

**B.C. History Digitization Program**

**Application**

# 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: |  |
| Contact information of project manager: | *Name, Title, Address, Telephone, Email* |

**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 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, 2018** which includes a detailed financial accounting of the activities funded by the Learning Centre.

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

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

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

# Project Details (20 points)

|  |  |
| --- | --- |
|  | **Response** |
| Describe the significance and impact of the proposed project. |  |
| Detail the resources your organization would dedicate to this project. |  |
| Provide a detailed project schedule for all activities. |  |
| Identify the role, responsibilities and/or project-related tasks of key participants, including contractors, consultants and staff |  |

# Digitization Details (20 points)

|  |  |
| --- | --- |
|  | **Response** |
| Provide a short description of the material to be digitized and the anticipated output. |  |
| Detail how you have addressed any copyright concerns. |  |
| Explain how digitization best practices will be applied and describe formats and standards to be used. |  |
| Describe how quality control and testing will be incorporated. |  |
| Describe the equipment you or a third-party will be using for digitization? |  |

# Metadata and Description (20 Points)

|  |  |
| --- | --- |
|  | **Response** |
| Have the materials to be digitized been described using a standard metadata scheme? |  |
| If yes to the above, tell us about it. If no to the above, please outline your plan for description. |  |

# Access (20 points)

|  |  |
| --- | --- |
|  | **Response** |
| Will you be using a digital asset management system (repository) to make the materials freely available online? |  |
| If yes to the above, tell us about it.If no, please outline your plan for access. |  |

# Digital Preservation (10 points)

|  |  |
| --- | --- |
|  | **Response** |
| Describe your digital preservation plan. |  |

# Promotion (10 points)

|  |  |
| --- | --- |
|  | **Response** |
| Outline your plans for publicizing your digitized material. |  |

# Budget (Required)

|  |  |
| --- | --- |
|  | **Response** |
| Provide a short description detailing the basis for calculating various expenditures (i.e. salaries and wages, equipment and software, services, project management, etc.) |  |

## **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 25%** 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.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Costs/Expenses** | Notes | Cash | In-kind | Total (Cash + in-kind) |
| Salaries and Wages |  | $ | $ | $ |
| Professional/Consultant Fees and Services |  | $ | $ | $ |
| Travel and Meeting Costs |  | $ | $ | $ |
| Marketing and Communications Costs |  | $ | $ | $ |
| Equipment and Software Costs |  | $ | $ | $ |
| Project Management (up to 5%)  |  | $ | $ | $ |
| Other Costs: (Specify) |  | $ | $ | $ |
|  **Total Project Expenses** |  | $ | $ | $ |