

**MEAP Handbook for Applicants  
2023-2024**

## Modern Endangered Archives Program (MEAP)

### Handbook for Applicants (2023-24)

*The Modern Endangered Archives Program (MEAP) is a UCLA Library granting program funded by [Arcadia](#).*

*We fund projects that document, digitize and make accessible endangered archival materials from the 20th and 21st centuries, including print, photographic, film, audio-visual, ephemeral, and born-digital objects. MEAP grants fund organizations, archivists, researchers, and cultural heritage specialists to document and preserve at-risk cultural heritage through digitization.*

Program details and policies can be found in the [MEAP Guidelines](#).

All inquiries about application procedures or any other aspect of MEAP should be sent by email to [meap@library.ucla.edu](mailto:meap@library.ucla.edu).

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## 1. Available Grant Funding

MEAP offers three types of grants per application cycle: Planning Grants, Project Grants, and Regional Grants. Applicants can apply for one type of grant per cycle.

**PLANNING GRANTS** now offer up to \$20,000 for up to one year of work.

Planning Grants should be used to evaluate, survey or catalog collections for digitization and/or curation. Successful projects create survey reports or item level inventories that document collections and prepare them for digitization.

**PROJECT GRANTS** now offer up to \$70,000 for up to two years of work.

Project Grants should be used to digitize archival content or curate already-digital assets. Grant funded projects should be ready to start digitization once funding is available and address the full lifecycle of digitization, including imaging, content description (metadata creation) and digital asset delivery.

**REGIONAL GRANTS** offer up to \$100,000 for up to two years of work.

Regional Grants should be used to create digital collections that include cultural heritage materials from three or more institutions, families, or archival repositories but related to one theme, community or historical event. Projects should focus on digitization and metadata creation that enables findability for materials that are not physically held in one location. Project should also include training and community engagement that ensure representative communities and stakeholders are included in the digitization and description process.

**Note:** Only previous MEAP grant holders are eligible to apply for a Regional Grant. All potential Regional Grant applicants must connect with the MEAP staff to discuss their application before submission.

MEAP also offers **EMERGENCY GRANTS** of up to \$10,000 and up to 6 months of digitization work outside regular funding cycles. Applicants must be invited to submit an application.

- For more information, email [meap@library.ucla.edu](mailto:meap@library.ucla.edu) with a description of the endangered collection and why you cannot wait for a full review cycle.
- Emergency grant funding can be used for digitization and metadata creation. Funds cannot be used for physical preservation.

## 2. Eligibility

### Applicant Eligibility

Projects must have one single principal applicant who takes responsibility for the planning and execution of the project. The principal applicant will also be responsible for the financial

management of the grant. Projects may have additional applicants who take responsibility for executing the project throughout its lifecycle. Applicants may be:

- Accredited members of the teaching or research faculty at a university or similar higher education institution.
- Archivists or librarians with responsibilities for special collections in archives, a national or research library, or a similar institution.
- Affiliated leaders of not-for-profit organizations or community organizations that hold at-risk cultural heritage materials.

## **Institutional Eligibility**

Grants must be administered by organizations acting as a Host Institution. Host institutions should be a community organization, university, archive, library, research or cultural institution. MEAP cannot fund individuals directly. (See [Host Institution](#) for more detail.)

## **Project Eligibility**

MEAP supports projects that organize, collect, convert and describe archival material, existing digital assets, or born-digital materials. Materials must fit within the following scope.

<b><i>Endangerment</i></b>	Archival content must be imminently at-risk due to environmental conditions, political uncertainty, inherently unsustainable media, inappropriate storage, and/or communal or social change.
<b><i>Age of Material</i></b>	Archival materials to be digitized or surveyed should date from the early 20th century to the present, preferably with a majority of the material dating from the 1950s or later.
<b><i>Content</i></b>	Materials should document aspects of history, society, culture, and politics, preferably with an emphasis on social justice, human rights, and under-documented communities.
<b><i>Geographic Focus</i></b>	Materials from regions outside North America and Europe are preferred. We encourage applications from Africa, the Caribbean, Central America, South America, the Middle East, Central Asia, South and Southeast Asia, and Oceania. Applications from North America and Europe are eligible to apply only if resources are limited for preserving archival material and other avenues for funding have been exhausted.
<b><i>Format</i></b>	Materials may be in a variety of formats, including print, audio, video, photographs, ephemera, and born-digital files (including but not limited to blogs, digital photographs, cell phone videos, website pages, 3D images, magnetic tape, and social media content).
<b><i>Regional Grant</i></b>	Regional Grants are held by one organizing Host Institution and must be managed by someone with previous experience completing a previous MEAP grant.

Regional Grant Applications should indicate how previous MEAP experience will be applied to the new project.

### 3. Application Process (2023 - 24)

MEAP invites applications for its sixth cohort of projects designed to preserve, document, and digitize collections at risk from environmental conditions, political uncertainty, inherently unsustainable media, inappropriate storage, or communal and social change. Funding is now available for Planning Grants to survey or inventory archival collections and for Project Grants to digitize and publish existing collections.

- All applications must be submitted through the MEAP application portal at <https://meap.smapply.io/>
- All Applications must be submitted in English.
- Applicants may only submit one application in each round of funding.
- Applicants should consult [MEAP Guidelines](#) and [MEAP Applicant Resources](#) for recommendations regarding hardware, software, digitization best practices, survey and inventory workflows, and more.

MEAP has a two stage application process. All applications are required to submit a Preliminary Application through the MEAP application system. Select applicants will then be invited to complete a Detailed Application.

- Preliminary Applications open: **Tuesday, September 12, 2023**
- Webinar for all potential applicants: **Wednesday, October 18, 2023**
  - [Registration required](#)
- Preliminary Applications due: **Monday, November 13, 2023**
- Detailed Phase Webinars
  - **Project Grant - Thursday, January 18, 2024**
  - **Planning Grant - Friday, January 19, 2024**
- Detailed Applications (for invited applicants) due: **Friday, February 9, 2024**

### 4. Evaluation Criteria

Applications will be evaluated by an international panel of scholars using the following criteria:

- Urgency of the project, as reflected by the vulnerability of the materials, due to environmental conditions, political uncertainty, inherently unsustainable media, inappropriate storage, and/or communal and social change

- Scholarly significance and uniqueness of the materials proposed for digitization
- Viability of online publication based on signed rights statements, ethical rights analysis, and articulated commitment to the program's Open Access policy
- Project feasibility according to timeframe and resources requested, including physical space and personnel to conduct the activities proposed
- Expertise and experience of the applicants and project team
- Commitment and planning within the proposed project to create metadata in English and the language of the culture in which the materials were created
- Regional Grant applications will have additional evaluation criteria, including why a regional approach is right for the project. [See more details on our website >](#)

## 5. Archival Partner

An Archival Partner is the organization, institution, or individual(s) who currently hold and maintain an archival collection.

- If the grant applicant is not affiliated with the repository that currently holds the materials, applicants must submit an [Archival Partner Form](#) with the Detailed Application.
- The Archival Partner Form documents the confirmed participation of the archival stewards. Applicants are responsible for securing permission to survey materials (for Planning Grants) or to digitize materials (for Project Grants, Regional Grants).
- An administrative representative from the archival institution or the current collection steward should complete and sign this form to confirm collaboration on the project.
- If there is more than one archival partner, each partner must complete a separate form.

## 6. Host Institution

The Host Institution should be a university, research institution, archive, community organization or similar institution to which the grant will be awarded. The host institution is the administrative home of the project that will administer and account for the funds and abide by the terms and conditions of the award.

- Applicants must submit a [Host Agreement Form](#) with the Detailed Application. The form documents confirmed participation as the host institution.
- This institution may or may not be the primary applicant's home institution; it may or may not be the home of the archival materials.
- The Host Institution will be responsible for finalizing the legal grant agreement with UCLA. The Host Institution will also administer grant funds and ensure compliance with the terms and conditions of the grant. (See [MEAP Guidelines](#) for more detail.)
- An administrative representative from the Host Institution should review the [blank MEAP Contract Terms](#) to ensure that the Host Institution will be willing to serve in this capacity.
- It is possible to change Host Institutions after the project is approved for funding, but this process may delay the project start.

## 7. Planning your Project

Your MEAP Application should clearly state your plan for executing your proposed project. If you plan to survey a collection, consider how much time it will take to review all materials and what scale you will use for documenting (collection level, box level, item level). If you plan to digitize a collection, what equipment will you need, how much staff time will be required, who will be responsible for metadata creation?

- The Preliminary Application asks for a summary of your work plan. If you are invited to submit a Detailed Application, you will be required to submit a detailed work plan that lays out a quarterly or monthly plan for completing the scope of the project.
- Consider the MEAP payment schedules in planning purchases. (See [MEAP Guidelines](#).) MEAP does not distribute all funds at the start of the project.
- Build in reporting every 6 months. This will require an update on project progress and financial reporting. (See [MEAP Guidelines](#).)
- The project PI (and team where relevant) will have a kick-off conversation with MEAP to discuss beginning the project work within one month of receiving MEAP funds. Initial conversations will establish file naming structures, metadata standards, and digital file expectations. We suggest you include the kick off call as part of your work plan in Month 1.
- We expect to receive sample files and accompanying metadata of 3-10 objects within the first two months of the project launch. Subsequent file uploads should follow feedback provided by the MEAP/UCLA team.
  - If your project includes digitization of multiple media types, you will be required to submit samples of each file type. This may come at the beginning of the project or may be spread out throughout the project depending on your work plan.
- MEAP requires object-level metadata for all digital objects. Be sure to build time into the project for object-level description according to the [UCLA Digital Library Metadata Template](#).
- We expect to receive digital files and related metadata in batches throughout the lifecycle of the project, likely in cycles aligned with the six-month progress report. The cycle can be adjusted in conversation with the MEAP team.
- Content should be sent to the MEAP team via secure online folders using an MEAP-designated Google Shared Drive.
- MEAP requires preservation quality digital files for all digital objects.

Digital Media Required Format(s)	
<b>Photographs, documents, and other flat materials</b>	<b>TIFF images</b> <ul style="list-style-type: none"> <li>● Uncompressed</li> <li>● 400 - 600 dpi</li> <li>● sRGB Color Profile</li> </ul>

	<ul style="list-style-type: none"> <li>• Target file size: 5 - 50 mb per image</li> <li>• Must meet MEAP quality standards: focus, orientation, cropping</li> </ul> <p>Read our <a href="#">guide for print materials</a> for more details.</p>
<b>Audio materials</b>	<p>Broadcast Wave Format (<b>.wav</b>)</p> <ul style="list-style-type: none"> <li>• Uncompressed</li> <li>• Consistent volume and sound levels</li> </ul> <p>*MEAP does not require <b>mp3</b> for online access. If you aim to create local access to audio files, you may choose to render mp3 files during the project.</p> <p>See our <a href="#">Audio Digitization</a> guide for reference.</p>
<b>Video Materials</b>	<ul style="list-style-type: none"> <li>• Uncompressed <b>.mov</b>, <b>.avi</b>, or <b>.mkv</b> file for preservation</li> <li>• Matching <b>mp4</b> or other compressed format for online access</li> </ul> <p>See our <a href="#">Video Digitization</a> guide for reference.</p>

## 8. Building your Budget

All funds provided by MEAP will be in US Dollars (\$). Applicants should consider and anticipate fluctuations in exchange rates and inflation when preparing their budgets.

MEAP can only provide funds for eligible expenses. Review all eligible and ineligible expenses in the [MEAP Guidelines](#).

- The Preliminary Application asks for an estimated budget for the following categories. This preliminary budget is a reflection of the project priorities. For example, do you plan to spend most of the MEAP funds for salaries? Do you need a lot of equipment?
  - Salaries and Benefits
  - Equipment and consumables
  - Travel and Expenses
  - Training
  - Other Costs
- If you are invited to submit a Detailed Application, you will be required to submit a detailed budget that includes line-item estimates for each category and category-specific justifications. This should be as detailed as possible. How many staff salaries will the grant pay? What specific equipment will you plan to purchase with grant funds? Who will you hire to complete training?
- Use the budget justification section to note where you have other available resources and funds.



- If your team salaries will be paid by the Host Institution, please note that in the salaries justification.
- If you have available equipment already, be sure to note that in the equipment justification. You may also include details about available equipment in the Detailed Application work plan.
- The goal is for the MEAP team and Review Panel to understand how your project will be completed and how MEAP funds will be used to successfully complete the intended work.
- MEAP encourages project teams to build community engagement into their project plan and budget.
  - Engagement events should focus on securing rights from the community and/or documenting items in the collection (creating metadata).
  - MEAP is unlikely to fund events that are strictly promotional.
- Some additional notes to consider:
  - Digitization can be outsourced in cases where outsourcing makes the most sense. For example, if there is a small set of audio or video material held in a larger collection, teams may want to outsource digitization for those materials; where equipment is not available for purchase or training cannot be arranged for a local team. Please note that MEAP expects all documentation and descriptive metadata creation to take place locally.
  - Training can be conducted virtually or in person. In either instance, trainers should be compensated.
  - MEAP does not provide detailed training. The MEAP team will discuss metadata and digitization details during our kick off call and will offer robust feedback throughout the project.
  - The cost of developing a project website to host the digital collection is allowed. However, the UCLA Library commits to digitally preserve and ensures online access to digital collections funded by MEAP. Website costs should represent only a small percentage of the total grant amount and should not extend beyond the length of the grant.
  - MEAP does not pay for indirect costs. (See [MEAP Guidelines](#).)
  - MEAP does not pay for purchasing archival materials. Some kind of notional recompense payment to owners of the material may be possible in exceptional cases. If you are including such payments in your application, you must explain why and justify how much. (See [MEAP Guidelines](#).)
  - MEAP does not fund the creation of new media, including Oral Histories, Films, Documentaries, or Exhibits.

## 9. Open Access

Materials digitized with MEAP funding must be made available online in an open-access repository. The program does not offer grants if unreasonable restrictions are placed on the use or access to the material either because of copyright or privacy restrictions.

- Applicants are responsible for securing permissions to publish from the copyright holder(s).
- Applicants should secure permission from each copyright holder and submit signed [Copyright Permission Agreement](#) forms with your Detailed Application.
- Applicants who are uncertain of copyright and/or privacy permissions should apply for a Planning Grant. MEAP will fund planning grants that dedicate time to evaluating copyright, obtaining necessary documentation, and permissions from other partners.
- The UCLA Library will provide online access to all material digitized with MEAP funds. MEAP requires project teams to include item-level rights metadata.
- Applicants should be aware of privacy and ethical concerns. When collections contain sensitive information, such as images of death and violence or personal information, the project team is responsible for securing necessary permissions for publication. In particular, project teams should develop a plan for identifying and anonymizing any potentially criminalizing information. Alternatively, project teams should develop a plan for securing communal or individual permissions as necessary. You can include any plans for securing rights or engaging with the community in your work plan.
- Applicants should consider models of shared ownership and ongoing consent if working with Indigenous or communal materials.

## 10. Application Checklist

[Download the MEAP Application Checklist](#)

### PROJECT PLANNING

- Review [MEAP Eligibility Requirements](#)
- Review [MEAP Guidelines](#)
- Start conversation with archival owner or host institution to ensure that all parties understand the project and all MEAP requirements
  - Confirm Archival Partner participation
  - Confirm Host Institution agrees to participate
- Attend MEAP Preliminary Application Webinar on Wednesday, October 18, 2023 | [Registration Required](#)

### DRAFTING APPLICATION

- Review Preliminary Application Template

- Draft a Work Plan
  - Consider the scale of a Planning Grant: will you document the collection at the box level, folder level, item level? (See [Planning Grants](#))
  - For Project Grants, review MEAP Equipment Recommendations: will you need cameras to digitize paper, a scanner to digitize negatives, equipment to digitize audio or video? (See [Project Grants](#))
  - For Regional Grants, [review the new grant guidelines](#) and engage in conversation with all project partners. Have they agreed to participate in the project? What can each partner provide? How will decisions be made? What kind of training will be needed and who will provide it?
  - Who will do the work of the project? Who will write documentation? Do you need to engage a broader community to capture knowledge about the collection?
- Draft a Budget
  - Estimate all salary costs (including benefits where applicable)
  - Solicit estimates for equipment costs (if necessary)
  - Discuss overhead costs with host institutions. MEAP grants require accounting support, but cannot pay for indirect or overhead costs.
  - Exclude ineligible costs (See [MEAP Guidelines](#))
- Create an account at <https://meap.smapply.io/>

## SUBMIT APPLICATION ONLINE

- Submit Preliminary Application at <https://meap.smapply.io/>
- Applications are due Monday, November 13, 2023.
- MEAP will invite eligible applicants to submit a Detailed Application (decisions communicated in December 2023)

## DRAFT DETAILED APPLICATION

- Review MEAP Preliminary Feedback
- Attend one of the two MEAP Detailed Application Webinars
  - Project Grant - Thursday, January 18, 2024
  - Planning Grant - Friday, January 19, 2024
- Review [Detailed Application Template](#).
- Secure [Host Agreement form](#).
- Secure all necessary [Copyright Permission Agreements](#). These forms provide UCLA Library with permission to publish and steward digital collections.
- Secure all necessary [Archival Partner forms](#).
- Add detail to Work Plan + Budget.
  - Update equipment budget and include any additional expenses based on MEAP feedback.

- Recommended: Review [UCLA Digital Library Metadata Template](#) and other metadata documentation. Note how you will meet these requirements in work plan.
- Add detail about the amount of material to be digitized or inventoried.