

Digitise & Upload Grant

deadline: 11 April 2021

[Archives Portal Europe](#) (APE) offers four grants of 2,600 EUR each to current or perspective APE Content Providers that also provide or aim to provide content to Europeana, and that want to improve metadata on the portal and/or want to add digital objects to collections available on both APE and Europeana (including the ingestion of new finding aids). The deadline to apply is **Sunday 11th April 2021**. Applications must be made online via [this application form](#).

ELIGIBILITY

Perspective and current APE Content Providers which provide or aim to provide content to Europeana, from any country and any type of institution. Becoming a content provider is free and it is open to any archive with collections relating to the European continent, including national or local history.

TIMEFRAME

The deadline to apply is Sunday 11th April 2021. Successful applicants will be informed by Friday 30th April; **projects then will need to be finalised by Friday 30th July 2021 at the latest**.

SCOPE

Ingestion of new material in APE, or improvement of already existing collections, and/or addition of digital objects. This can include both digitalisation and upload of digital objects, and the improvement of metadata on digital objects already available in APE, and ingested through APE in Europeana.

Applicants may apply to the grant to:

- (1) Digitise new collections or existing collections to a higher quality;
- (2) Create the metadata to ingest the collections in APE and Europeana;
- (3) Enhance metadata of already ingested collections;

This grant is looking specifically at enhancements with regard to linked data enrichments for persons, places, or subjects. It is highly recommended to use methods of crowdsourcing in this activity;

- (4) Purchase plug-ins, hardware, or software, to perform the action needed.

However, please note that APE actively discourages the usage of commercial software, so the motivation behind a purchase of this kind needs to be argued for thoroughly in the application;

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

Please note that this grant focuses on the digitalisation of documental collections, and on

metadata enhancement for the purpose of ingestion and retrievability in Europeana. **The grant can be used in combination with the “Metadata ingestion grant” offered by APE (deadline 2nd May 2021).** A copy of the “Metadata ingestion grant” can be found [at this link](#)

APPLICATION GUIDELINES

The application is made online through the form at this link.

Please provide:

- Details of your institution, including annual turnover
- Information about the status of ingestion in APE and in Europeana for your institution, and whether your country uses national, topic-based, or other aggregators
- Scope of the digitalisation & 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-hours was performed and the average salary in EUR for that position at the institution

The application is in English only but it can be filled in English, French, German, Italian, or Spanish.

REQUIRED OUTPUTS

The applicant will be required to provide:

- Ingestion in APE of the collections, or metadata improvement for Europeana quality, as outlined in the project. Ingestion will be released on the basis of the APE Metadata Exchange Agreement and metadata and digital objects must be at least of Tier B and Tier 3 quality respectively, according to Europeana’s guidelines *
- A short report (up to 800 words) laying out the work done, including a description of the material available in APE and Europeana

For any clarification, please contact info@archivesportaleurope.net

* This means that the following needs to be present in the metadata:

- Information about the language used for the archival description which might be the same or different from the language of material
- A date of creation (including a normalised version of the date)
- The name of the creator
- Either a subject heading or a place name
- A linked open data URI for at least one of the previous three (e.g. VIAF for names of creators, Getty AAT or Library of Congress Subject Headings for subjects, Geonames for places)
- This means that the following criteria need to be met for the digital objects:
 - A direct link to the media file for the digital object (e.g. jpeg, png, gif, pdf) where the URL’s content header specifies a valid mime-type (e.g. image/jpeg or application/pdf)
 - A minimum size of 0.95 megapixel or a minimum width of 1,200 pixel
 - The application of a licence or rights statement allowing for some re-use