

APPENDIX 1

ENDANGERED ARCHIVES PROGRAMME

PRELIMINARY APPLICATION FORM

Round 22
2026/27

BRITISH
LIBRARY

EAP Round 22 invites applications for grants to be awarded in April 2027. For successful applicants, first grant instalments will be paid in June 2027, and projects may start between July 2027 and February 2028.

Please read carefully the [Guide for Applicants](#) and Grant Agreement Template (Appendix 7 of the Guide) before completing and submitting an application. All grants are awarded to the standard terms. Please ensure you have familiarised yourself with the relevant [Digitisation and Cataloguing Guidelines](#) as these will have implications for the resources you will require.

Applications are evaluated against three broad criteria:

- **Content of archive** (including endangerment, research value, age and legal and ethical rights)
- **Project team and organisations involved** (including track record of principal applicant, staffing plan, skills and knowledge)
- **Project plan** (including feasibility, local capacity building, and value for money, as demonstrated in the proposed budget). Note that we ask for an updated Risk Assessment at offer stage.

All applications must be made online using the [EAP Grants Portal](#) which will be live on **4 September 2026**. This Word document has been provided in advance for you to fill in and circulate among stakeholders before transferring answers to the online form. Note that the online form follows this form, and you must adhere to the same word limits. Using 10pt Arial will allow you to edit this document without affecting the formatting.

The application must be submitted by **midday GMT on Friday 6 November**. Late or incomplete applications will not be considered. Do not supply material other than that requested in the application.

Note about use of AI in applications to EAP

We recognise that AI tools may be of use in certain circumstances, but we ask you to:

- Disclose the use of AI tools in any part of the application, and how you have used them
- Remember that EAP funds unique projects, and applications should reflect the uniqueness of the archive
- Consider the ethical and environmental implications of the use of AI.
- Ensure that the entire application is checked by a human being (i.e. the Principal Applicant).

The application must be completed in English. Any queries should be addressed to:
endangeredarchives@bl.uk

The application is in SIX compulsory sections ('pages'):

Page 1: OVERVIEW

Page 2: ARCHIVAL MATERIAL AND RIGHTS

Page 3: PROJECT DESCRIPTION, PLAN AND RISK ASSESSMENT

Page 4: BUDGET

Page 5: PEOPLE AND ORGANISATIONS

Page 6: OTHER

PRINCIPAL APPLICANT DETAILS

There must be a single Principal Applicant who takes responsibility for the planning and execution of the project, and ownership of the research. This is the contact with whom the Endangered Archives Programme communicates about the application and eventual award. This must match the contact named on the account on the portal.

1.1 Title (<i>Dr / Mr / Ms, etc.</i>)	
1.2 First name	
1.3 Last name	
1.4 Position	
1.5 Preferred contact no.	
1.6 Email	
1.7 Address	
1.8 Country of Principal Applicant	
1.9 Are you a PhD student?	☐ Yes ☐ No
If yes: Name of supervisor	
1.11 Current job title	
1.12 Employing institution	
1.13 Is the employer the same as the Host Institution?	☐ Yes ☐ No
If no: Host Institution	

PROJECT DETAILS

1.14 Project title (<i>maximum 20 words</i>)	
1.15 Project type (<i>'Area' only after previous project</i>)	☐ Pilot ☐ Major ☐ Area
1.16 Discussion with EAP team	☐ Yes ☐ No
If yes: Date of discussion with EAP team	
If no: Reason for not having discussion	
1.17 Country / countries where the project will be located	
1.18 Amount requested in GBP (£)	
1.19 Proposed start date	
1.20 Length of project in months	

MATERIAL

The answers to this section should be readable by a general audience. Each answer should be no more than 175 words.

2.1 Material

Please give a brief description of the endangered material. Include information on physical format, size and age. The majority of the material should date from before the middle of the twentieth century.

2.2 Endangerment

Why is the material endangered? Describe its condition, age, physical location, storage, political context, and so on.

2.3 Research value

Why is the material important for research? Information on its uniqueness, cultural or historical significance, and so on.

ESTIMATED AMOUNT OF DIGITISED MATERIAL

Please give an indication of how much material you propose to digitise.

2.4 Estimated number of items (books, photographs, etc.) to be digitised

2.5 Estimated number of digital files (TIFF or WAV files) to be produced

2.6 Estimated number of gigabytes of material to be produced

LEGAL AND ETHICAL RIGHTS

All material digitised under an EAP grant will be made available online. Applicants must ensure from the outset that they have permission from the archive's owners to make the material available online, and they must also demonstrate that they have considered the cultural implications, copyright status and data-protection implications of this. If the project involves copying national or state records, then applications at the detailed stage must include confirmation that the appropriate department has given permission for the work to go ahead.

2.7 Please outline how any legal and ethical concerns will be approached

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2.8 Permission to publish online

☐ Yes ☐ N/A

PAGE 3: PROJECT DESCRIPTION, PLAN AND RISK ASSESSMENT

PROJECT WORKPLAN

Applicants must demonstrate that they have considered the key requirements of the project and any associated risks. Each answer should be no more than 250 words. The workplan should include an indicative timeline.

3.1 Workplan overview

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3.2 Capacity building

Summarise the plans for creating a team and training local people in digitisation and cataloguing.

3.3 Feasibility and risk assessment

Use this space to show that you have considered all risks involved in this project and how you intend to minimise these. We ask for an update at offer stage.

PAGE 4: BUDGET

SUMMARY OF THE BUDGET

Though the costs may alter by the time you submit a detailed application, costs quoted here must be realistic. Note that ALL financial reporting to the EAP office must be done in English and in GBP / £ sterling. Please check that the total matches your amount requested.

4.1 Fees and salaries	
4.2 Equipment	
4.3 Travel & subsistence	
4.4 Training costs	
4.5 Other costs	
Total	

Has this Archival Partner already agreed to support the project?

☐ Yes

☐ Not yet

Third Archival Partner

Name of Archive 2

Name of contact 2

Address of Archive 2

Has this Archival Partner already agreed to support the project?

☐ Yes

☐ Not yet

PAGE 6: OTHER

PREVIOUS APPLICATIONS

6.1 Have you applied previously to Endangered Archives Programme or other Arcadia-funded programmes as a Principal Applicant and / or Co-applicant? Yes ☐ No ☐

If yes: **Please provide application reference number(s).**

If yes: **Please elaborate on the outcome of your application(s).**

EAP INVOLVEMENT

6.2 If you were involved in a project funded by EAP or another Arcadia-funded programme but not as a Project Lead or Principal Applicant, please list the name or reference number of the project and indicate your role.

6.3 How did you find out about this programme?

6.4 Have you attended an EAP Hub event?

Yes

☐

No

☐

If yes: **Please clarify which event(s) you have attended.**

You may add an image (max size 1MB) that demonstrates the need for your project.
Please upload image online.