

## **DIGITISE & UPLOAD grant 2023**

This grant offers up to **5000 EUR** to **APE Content Providers** that want to improve metadata on the Portal and/or want to add 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**

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, and/or addition of digital objects. This can include both *digitisation and upload of digital objects*, and the improvement of metadata on digital objects already available in APE.

Applicants may apply to the grant to:

- (1) Digitise new collections
- (2) Create the metadata to ingest the collections in APE
- (3) Enhance metadata of already ingested collections
- (4) Purchase of plug-ins, hardware, or software, to perform the action 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-hour to perform all the actions needed for the aforementioned goals

## **APPLICATION**

A one-page application which will ask the applicant to provide:

- Details of the institution, including annual turnover
- General State of ingestion in APE and in Europeana – please note that preference will be given to institutions that are willing to also ingest their material 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-hour was performed and the average salary in EUR for that position at the institution

Max length of the application: 1000 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 board, according to the soundness of the application

## **REQUIRED OUTPUTS**

- Ingestion of at least one archival collection in APE
- 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 they lay out the work done, including a description of the collections now available in APE

The deadline for the application is Friday 24<sup>th</sup> February 2023. All information and link to the application at this link: <https://www.archivesportaleurope.net/tools/apef-grants/>

For any enquiry, please contact [info@archivesportaleurope.net](mailto:info@archivesportaleurope.net)