METADATA INGESTION grant

This grant offers up to **5,000 EUR** to **Archives Portal Europe (APE) Content Providers** who need help in the ingestion of material in APE. The aim is to expand the APE database and to actively stimulate Content Providers to take action towards ingestion in APE.

ELIGIBILITY
Current and prospective APE Content Providers from any country and any type of institution

SCOPE
Ingestion of new material in APE, or improvement of already existing collections. This can include both *creating the metadata*, *the technical steps of export/transformation* necessary to ingest in APE, improvement of metadata for searchability purposes, and others.

Applicants may apply to the grant to:

(1) Create new archival descriptions in the existing software, provided the software allows for exports in EAD or another XML format
(2) Update existing archival descriptions in the existing software, provided the software allows for exports in EAD or another XML format
(3) Enhance existing archival descriptions in the existing software, provided the software allows exports in EAD or another XML format. This includes adding normalised dates to the date of creation, ensuring that a minimum of information is available (title, id, date, content summary), adding subject headings or index terms
(4) Transfer existing archival descriptions into a software like ICA AtoM (https://www.ica-atom.org/) that would in turn allow an export in EAD
(5) Create a mapping between the data fields in the existing software and the elements and attributes of EAD or apeEAD as a first step to prepare a transformation
(6) Develop a customised export from the existing software to EAD or apeEAD
(7) 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.

(8) Pay for person-hours to perform all the actions needed for the aforementioned goals

The application is made online through the form at this link, and it includes:
- Details of your institution, including annual turnover;
- Information about the status of ingestion in APE for your institution, and whether your country uses national, topic-based, or other aggregators;
- Scope of the ingestion that you intend to perform with the grant, including reasons why that selection was made (e.g., importance of the collections, or collections related to an anniversary coming up, etc.);
- 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, Italian, or Spanish.

Please note: this grant focuses on the preparation of metadata for ingestion in Archives Portal Europe, or improvement of current metadata. However, it can also be combined with the Digitise & Upload Grant for the upload of digital images. If you wish to do so, please only fill in the Digitise & Upload Grant application.

You can find the call for the Digitise & Upload Grant here.

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 the new or improved collections in APE as outlined in the project. If a national-level aggregator is present, the material must also be made available in the aggregator
- A short report laying out the work done, including a description of the material available in APE and its value to research and archival heritage

For any clarification, please contact info@archivesportaleurope.net