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Applications are due in inbox by 12pm on **December 10, 2018.**

You will receive a confirmation email within 48 hours. If you do not receive a confirmation email, your application has not been received!

If you submit an application on the due date,  
please phone (604) 827-0342 to confirm it was received.



### Grant Program Overview

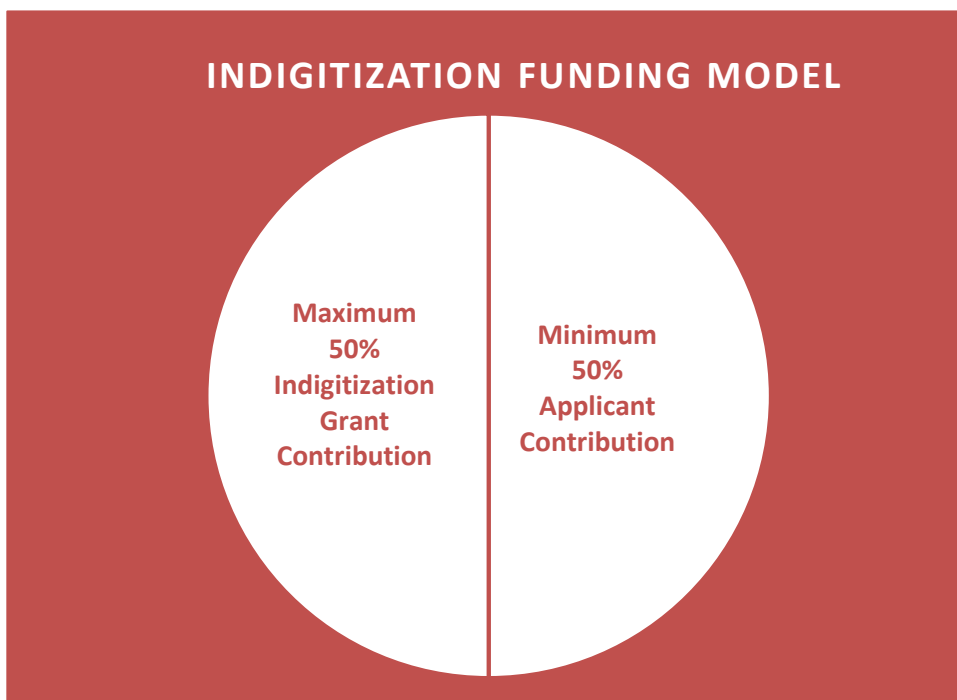
The Indigitization grant program provides funding, training, and support to digitize analog audio cassette tapes. The goal is to build capacity in Indigenous communities in British Columbia and facilitate community access to and preservation of traditional knowledge, language recordings, and other relevant materials. This is a matching funds program for audio digitization projects meant to take place in your community and/or at your organization. Matching funds are provided by the [Irving K. Barber Learning Centre](#) of up to \$10,000 per project. Projects have four pieces: project design and support using the Indigitization Toolkit at [indigitization.ca](#), equipment support through lending or purchase, training at UBC, and digitization by your staff at your location.

### Eligibility

British Columbia Aboriginal, Métis, and Inuit community institutions and agencies that have the preservation of information resources as part of their mandate are eligible to apply for funding. Types of institutions and agencies may include resource centres, genealogical centres, land use and management departments, and governments (i.e. Band Council offices). Other Aboriginal organizations will be considered with a statement of support, such as a Band Council Resolution from local governance, indicating how the materials produced will be managed. Individual and/or non-Aboriginal institutional applicants are not considered at this time, but are encouraged to work with the appropriate Aboriginal institution or agency. For other questions regarding eligibility, please refer to the FAQ section.

### Financial Model

The Indigitization Grant Program is intended to augment resources provided by applicants. The grant will match applicant contributions, dollar for dollar, up to a maximum “ask” of \$10,000. Note: Reasonable salary/wages of a person whose primary role is digitization can be considered applicant contribution even if that person is an existing staff member.





### Application Adjudication

Criteria to be used in the adjudication process include the following:

- Has the applicant well-described the value of the proposed project to the community?
- Do the audio cassettes meet eligibility regarding rights management?
- Are the project description, timeline, and budget viable?
- Preference is given to communities/organizations who have not received funding.

While repeat applications are considered, organizations seeking additional funding after already completing a project must demonstrate how they will be creating new capacity and moving their audio digitization programs forward.

### Equipment

For more detailed specifications and costs of purchasing digitization equipment, please see the [Equipment Buying Guide](#).

### Training Workshop and Travel Planning

As part of the grant, digitization training is available **EITHER** through the [UBC Museum of Anthropology's Oral History and Language Lab](#) in **Vancouver** (4 days) **OR** the [Northern BC Archives and Special Collections](#) in **Prince George** (3 days) on a set schedule. This program includes hands-on digitization training as well as collaborative discussions about the participants' specific projects. The schedule is pre-determined; please refer to the Timeline on page 6 for the dates. Project staffing should be in place before these dates and attending the training is a required part of the grant program. There is space for up to two people to attend the training program per project and these spaces should typically be filled by the digitization technician and the project manager. Both are encouraged to attend the full training. Applicants should be prepared to arrange advance funding for the participants as per local policies and be reimbursed with Indigitization Grant funds.

Note:

- You will be REIMBURSED for your travel and accommodations expenses through the Indigitization Grant funds. However, this funding might not be in place before training week.
- For more info on parking rates, please visit
  - [UBC Parking](#)
  - [UNBC Parking](#)
- For more info on transit fares, please visit
  - [Translink \(Metro Vancouver\)](#)
  - [BC Transit \(Prince George\)](#)
- The Travel Budget Planning Chart is an example only. Your approximate costs may differ from those indicated in the chart.



Travel Budget Planning Chart

Expense Type	Approximate Cost (September 27, 2018)	
<b>1. Airfare and baggage</b>	Airfare Please contact the airline for rate	Checked Baggage \$30-40
<b>2. Mileage</b>	Reimbursed as per your organization's policies	# kms: (Use <a href="#">Google maps</a> to calculate)
<b>3. Ferry</b>	Cost for vehicle and passenger(s), depending on route	Use <a href="#">BC Ferries' website</a>
	<b>Cost Per Day or Trip*</b>	
<b>4. Accommodation</b>		
<a href="#">UBC Campus Accommodations</a>	Average \$278.33 per night	
<a href="#">Coast Inn of the North</a> (Prince George)	Starting at \$110 - \$150 per night, plus tax	
<a href="#">Sandman Suites</a> (Prince George)	Starting at \$149 - \$169 per night, plus tax	
<b>5. Parking</b>		
<b>Parking at UBC Campus accommodations</b> <b>If you are not already staying on UBC Campus accommodations:</b> <a href="#">Parking at UBC for training each day</a>	\$10 (plus 21% transit tax and 5% GST) per day = \$12.71	
<b>For those staying more than 3 nights, a <a href="#">week permit</a> is recommended</b>	\$10-16 per day	
<a href="#">Parking at UNBC</a> (Prince George)	\$35 per week	
<a href="#">Parking at UNBC</a> (Prince George)	\$3.25 per day	
<b>6. Taxi to/from airport</b>		
<a href="#">Vancouver Taxi</a>	\$35 per trip for 1-4 passengers	
<a href="#">Shuttle Service</a> (Prince George)	\$16 flat rate	
<b>7. Per Diems (Lunch is hosted for 2 days, all other meals on your own)</b>	Reimbursed as per your organization's policies	
<b>8. Bus Fare (to &amp; from training each day)</b>		
<a href="#">Translink (Vancouver)</a>	Adult: \$2.95 x 2 = \$5.90 Concession (seniors age 65+): \$1.90 x 2 = \$3.80	
<a href="#">BC Transit (Prince George)</a>	Adult: \$2.50 x 2 = \$5.00 Concession (students & seniors age 65+): \$2.00 x 2 = \$4.00	



Eligible Expenses and Applicant Contributions

	INDIGITIZATION GRANT ELIGIBLE EXPENSES	APPLICANT CONTRIBUTIONS (IN-KIND OR CASH)
Travel and accommodation expenses for training	✓	✓
Wages and benefits of existing, paid staff for the digitization technician role	✓	✓
Wages and benefits for existing and new staff in the project manager role	X	✓
Shipping costs for borrowed equipment or <i>new</i> equipment (to be purchased after awarded funding for the Indigitization Grant)	✓	✓
<i>Overhead</i> costs (e.g. Internet fees, office space, phone line)	X	X
Collection development activities except basic metadata	X	X
Sources of funding that can be confirmed by application deadline	N/A	✓
Costs associated with creating new audio recordings	X	X
Costs associated with transcription or translation	X	X

Note:

- Paid staff means part-time or full-time personnel hired specifically to help carry out the project, or additional hours for existing part-time staff.
- The salaries and benefits of existing, paid staff who will be working directly on the project can be considered as cash contribution. Applicants must indicate the role of the staff member(s) on the project and provide hourly pay rate and benefit calculation as well as the number of hours the staff will work on the project.
- Collection development includes the identification or acquisition of new materials.
- For a description of what basic metadata includes, please see section H4 of the [Indigitization toolkit](#).
- Borrowing equipment: There are 3 pieces of equipment. Cost of shipping borrowed equipment from The University of British Columbia to your address AND back (to UBC) depends on your location of shipping. Please contact your local delivery service to get an average rate. Our address is 6393 NW Marine Dr, Vancouver, BC V6T 1Z2.

Equipment Items (Rectangular)	Avg. Dimensions	Avg. Weight
Equipment 1, 2	22 x 22 x 13.5" each	30 lbs. each
Equipment 3	18 x 13 x 11.5"	10 lbs.

- Any application that requests buying new equipment should clearly state how the equipment will be used to support the project.



## INDIGITIZATION 2019 APPLICATION GUIDELINES

### Timeline

Dates	Activity
October 15, 2018	Applications open
November 30, 2018	Deadline to submit application draft for review and feedback
December 10, 2018	Application deadline
January 11, 2019	Applicant notification and funding agreements sent out
January 25, 2019	Deadline to complete revisions, accept funding, and return agreements
March 22, 2019	<b>All Trainees:</b> Equipment orders placed; agreements sent to UBC legal
April 19, 2019	<b>All Trainees:</b> Deadline for participants to provide details to Indigitization for training week
May 13-16, 2019	<b>UBC Trainees:</b> Training Week at UBC
June 25-27, 2019	<b>UNBC Trainees:</b> Training Week at UNBC
July 19, 2019	<b>UBC Trainees:</b> Interim Reports Due
August 16, 2019	<b>UNBC Trainees:</b> Interim Reports Due
November 8, 2019	<b>UBC Trainees:</b> Final Reports Due
January 17, 2020	<b>UNBC Trainees:</b> Final Reports Due

### Project Cycle





### Payment schedule

Steps	Item	Deadline
1.	Applicant will receive e-mail notification of successful application and a legal agreement of the distribution of funds.	January 11, 2019
2.	Applicant MUST sign and return the legal agreement to in.digitization@ubc.ca	January 25, 2019
3.	Indigitization forwards agreement to UBC Library and UBC Legal Counsel for signatures and waits for it to return.	March 22, 2019
4.	Indigitization forwards agreement to UBC Library Finance where cheque is prepared.	As soon as returned
5.	Indigitization receives cheque in 4-6 weeks and send cheque directly to applicant via express post.	As soon as received
6.	Applicant receives first instalment (half of the grant funds) and begins project.	As soon as received
7.	Applicant forwards interim report to Indigitization, triggering release of second instalment.	<b>UBC Trainees:</b> July 19, 2019 <b>UNBC Trainees:</b> August 16, 2019
8.	Indigitization receives cheque in 4-6 weeks and send cheque directly to applicant via express post.	As soon as received
9.	Applicant receives second instalment of funds.	As soon as received

### FAQ's

Q: I have recordings in another format (e.g. reel-to-reel, VHS, photos). Are these eligible?

A: *No, the Indigitization Grant is for **audio cassette digitization only**.*

Q: I would like to digitize a personal collection of family recordings. Am I eligible?

A: *No, the Indigitization Grant is not for individual applicants at this time.*

Q: We already possess digitization equipment. Do we have to borrow Indigitization's?

A: *No, the equipment used for the project can be determined by the applicant. However, applications should specify the type(s) of equipment being used.*

Q: We already have in-house capacity for digitization and do not require training. Are we expected to come to the whole week of training at UBC?

A: *Participants who are already proficient in audio digitization are still expected to participate in at least the first two days of training. This is to facilitate developing a network of digitization practitioners across the province.*



## INDIGITIZATION 2019 APPLICATION GUIDELINES

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Q: I noticed that the UNBC Training Week is one day shorter than the Training Week at UBC – will the same material be covered at both?

A: *Yes! While the Training Week at UNBC is three days rather than four, we will be covering the same amount of content, just in a shorter period of time.*

Q: Before beginning digitization, we need to collect tapes from different community members and organizations. Is this work eligible for grant funding?

A: *No, the grant program only covers digitization work. Tapes should already be collected in one location before applying for Indigitization funding.*

Q: We are conducting digitization work as part of a larger project that involves gathering new audio recordings (i.e. new interviews). Are these new interviews eligible for grant funding?

A: *No, the grant program is intended for already completed audio content.*

Q: Our community has multiple departments with unique audio recordings. Can more than one department from the same community apply for the grant program?

A: *Yes, more than one application will be accepted from the same community.*

Q: Why do you ask for receipts at the end of the project?

A: *Receipts are requested at the end of the project for accountability of public funds.*

Q: Do the audio recordings that are digitized in an Indigitization project have to be made publicly accessible?

A: *No, we are aware of the importance of restricting broad access to culturally sensitive recordings. The IKBLC does encourage the open access of materials for learning and research, where the participant deems it appropriate.*

### How to Submit Applications

Submissions will be accepted by email (In PDF format). Email final applications to [in.digitization@ubc.ca](mailto:in.digitization@ubc.ca)

Questions about the application guidelines or process may be directed to: Sarah Dupont, Aboriginal Engagement Librarian [in.digitization@ubc.ca](mailto:in.digitization@ubc.ca) ; 604.827.0342

**Sending draft applications for review in advance of the deadline is highly recommended. We will accept draft applications for review until November 30, 2018.**