

Metadata Ingestion Grant 2022

deadline: 15 November 2021

[Archives Portal Europe](#) (APE) offers up to **5,000 EUR** to a current or prospective **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.**

Applications to this grant must be submitted by **Monday, 15 November 2021** via [this application form](#). Projects then will need to be finalised (i.e., the improved data will need to be available in APE), by **Sunday, 31 July 2022**.

ELIGIBILITY

Current or prospective APE Content Providers 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.

SCOPE

Ingestion of new material in APE, or improvement of already existing collections. This can include both *creating metadata*, the technical steps of export/transformation necessary to ingest in APE, and/or *improvement of metadata* for searchability purposes.

Applicants may apply to the grant to:

- (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, etc.;

(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 [Access to Memory](#) (AtoM), 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.

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.

APPLICATION GUIDELINES

The application is made online through the form at this link, and it includes:

- 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.

Please Note: this grant focuses on the preparation of metadata for ingestion in Archives Portal Europe, or improvement of current metadata. However, it can also be combined with the Digitise & Upload Grant for the upload of digital images and ingestion in Europeana.

You can find the call for the Digitise & Upload Grant [here](#).

If you want to combine both grants, please use only the application form for the Digitise & Upload Grant ([at this link](#)) and clearly state in the application that you wish to combine the two grants. Projects applying to both grants combined will have to meet the requirements of both calls.

SELECTION

The selection of one or more projects will be done by the Governing Board of the Archives Portal Europe Foundation, according to the most solid and likely to succeed applications.

REQUIRED OUTPUTS

The applicant will be required to provide:

- Ingestion of the new or improved collections in APE 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 and its value to research and archival heritage

For any clarification, please contact info@archivesportaleurope.net

For more information on becoming a Content Provider for Archives Portal Europe please refer to [this video presentation](#). You can also read more about it [here](#).