

Modern Endangered Archives Program (MEAP)

Program Guidelines

The Modern Endangered Archives Program (MEAP) is a UCLA Library granting program funded by [Arcadia](#).

We fund projects that document, digitize and make accessible endangered archival materials from the 20th and 21st centuries, including print, photographic, film, audio-visual, ephemeral, and born-digital objects. MEAP grants fund organizations, archivists, researchers, and cultural heritage specialists to document and preserve at-risk cultural heritage through digitization.

MEAP is committed to providing open access to cultural and historical materials from around the world as a challenge to politicized and nationalized historical narratives that minimize or silence multiple voices and perspectives. We seek to fund projects that expand the capacity for digital preservation around the world, especially in areas with limited resources for archival preservation.

These guidelines define the program scope and eligibility requirements for the MEAP grant program. Review all sections before submitting an application to MEAP. More details on MEAP, available grant funding, and MEAP's procedures can be found at meap.library.ucla.edu.

Direct all questions to meap@library.ucla.edu.

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1. Available Grant Funding

MEAP welcomes applications for three different grant types on an annual basis. MEAP also invites applications for Emergency Grants outside the regular funding cycle. Applicants may only submit one application per round of funding. Please see the “Application Process” section for detailed information on applying.

1.1 Planning Grants

Planning Grants of up to \$20,000 are available to evaluate and survey collections for potential digitization and/or curation. Planning Grant projects can be up to one year in length.

1.2 Project Grants

Project Grants of up to \$70,000 are available to digitize archival content or to curate born-digital materials. Project Grant projects can be up to two years in length.

1.3 Regional Grants

Regional Grants of up to \$100,000 are available to create digital collections that include cultural heritage materials from three or more institutions, families, or archival repositories but related to one theme, community or historical event. Projects should focus on digitization and metadata creation that enables findability for materials that are not physically held in one location. Regional Grant projects can be up to two years in length.

- Only previous MEAP grantees are eligible to apply for Regional Grants.

1.4 Emergency Grants

MEAP has funds available for Emergency Grants to be provided outside regular funding cycles. Applicants must be invited to submit an application for up to \$10,000 and up to 6 months of digitization work. For more information, email meap@library.ucla.edu with a description of the endangered collection and why you cannot wait for a full review cycle.

2. Eligibility

Projects must have one single principal applicant who takes responsibility for the planning and execution of the project. The principal applicant will also be responsible for the financial management of the grant. Projects may have additional applicants who take responsibility for executing the project throughout its lifecycle.

2.1 Applicant Eligibility

Individual applicants must be associated with an institution and cannot apply for independent funding. Applicants may be:

- Any accredited member of the teaching or research faculty at a university or similar higher education institution.
- Archivists or librarians with responsibilities for special collections in archives, a national or research library, or a similar institution.

- Affiliated leaders of not-for-profit organizations or community organizations that hold at-risk cultural heritage materials.

2.1.1 If the grant applicant is not affiliated with the repository that holds/owns the materials, applicants must submit an [Archival Partner Form](#) with the Detailed Application.

2.2 Institutional Eligibility

Grants are administered through host institutions (not individuals) in contract with UCLA. Host institutions should be a community organization, university, archive, library, research or cultural institution.

2.2.1 Applications from state institutions requesting support for the preservation of their own holdings should demonstrate some contribution in kind, such as the provision of staff time, training or workspace.

2.2.2 Each project must have an administrative contact who has financial and signatory authority. This may be the principal applicant or another individual at the host institution.

2.3 Project Eligibility

MEAP supports projects to organize, collect, convert and describe archival material, existing digital assets, or born-digital materials. Materials must fit within the following scope.

2.3.1 *Endangerment* - Archival content must be imminently at-risk due to environmental conditions, political uncertainty, inherently unsustainable media, inappropriate storage, and/or communal or social change.

2.3.2 *Age of Material* - Archival materials to be digitized or surveyed should date from the early 20th century to the present, preferably with a majority of the material dating from the 1950s or later.

2.3.3 *Content* - Materials should document aspects of history, society, culture, and politics, preferably with an emphasis on social justice, human rights, and under-documented communities.

2.3.4 *Geographic Focus* - Collections must be held outside Canada, the United States, the UK, and European Union countries. We encourage applications from Africa, the Caribbean, Central America, South America, the Middle East, Central Asia, South and Southeast Asia, and Oceania.

2.3.5 *Format* - Materials may be in a variety of formats, including print, audio, video, photographs, ephemera, and born-digital files (including but not limited to blogs, digital photographs, cell phone videos, website pages, 3D images, magnetic tape, and social media content).

2.4 Regional Grant Eligibility

Regional Grants are held by one organizing Host Institution and must be managed by someone with previous experience completing a MEAP grant. Regional Grant Applicants should be a previous MEAP grant holder or affiliated with an institution that has managed a previous MEAP grant.

3. EAP Related Funding

3.1 MEAP and EAP ([Endangered Archives Programme](#)) will not fund overlapping projects in the same funding year and applicants may apply to only one program per funding round. This includes:

- Projects with the same Principal Applicant or Co-applicants
- Projects digitizing materials from the same collection
- Projects from the same institution that would rely on the same project team

3.2 Applicants with collections including substantial material from before and after the mid-twentieth century can apply to both EAP and MEAP for projects to work on the same collection, but not in the same application year. Applicants may therefore choose to create related project plans for their applications to each program. Funding from one program must have started before an application to the other program will be considered. Applicants with these types of projects should contact the staff of EAP or MEAP to discuss.

3.3 Institutional administrators who manage funds or training may be part of more than one team per year.

4. Collection Practices

4.1 Country of Origin

MEAP supports work at archive sites around the world. Collections are preserved through digitization and should remain in their country of origin. Grants are offered on the condition that original materials are housed by a local archival partner where possible.

4.2 Housing Collection Materials

MEAP anticipates that most collections are currently held by archival institutions. If the collection is privately held, MEAP expects the materials to be moved into a local archive during or at the end of the project.

4.2.1 If the collection is to be rehoused at a different institution from the one where it was found, the archives that will house the materials should confirm involvement by completing the [Archival Partner Form](#).

4.2.2 MEAP acknowledges that there may be cases in which the relocation of material is not feasible and that private or institutional owners of archival material may be unwilling to give up possession of the originals. In these circumstances, MEAP will accept grant applications to digitize material in order to enhance its security and allow broader access to its contents. Relevant archives and owners may have digital copies of the resulting work upon request.

4.3 National Collections

MEAP requires confirmation that appropriate governmental departments have been consulted in cases where projects involve national or state-owned records. In these cases, the appropriate governmental agencies should approve the digitization and publication of these materials before the Detailed Application is submitted. This can be indicated in the Rights section of the MEAP Application or by submitting a signed letter of support with a government seal or stamp.

4.4 Digital Copies

Digital copies of all digitized materials must be sent to the UCLA Library. Digital copies should also be shared with appropriate and established institutions in the country of origin. Where possible, digital copies should also be made openly accessible.

4.5 Computational Tools and Artificial Intelligence

MEAP recognizes that some project teams may rely on automated online tools or AI tools to support metadata creation and translation. Teams must review and verify all computationally rendered data. People must take final responsibility for all data submitted for publication.

5. Budget Expenses

All funds provided by MEAP will be in US Dollars (\$). Any exchange rates and inflation should be considered.

5.1 Eligible Expenses

5.1.1 Salaries - Should directly support the work of digitization and preservation. This includes the tasks of seeking, identifying, and gathering the material, imaging and digitizing material, and creating and/or translating metadata.

- Should reflect a commitment to local capacity-building and pay equity across all team members
- Should be estimated according to official pay scales for the country where work will take place; include relevant pay details in the budget justification
- Can include teaching cover (as “Replacement Salary”) where an academic principal investigator needs to spend considerable time in the field away from official teaching duties, and contributions to salary costs where an archivist has to be in the field for a

prolonged period; replacement salaries will require additional justification: Why is the scholar or archivist the best person to lead this work?

5.1.2 *Digital Capture of Materials* - Costs of digitizing original materials can include purchasing necessary equipment and/or relocating and installing the materials in an archive.

- For Planning Grants, this can also include the cost of organizing, producing an inventory and the composition of finding aids.
- Project Grants should have inventories in place by the start of the project and budgets should not include the cost of producing an inventory or finding aid.
- Regional Grants may include costs of digitization, metadata creation, and additional inventory creation for different collections.

5.1.3 *Travel and Subsistence* - Travel and subsistence for team members or individuals conducting training. Travel should be directly relevant to the work of preservation, digitization, survey or metadata creation.

- Travel costs may include individual cab fare or car expenses as a precaution against Covid-19 or other public safety concerns.

5.1.4 *Training* - MEAP aims to enhance the professional skills of local staff, to increase the local capacity to preserve, manage, and digitize collections in the long term. Applicants are encouraged to incorporate training and professional development into their grant proposals. Training can focus on areas such as archival collection management, technical training in digitizing techniques, or metadata creation.

- Training can be conducted virtually or in person. In either instance, trainers should be compensated.

5.1.5 *Other Costs* - Other costs that directly support the preservation and community engagement of the project can be included under the 'other costs' section of the application. Examples of these include the following:

- Basic preservation measures for the original material, such as acid-free storage boxes.
- Relocation costs for moving and installing the materials in an archive committed to long term sustainability and stewardship.
- Community engagement events meant to invite community members to share knowledge about the collection and participation in the documentation process. Events might allow community members to contribute to metadata creation or discuss open access and necessary permissions.
- The cost of developing a project website to host the digital collection.
- Other costs might also include funds held to plan against inflation.
- Other costs should represent only a small percentage of the total grant.

5.2 Ineligible Expenses

5.2.1 Institutional overhead and indirect costs.

5.2.2 Capital building and refurbishment projects.

5.2.3 Building and construction work of any kind.

5.2.4 Administrative costs, including but not limited to archival overhead or running costs, rent, financial administration for grant management, air conditioning or heating.

5.2.5 Physical conservation of original materials. While some projects may require conservation intervention throughout the digitization process, MEAP does not fund conservation projects (i.e. projects with a primary goal and prioritization of physical conservation as opposed to digitization).

- Some conservation materials may be acceptable budget expenses as necessary to prepare materials for digitization. Please include details in the budget justification section of the detailed application.

5.2.6 Extensive cataloging, transcription, translation or editing work meant to conduct research.

5.2.7 Operational equipment meant for archive management.

5.2.8 Recording new oral histories or audio recording equipment.

5.2.9 MEAP cannot fund any services that extend beyond the length of the grant (ie. hosting services, internet services).

5.2.10 Purchasing archival materials. MEAP does not provide money to purchase archival material.

- Some kind of notional recompense payment to owners of the material may be possible in exceptional cases. If you are including such payments in your application, you must explain why and justify how much.

6. Open Access and Rights

6.1 Materials digitized with MEAP funding must be made available online on the UCLA Digital Library open access repository. The program does not offer grants if unreasonable restrictions are placed on the use or access to the material either because of copyright or privacy restrictions.

6.2 Applicants must prove that the owners of the material will cooperate in the project by submitting a signed [Archival Partner Form](#) or signed letter of intent with the application.

- 6.3** Applicants are also responsible for ensuring that the necessary permissions are in place for open access publication. Applications will be evaluated on whether or not materials are eligible for open publication. Where possible, commitment to open access publication should be included with the application by submission of a signed [Copyright Agreement Form](#).
- 6.4** The UCLA Library can provide guidance for assessing the rights status if a project is selected for funding, but applicants must provide detailed information about permissions during the application phase.
- 6.5** Applicants who are uncertain of copyright and/or privacy permissions should apply for a Planning Grant. MEAP will fund planning grants that dedicate time to evaluating copyright, obtaining necessary documentation, and permissions from other partners.
- 6.6** The UCLA Library will provide online access to all material digitized with MEAP funds. MEAP requires project teams to include object level rights metadata.
- 6.7** Applicants should be aware of privacy and ethical concerns. When collections contain sensitive information, such as images of death and violence or personal information, the project team is responsible for securing necessary permissions for publication or flagging individual pages or images that cannot be published. In particular, project teams should develop a plan for identifying and anonymizing any potentially criminalizing information. Alternatively, project teams should develop a plan for securing communal or individual permissions as necessary.
- 6.8** Applicants should consider models of shared ownership and ongoing consent if working with Indigenous or communal materials.
- 6.9** Content is published on the UCLA Digital Library without watermark or other layered images or marks.

7. Application Process

- 7.1** All applications must be submitted through the online MEAP application system available at meap.smapply.io. If you cannot access the online system or cannot submit online, please email meap@library.ucla.edu.
- 7.2** The application process is executed in two steps: Applicants submit a Preliminary Application and selected applicants will be invited to submit a Detailed Application.
- 7.3** Applications must be submitted by deadlines posted at meap.library.ucla.edu.
- 7.4** All applications must be written in English and budgets must be provided in US Dollars (\$).

7.5 Applicants may only submit one application in each round of funding.

7.6 MEAP cannot review new applications until all materials are completed and submitted from previous grant funded projects. All deliverables for existing grant projects must be submitted before the deadline for Detailed Applications. Note: this includes all deliverable materials, including any inventories or surveys, the Final Report, and accounting report.

7.7 The UCLA Library may use digital files and application materials for promotional purposes.

8. Evaluation Criteria

Applications will be evaluated by an international panel of scholars using the following criteria.

8.1 Urgency of the project, as reflected by the vulnerability of the materials, due to environmental conditions, political uncertainty, inherently unsustainable media, inappropriate storage, and/or communal and social change.

8.2 Scholarly significance and uniqueness of the materials proposed for digitization

8.3 Viability of online publication based on signed rights statements, ethical rights analysis, and articulated commitment to the program's Open Access policy.

8.4 Project feasibility according to timeframe and resources requested, including physical space and personnel to conduct the activities proposed

8.5 Expertise and experience of the applicants and project team

8.6 Commitment and planning within the proposed project to create metadata in English and the language of the culture in which the materials were created

9. Granted Projects Procedures

9.1 Grant Offers

9.1.1 MEAP reserves the right to cancel any grant offer if the administrative paperwork is not signed and completed within four months from the date of offer.

9.1.2 MEAP reserves the right to cancel any grant if we do not receive a response from the project team within 60 days after any request for information.

9.2 Host Institution Responsibilities

9.2.1 The Host Institution will be responsible for administering grant funds and ensuring compliance with the terms and conditions of the award.

9.2.2 The Host Institution must have a bank account that can receive foreign funds/funds in U.S. dollars to receive MEAP funds.

9.2.3 Any non-U.S. based subrecipient will be required to agree to use the funds provided in compliance with the U.S. Foreign Corrupt Practices Act and all applicable U.S. anti-terrorist financing, asset control laws, regulations, rules & executive orders.

9.2.4 Any non-U.S. based subrecipient will be responsible for determining whether its performance is subject to, and in compliance with, U.S. Export Control laws & regulations.

9.3 Payment Schedule

9.3.1 The total amount of funds will be disbursed in a series of installments throughout the project:

For all Planning Grant projects 12 months or less: Project funds will be distributed in two disbursements

>> 75% of funds will be disbursed in month 0, 25% after all deliverables have been submitted and approved.

All Project Grant projects will receive three disbursements.

*Note: Distribution of payment #2 is dependent upon successful review of sample materials and submission of Batch 1. Payment will follow an approved Progress Report.

For all Project Grant projects 12 months or less:

>> 60% of funds will be disbursed in month 0 (before project start date), 30% between months 3-6*, 10% after all deliverables have been submitted and approved.

For all Project Grant projects 13 - 24 months long:

>> 60% of funds will be disbursed in month 0 (before project start date), 30% at month 12*, 10% after all deliverables have been submitted and approved.

9.3.2 Emergency Grants of 6 months or less will be funded 100% in one disbursement.

9.3.3 Final payment for all grants is made after the final deliverables and final report from the project have been submitted and approved by the MEAP Board. This will be within three months after the final report is received.

9.4 Equipment

9.4.1 MEAP prefers to see all digitization equipment remain with the Archival Partner so that digitization can continue after the grant period ends.

9.4.2 MEAP does not fund overhead scanners or orbital scanners.

9.5 Communication

MEAP requires periodic updates from all project teams through regular Progress Reports (see [Reporting](#)). We also welcome ongoing communication via email.

9.5.1 Please send all messages to meap@library.ucla.edu and include your **project number in the subject line**.

9.5.2 *Project Changes*

- Use [MEAP Change Request Form](#) to propose changes to timeline, scope or budget. Email form to the MEAP team at (meap@library.ucla.edu).
- Budget changes that propose to move funds from one budget category to another (e.g. Salaries to Equipment, or Travel to Salaries) must be approved by the MEAP team.

9.6 Reporting

MEAP projects will be reviewed regularly by submission of Progress Reports. Reporting schedules will be documented in your Statement of Work and can be discussed with the MEAP team.

9.6.1 Projects should submit progress reports every 6 months.

9.6.2 Should the timeline of your project change, MEAP reserves the right to ask for reports as necessary.

9.6.3 All Progress Reports should be based on the Progress Report template [found online here](#). Reports should be completed by making a copy in Google Docs or downloading to Word.

9.6.4 Reports must include (1) A narrative update on the project (in English); (2) An update on project deliverables based on estimated workflow; (3) A financial report that documents spending against your budget; (4) An accounting report (ledger) that tracks all funds received and spent; and (5) Copies of receipts for all purchases over \$500 USD.

9.6.5 Once the project deliverables are complete, project teams should submit a Final Report. Final payment disbursements will only be made after all deliverables have been

submitted and the Final Report has been reviewed and approved by the MEAP Review Board. Final Reports should be based on the template [found online here](#).

9.6.6 All reports should be submitted by email to meap@library.ucla.edu. Include your project number in the subject line of the email and the file name of the report.

10. Project Milestones and Digital File Requirements

10.1 The project PI (and team where relevant) will have a Kick-off conversation with MEAP to discuss beginning project work within one month of receiving MEAP funds or at the start of the project, if work begins before receiving MEAP funds. Initial conversations will establish file naming structures, metadata standards, and digital file expectations. A Kick-off call is only required for Project Grants. If interested, Planning Grants may request a call with the MEAP.

10.2 We expect to receive sample files and sample metadata within the first two months of the project launch.

10.3 Project Grants should submit object level metadata according to the [MEAP Metadata Template](#). See more details in the [MEAP Metadata Handbook](#).

10.4 We expect to receive digital files and related metadata in batches throughout the lifecycle of the project. The batch timing depends on project specifics and can be discussed at the Kick-off call.

10.5 Data Management

10.5.1 Content should be sent to the MEAP team via secure cloud based system provided by the UCLA Library.

10.5.2 For all MEAP projects, the UCLA Library will maintain an active cloud based Google Shared Drive during the grant period. Three months after all project materials have been published online, the active work space will be closed. At this time, the UCLA Library will delete all project materials from the active Shared Drive and project teams will no longer have access to the materials. Storage space will be recycled for future MEAP projects.

10.5.3 Data clean up will only happen after all project deliverables have been published and project teams will have public access to all digital collection items.

10.5.4 The UCLA Library will be responsible for storing digital preservation files in perpetuity. Files are securely held on library servers and regularly backed up. This includes preservation files and project data (metadata sheets, project notes, inventories, finding aids, samples, and other materials).

10.5.5 Derivative copies and metadata will be posted on the MEAP Publication Website, hosted by the UCLA Library.

10.5.6 MEAP grantees are responsible for ensuring a local copy of all digitized materials on hard drive or local servers.

10.6 MEAP can also receive hard drives delivered to UCLA Library by courier or registered mail to the address below. Delivery method should be discussed with the MEAP team. Fees for courier or mail can be included in project budgets.

UCLA Library

Modern Endangered Archives Program
280 Charles E Young Dr N
Los Angeles, CA, United States
90095

10.7 All project files and deliverables must be submitted no later than three months after the grant period.

11. Public Acknowledgement

11.1 Please acknowledge the Modern Endangered Archives Program, UCLA Library, and Arcadia Fund in all publications, conference presentations and public statements including all online publications, blogs and other social media and online media posts, publications and publicity using the following acknowledgement statement:

“[This project] is supported by the Modern Endangered Archives Program at the UCLA Library with funding from Arcadia, a charitable foundation that works to protect nature, preserve cultural heritage and promote open access to knowledge.”

11.2 MEAP encourages all grantees to publicize their work through social media. Please tag MEAP on Twitter [@ModArchivesUCLA](https://twitter.com/ModArchivesUCLA).

11.3 Send all press releases to the MEAP team for review before publication.

12. Contact Us

All inquiries about application procedures or any other aspect of MEAP should be sent by email to meap@library.ucla.edu.