

DIGITISATION grant 2024

This grant offers **up to 10,000 EUR** to archival institutions that want to add new metadata to the Archives Portal Europe (APE), and/or improve metadata already available in the portal, and/or 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 open availability of digital collections on the web.

ELIGIBILITY

Current and prospective APE Content Providers from any country and any type of institution, as long as they have collections related to European history, or that were produced in Europe.

Becoming content providers for APE is completely free of charge, and only requires a few person-hours per month of work, respectively can be fully automated once a workflow has been established.

You can read about how to become Content Providers here:

<https://www.archivesportaleurope.net/about-us/join-us/?tab=content-provider>

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, with the creation of new finding aids, 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) Create new archival descriptions in the existing software, provided the software allows for exports in EAD or another XML format

(5) Update existing archival descriptions in the existing software, provided the software allows for exports in EAD or another XML format

(6) 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

(7) Transfer existing archival descriptions into a software like AtoM (<https://www.accesstomemory.org/en/>) that would in turn allow an export in EAD

(8) 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

(9) Develop a customised export from the existing software to EAD or apeEAD

(10) 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

(11) Pay for person-hours 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 (if applicable)
- Scope of the digitisation / ingestion that the applicant intends 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-hour was performed and the average salary in EUR for that position at the institution
- Information about the status of ingestion in APE for your institution, and whether your country uses national, topic-based, or other aggregators;

Max length of the application: **1,000 words**, plus 500 words to detail the budget. The application can be filled in English, French, German, Spanish, or Italian. The application must be filled online, at this link: <https://forms.gle/YYZwfgSAKmXf3pXk6>

SELECTION

The selection of one or more projects will be done by the Archives Portal Europe Foundation's Governing Board, according to the relevance and scope of the collections presented for the grant, and the feasibility of the project within the given timeline.

REQUIRED OUTPUTS

- Ingestion of at least one archival collection in APE, or significant improvement and searchability 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 the work done is laid out, including a description of the collections now available in APE

The deadline for the application is **Sunday 18th February 2024**. More information, including the link to examples of previous grant holders, at this link:

<https://www.archivesportaleurope.net/tools/ape-grants/ape-digitisation-grants/>

For any enquiry, please contact info@archivesportaleurope.net