

**British Columbia History Digitization Centre Program**

**Application Form**

**2021 - 2022**

# 1. Project summary

|  |  |  |  |
| --- | --- | --- | --- |
| Applicant institution/organization: |  | | |
| Legal name of parent organization (if applicable): |  | | |
| Contact information for official correspondence: | *Name, Title, Address, Telephone, Email* | | |
| Project title: |  | | |
| Project start (YYYY/MM/DD): |  | Project end (YYYY/MM/DD): |  |
| Funding requested: |  | Total project cost: |  |
| Contact information of project manager: | *Name, Title, Address, Telephone, Email* | | |

**The BCHDP Instructions and Guidelines 2021-2022 (updated annually) explain each section of the application form, offer examples and give good indicators on how each application is adjudicated. It is highly recommended that applicants consult this resource.**

**Please only apply for one project per application. Institutions submitting more than one application should rank their submissions in order of priority.**

**Affirmation**

* I affirm that the information in this application is accurate and complete and the project proposal, including activities and budgets, are fairly presented.
* I will confirm other sources of project funding by **January 30, 2021**.
* I agree that if funding is provided, any deviation from expenditures included in the project proposal will require prior written approval of the Irving K. Barber Learning Centre.
* I certify that the materials to be digitized with Program funds are either in the public domain, or that **all necessary copyright permissions to make the material available have been secured**.
* I confirm that all digitized material created through this project will be **fully and freely** available on the web except in extenuating circumstances
* I agree to publicly acknowledge funding and assistance provided by the Irving K. Barber Learning Centre and to submit a final report on or before **April 30, 2022** which includes a detailed financial accounting of the activities funded by the Learning Centre.

Authorized Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name and Title (please print): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

# 2. Project Details 30 points

|  |  |
| --- | --- |
|  | **Response** |
| **2.01** Give a summary of the project (maximum of 100 words). |  |
| **2.02** Explain the **significance and impact** of the proposed project and the content to be digitized. |  |
| **2.03** Identify the **audience** for content and describe **how the content will be used** (include statistics if appropriate). |  |
| **2.04** Detail the resources your organization would dedicate to this project. |  |
| **2.05** Provide a **detailed** project schedule for all activities. | |  |  |  |  | | --- | --- | --- | --- | | **Activity** | **Personnel** | **Time required (in hours)** | **Dates** | |  |  |  |  | |
| **2.06** Identify the role, responsibilities and/or project-related tasks of key participants, **including** contractors, consultants, vendors, and/or staff  **NOTE:** If working with vendors, include quotes for services. Also, include letters of support from project partners if appropriate. |  |
| **Adjudicator Notes** |  |

# 3. Digitization & Copyright and permissions Details 20 Points

|  |  |
| --- | --- |
|  | **Response** |
| **3.01** Provide a **detailed** inventory or listing of the material to be digitized and the anticipated output.  Please include dates or date ranges and physical description information.  Is the material ready for digitization or is there additional processing/selection required?  **NOTE:** Selection must be complete prior to the start of the project |  |
| **3.02** Describe the copyright, permission, ownership, and/or custodianship considerations of the content.  How have you determined that making your content available to the public will not contravene the Canadian Copyright Act?  Demonstrate how you have done due diligence in contacting current copyright holders of the content and how you have addressed privacy, cultural sensitivity and/or other issues associated to copyright concerns. |  |
| **3.03** Explain how digitization best practices will be applied and describe formats and standards to be used. |  |
| **3.04** Describe how quality control and testing will be incorporated.  **NOTE:** If working with contractor/vendor, describe your own internal quality assurance procedures as well. |  |
| **3.05** Describe the equipment you or a third-party will be using for digitization?  **NOTE:** If working with contractor/vendor, request equipment descriptions. |  |
| **Adjudicator Notes** |  |

# 4. Metadata and Description 20 Points

|  |  |
| --- | --- |
|  | **Response** |
| **4.01** Do you use or plan to use a standard metadata scheme to describe the materials to be digitized? |  |
| **4.02** If yes to the above, tell us about it.  If no to the above, please outline your plan for description. |  |
| **Adjudicator Notes** |  |

# 5. Access and Digital preservation 30 Points

|  |  |
| --- | --- |
|  | **Response** |
| **5.01** Will you be using a digital asset management system (repository) to make the materials freely available online? |  |
| **5.02** If yes to the above, tell us about it.  If no, please outline your plan for access. |  |
| **5.03** Describe your digital preservation plan. How will you ensure ongoing access to the digitized content? |  |
| **Adjudicator Notes** |  |

# 6. Promotion (REQUIRED)

|  |  |
| --- | --- |
|  | **Response** |
| **6.01** Outline your plans for publicizing your digitized material.  How will you promote the collection to the people of British Columbia and beyond? |  |
| **Adjudicator Notes** |  |

# 7. Budget (Required)

|  |  |
| --- | --- |
|  | **Response** |
| **7.01** Provide a description detailing the basis for calculating various expenditures [i.e. salaries and wages for all staff (permanent, temporary, full-time, part-time, etc.), equipment, software, services, project management, etc.]. |  |
| **Adjudicator Notes** |  |

**Project Income**

Provide a summary of the anticipated project income by entering the appropriate amount under the respective category. Applicant cash contribution must be a **minimum of 50%** of the Learning Centre Funds Requested.

|  |  |  |  |
| --- | --- | --- | --- |
| **Source of Income and Investment** | Cash | In-kind | Total (Cash + In-kind) |
| Applicant | $ | $ | $ |
| Learning Centre Funds Requested | $ |  | $ |
| Other: (Specify) | $ |  | $ |
| **Total Project Income** | $ | $ | $ |

**Project Costs/Expenses**

Provide a summary of the anticipated project expenditures by entering the appropriate amount under the respective category. Further details to be entered in the Notes column. **For each budget line, please specify if money will be from BCHDP funding, applicant cash contribution, applicant in-kind contribution, or other sources (e.g. additional grants.)**

In-kind contributions are defined as the salary, or a portion of the salary, for permanent staff members who have set aside time in their regular hours to work on the proposed digitization project. Any increase in regular work hours for permanent staff on this project may be considered a cash contribution. If you designate in your budget that a permanent employee’s salary is a cash contribution, please indicate that it is an increase in their regular hours.

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Costs/Expenses** | **Notes** | **Funds Requested** | **Applicant Contribution** | **Other Sources** | **In-kind** | **Total (Cash + in-kind)** |
| Salaries and Wages  (Please breakdown tasks by number of hours) |  | $ | $ | $ | $ | $ |
| Professional/Consultant Fees and Services |  | $ | $ | $ | $ | $ |
| Equipment and Software Costs |  | $ | $ | $ | $ | $ |
| Project Management (up to 5%) |  | $ | $ | $ | $ | $ |
| Other Costs: (Specify) |  | $ | $ | $ | $ | $ |
| **Total Project Expenses** |  | $ | $ | $ | $ | $ |

# Adjudicator scoring

|  |  |
| --- | --- |
| Project Details (30 points): |  |
| Digitization Details (20 points): |  |
| Metadata and Description (20 points): |  |
| Access and Digital preservation (30 points): |  |
| **Total:** | \_\_\_\_\_\_\_\_\_ /100 points |