any type of institution

SCOPE

Ingestion of new material in APE, or extension of already existing collections by adding digital objects. This can include both *digitisation and upload of digital objects*, and the improvement of metadata on digital objects already available in APE. As APE is the archives domain's aggregator for Europeana, we encourage sharing via Europeana as well, but this aspect will not impact the awarding of this grant

Applicants may apply to the grant to:

- (1) Digitise new collections
- (2) Create the metadata for newly digitised collections to ingest in APE
- (3) Enhance metadata for digital objects of already ingested collections
- (4) Purchase of plug-ins, hardware, or software, to perform the actions needed.
However, please note that APE actively discourages the usage of commercial software, so purchase of this kind needs to be motivated thoroughly in the application.
- (5) Pay for person-hours to perform all the actions needed for the aforementioned goals

APPLICATION

The application is made online through the form at this link, and it includes:

- Details of the institution, including annual turnover
- General state of ingestion in APE and in Europeana

- Scope of the digitisation & ingestion that the applicant intends to perform with the grant, including reasons why that selection was made
- Detailed budget, including how the calculation for person-hours was performed and the average salary in EUR for that position at the institution

Max length of the application: 1,000 words, including budget.

The application can be filled in English, French, German, Spanish, or Italian

SELECTION

The selection of one or more projects will be done by the APE Governing Board, according to the soundness of the application

REQUIRED OUTPUTS

- Ingestion of at least one archival collection in APE (new or improved)
- If a national-level aggregator is present, the material must also be made available in the aggregator
- Creation of a short report (up to 800 words) where the work done is laid out, including a description of the collections now available in APE and/or Europeana

* Please note that if you intend to also share the collection via Europeana, the metadata needs to be licensed under the [Creative Commons Public Domain Dedication](#) (CC0).

For any clarification, please contact info@archivesportaleurope.net

For more information on becoming a Content Provider for Archives Portal Europe please refer to this video presentation. You can also read more about it [here](#).