

## Metadata Ingestion Grant

deadline: 02 May 2021

[Archives Portal Europe](#) (APE) offers up to **5,000 EUR** to a current or perspective Content Provider to carry out ingestions in APE. The grant aims at helping our Content Providers to improve the quality and scope of the APE repository. Can be Content Provider any institution in the world that relate to the European continent, including national or local history. **The deadline to apply is Sunday 2nd May 2021. Projects then will need to be finalised by Friday 31st December 2021 at the latest.**

Applications must be made online via [this application form](#).

Any institution that is a current or perspective APE Content Provider can participate with a project that is based on one or more of the following actions:

- (1) Create new archival descriptions in the existing software, provided the software allows for exports in EAD or another XML format;
- (2) Update existing archival descriptions in the existing software, provided the software allows for exports in EAD or another XML format;
- (3) 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 (following ISO standard 8601), ensuring that a minimum of information is available (title, id, date, content summary), adding subject headings or index terms;

- (4) Enhance existing archival descriptions with links to digital objects in the existing software, provided the software allows for exports in EAD or another XML format;
- (5) Transfer existing archival descriptions into a software like ICA AtoM (<https://www.ica-atom.org/>) that would in turn allow an export in EAD;
- (6) 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;
- (7) Develop a customised export from the existing software to EAD or apeEAD;
- (8) 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;

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

In the application, the applicant will have to briefly outline the metadata ingestion (or improvement) project, how they intend to use the fund, and why they want to focus on the archival collection(s) of choice. See below for application guidelines.

## 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 for your institution, and whether your country uses national, topic-based, or other aggregators
- Scope of the ingestion that you intend 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 improvement, as outlined in the project. Ingestion will be released on the basis of the APE Metadata Exchange Agreement
- A short report (up to 800 words) laying out the work done, including a description of the material available in APE

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

**Please note that this grant focusses on metadata ingestion, not on the digitisation of a collection. However, we welcome projects that focus on making full digital objects available online, and the grant can be used in combination with the “Digitise & Upload grant” (deadline for application 11th April 2021) offered by APE as part of their activities in the Europeana DSI-4 project.**

**A copy of the “Digitise & Upload grant” can be found [at this link](#).**