



# INDIGITIZATION 2019 GRANT APPLICATION

## Step 1 of 2: Application Form

**Deadline: 12pm PST on December 10, 2018.**

### BEFORE YOU BEGIN

Please review the [Application Guidelines](#) on the Indigitization website and Section D.1.1 of the [Toolkit](#).

### HOW TO COMPLETE THIS FORM

Please type directly into this document & use as much space as required. Handwritten applications will not be accepted.

Examples of what kind of information to provide in the application appears (*italicized in parentheses*) after some questions.

### REMEMBER

You must also complete and submit a project budget with this application.

### QUESTIONS?

Insert organization name in subject line and email: [in.digitization@ubc.ca](mailto:in.digitization@ubc.ca)

<b>Indigenous Organization Name<sup>1</sup></b>	Example Nation
<b>Mailing Address, City, Postal Code<sup>2</sup></b>	Example Mailing Address
<b>Business/GST Number<sup>3</sup></b>	Example Business/GST Number
<b>Official Contact Name &amp; Email</b>	Example Contact Name and Email
<b>Digitization Grant Project Manager Name</b>	Example Project Manager Name
<b>Digitization Grant Project Manager Email &amp; Phone #</b>	Example Project Manager Email and Phone Number
<b>Digitization Grant Project Title</b>	Digitizing the Past to Build the Future

**Total Grant Funds Requested \$ 10,000.00**

**Total Cost of the Project \$ 26,101.66**

<sup>1</sup> Insert legal name as registered in the [BC Corporate Registry](#).

<sup>2</sup> If you have a P.O. Box and want to borrow our equipment, please provide a physical address where we can ship it to. Couriers will not accept P.O. boxes.

<sup>3</sup> Required for payment processing. Applications with this information missing will not be considered.



## INDIGITIZATION 2019 GRANT APPLICATION

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### APPLICATION QUESTIONS

#### ORGANIZATION OVERVIEW & PROJECT DESCRIPTION

1. Please provide a brief mandate of your Nation or organization, specific to how it supports your project. *(example: if you are doing a project from a Traditional Land Use study, tell us how the mandate of your organization supports stewardship of this knowledge).*

[N.B. In order to maintain the privacy of our community partners, this example is taken from the public mandate of a non-indigenous organisation – in this case the Irving K. Barber Learning Centre at UBC.]

At the Learning Centre we are dedicated to the UBC’s academic and community engagement missions, working to support academic excellence and cultivate a sense of community on campus through space, services, and programming. Equally important, we create and support opportunities for engagement with communities beyond the Vancouver campus.

As a physical place, we know that space can transform learning experiences. Space engages the senses, empowers the mind, unites people, and inspires insight. Because of the transformational power of both place and space, we are continually evolving Learning Centre spaces to meet and changing user and institutional needs and expectations.

In support of knowledge development and exploration, we work with campus and community partners to provide and support physical and virtual learning activities, both here in the Centre, across both UBC campuses, and throughout the province.

We know that engagement with community transforms service development, learning, and research – it creates commonality, sparks debate, inspires inquiry, encourages contemplation, fosters relevance, and advances excellence. With our strong community engagement mandate, we work to develop opportunities in many forms: campus engagement, student leadership, and student and faculty engagement with BC communities.

2. Provide a 50 word project summary that could be used on our Indigitization [Community Projects](#) page and in other Indigitization Program communications should your application be successful.

Without the stories of our Elders and the language in which these words are spoken, the last remnants of colonialism will have prevailed. This project speaks back to colonialism, ensuring audio access to our history; both through our Elder’s stories and through records of our Nation’s return towards self-governance.

3. If you have received a grant from us in the past, please provide a summary of work completed to date. Discuss how this project is different from or enhances the work of the previous project. Note that repeat projects are not usually funded unless there is a new way that capacity is enhanced by a repeat project. *Contact us if you want to discuss this before you answer this question. Write “Not Applicable” if you have not received a grant in the past.*

This project will be different from the previous grant project that the ----- Nation received funding for because we will be hiring a community member to take on the duties of the Digitization



## INDIGITIZATION 2019 GRANT APPLICATION

Technician, while our previous Digitization Technician will expand their responsibilities to a leadership role as the Digitization Project Manager. Not only will this project continue the capacity-building of the new Digitization Project Manager as they develop their teaching and guidance skills in supporting the new Digitization Technician, but we will also be ensuring that this technical knowledge is being passed on to another community member, increasing the number of people in our community with digitization skills, and thus increasing the opportunities for those skills to be transferred even more widely.

### OVERVIEW OF AUDIO CASSETTE TAPES

4. Approximately, how many cassettes do you intend to digitize through this project? Refer to **Section D1.1 Planning** of the [Toolkit](#) for project planning assistance. Note that projects that receive full funding are usually in the 150-200 tape range. If you are substantially under this amount, your budget should be smaller to reflect this. Note that mini format tapes are not eligible at this time.

Our objective for this Indigitization Project is to see approximately 200 of these cassettes digitized for the purposes of preservation and making controlled access to these important records possible.

5. Approximately, how many hours of audio do you think this is? Please tell us how you reached this number. (*example: we have 200 tapes. A random spot inspection indicates that most tapes are 60 minutes. Therefore, we expect to have 200 hours of audio*).

Based on the average content duration from last cycle, we anticipate the total hours of audio to be around 350 hours. These are briefly listed below, and a full inventory has been attached to the end of this application.

6. Have you provided a listing, or inventory, of cassette tapes and submitted it along with your application? Note that successful projects are able to demonstrate that some inventory work has been completed.

Yes                       No

7. Are any of the cassette tapes in poor physical condition? (*example: broken, mouldy, vinegar smell*). How many?

A couple look to have bad leads, and some have a few wrinkles but nothing too worrying. The age of the tapes is what makes this project urgent as there are some that are three or four decades old.

### AUDIO CONTENT OVERVIEW

8. What type of content is on the tapes? No need to tell us specific details tape by tape - a general description of the collection is fine. (*example: tapes contain stories, language, meetings*).

The ----- Nation has identified a group of unique and irreplaceable audio records, totalling 1,019 cassettes (an estimated 1,500 hours), consisting of Chief & Council Meetings, Planning Sessions, Workshops, and Retreats; Band Meetings, Information Sessions, Band Budget discussions, and Special Purpose/Emergency Meetings; Board of Directors and Shareholders meetings; Fisheries Meetings; and the meetings of Committees of Council, as well as language lessons, historical content, and stories.



## INDIGITIZATION 2019 GRANT APPLICATION

- Chief & Council Meetings: 103 cassettes
- Chief & Council Retreats: 5 cassettes
- General Band Meetings: 18 cassettes
- Lands Committee Meetings: 3 cassettes
- Special Meetings: 1 cassette
- Historical content and stories: 51 cassettes
- Language lessons: 19 cassettes
- Other (may substitute items from above list if cassettes are identified as priorities due to physical condition risk and/or archival value): <10% (20 cassettes)

9. Why is this audio content important to your organization/community? How is this content relevant to current or future community programs/initiatives? (*example: supports the development of language and/or school curriculum, but give us more detail than what is in this example, please*)

These recordings capture not only ----- leadership in its course toward self-governance, but also the stories, decisions, challenges, and triumphs of the community; the voices and wisdom of respected Elders and leaders, some of whom have sadly since passed; the perspectives of community members in General Band Meetings; and the culture and traditions of the ----- Community. These records in particular capture an exceptionally dynamic timeframe in the Band's history, including rights and title negotiations. This era covers the lead up to the return of lands to ----- Nation. These recordings are of considerable administrative value to ----- Chief and Council and Band Administration (as some of the cassettes represent the only existing record of the meeting), and immense informational, historical, cultural, and archival value to the Community and to external researchers. Some of the stories on the cassettes are also of particular cultural importance, containing knowledge from Elders who have passed.

Making these previously inaccessible materials available will benefit Community Members and researchers by adding to the pool of available records and providing for a deeper understanding of our history. They will also be of administrative use to ----- Chief & Council, as several of the recordings pertain to ongoing issues: in many instances these recordings provide valuable context and commentary on band decision making in areas where we otherwise have only recording minutes, isolated motions, or no documentation at all.

These records will also diversify the records we have available both internally (for staff) and externally (for band members and approved researchers). We are currently working on implementing a ----- instance of Atom for access and outreach, and several of these recordings may be made accessible on that platform.

### OWNERSHIP & COPYRIGHT

10. Are these tapes unique to your organization? (*example: no copies in museums, archives, libraries*)

These tapes are entirely unique and irreplaceable. Due to their considerable informational value they have been locked away in climate-controlled off-site storage to preserve their content.as you type. To start typing on a new line press "enter."

11. Approximately, when did your organizations acquire the rights and/or permissions to digitize these



## INDIGITIZATION 2019 GRANT APPLICATION

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tapes? Do you have signed permission forms for them?

The audiocassette collection contains recordings spanning over 40 years. As stewards of the archive, -----  
----- have had full access to, and responsibility for, all the audiocassette recordings in our collection since c. 2006.

12. Have these tapes been digitized before? If yes, why do these tapes need to be digitized again? (*example: they were digitized to a low standard (provide the specifications) and we want to recapture the audio files to preservation standards*).

These tapes have not been digitized before. There are no other copies, and in many cases they are the only existing record of the meetings events, history and language they contain.

### DIGITIZATION TRAINING

13. Why is it important that your organization build skills capacity in the area of digitization?

First and foremost, if we do not, much of our documented heritage and cultural memory that had been captured on increasingly degrading and obsolete media stands to be lost to everyone forever.

Secondly, respect, pride, inclusiveness, honor, and shared responsibility are key governance tenets for our community, while our mission statement includes “transparent and accountable leadership”. Central to these principles is an understanding of the value of sharing information with the community, as well as educating and informing the world about our unique culture. A key facet in making our heritage accessible in a culturally appropriate and controlled way is digitization and so these skills an important

Thirdly, moving towards self-governance requires following our core teaching of needing to know “who you are and where you come from” before you can know where to go. As a record of previous governance, digitized materials may be used in self-governance outreach/family meetings to contextualize past governance and discuss how to move forward in a good way.

14. Why is it more important to do this work in-house rather than outsource it?

There is a growing recognition within our Administration about the importance and value of information and timely access. This is, in large part, through recent digitization projects demonstrating just how important digitization is and will continue to be for our organization and our community for the reasons listed above. This is why we are investing in developing the in-house capacity within our community that is necessary to digitize our records in their various forms.

15. Do you think there will be an on-going need for digitization in your organization in the future? (*example: do you have other media formats or collections? Do you have some members who have said they have tapes but are not quite ready to share them yet?*)

Yes; not only does our community have a large number of materials in other media formats which we would like to learn to digitize, but we know from conversations with our members that there are tapes out in our community that may be shared in the future that may be made available for digitization.



# INDIGITIZATION 2019 GRANT APPLICATION

## PROJECT STAFFING

16. Who will be doing most of the cassette digitization work, known as the **digitization technician**?

We will be hiring a community member as a Digitization Technician to perform the condition assessment, digitization, basic metadata acquisition, and other related activities.

- a. Will this person be a new hire, or a regular staff member?  
 New hire                       Regular staff member
- b. If the person is a regular staff member, how will their regular job duties be redirected or otherwise lessened so they can spend time working on this project? *Write "Not Applicable" if the person will be a new hire.*

N/A [Answer this question only if the digitization technician will be a regular staff member.]

- c. How will this person be a good fit for this role? *(have they had any formal or informal digitization training, overview of their general computer skills, what is their level of community knowledge, what is their experience working on language or cultural projects?)*

A successful candidate will have the following qualities:

- interest in working with archival materials and the digitization of archival materials;
- knowledge of ----- Nation and its Administration;
- intermediate computer skills;
- must be able to maintain the strictest confidentiality of restricted information;
- must be detail oriented and capable of remaining focused during repetitive tasks.

We will be encouraging community members to apply.

17. Who will act as the digitization **project manager** who oversees the work of the digitization technician, completes the interim and final reports, oversees the budget, and who serves as the primary contact person for the Indigitization Program?

The project manager is -----.

- a. Will this person be a new hire, or a regular staff member?  
 New hire                       Regular staff member
- b. If this person is a regular staff member, what is their current role?

----- is currently the Lead Technician, held the previous Digitization Technician position, and completed the Indigitization training during the last cycle.

- c. If the person is a regular staff member, how will some of their regular job duties be redirected or otherwise lessened so they can provide time towards project management?



## INDIGITIZATION 2019 GRANT APPLICATION

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Project management is a core component of the Lead Technician's job, as we regularly have special projects ongoing. They will be wrapping up a current project by the end of April, 2018, freeing up time in their schedule. The Digitizing the Past to Build a Future project would become a new project focus for them during the course of this grant, alongside other ongoing work.

18. Where will these staff be conducting digitization work?

Staff will be conducting digitization work in-house at the ----- Cultural Centre.

### ACCESS PROTOCOLS

19. Do you think there is culturally sensitive materials on these recordings? Please specify how you plan to prepare / advise the digitization technician about what to do if they come across this material if so.

Some of the tapes containing historical content and stories may include culturally sensitive materials. We intend to identify these in advance and provide the technician with clear expectations about how the content of these tapes should be treated in line with the Ethical Research Guidelines of the -----  
-- Nation.

20. Who will be permitted to listen to the audio cassettes once they have been digitized? (*example: community members, staff members, educators, general public*)

The recordings will be kept in house and access will be allowed to community members if requested. Having digital access copies will allow the ----- Nation to determine access conditions without endangering the original materials, as well as to subsequently allow controlled access to Community Members through digital management.

21. How will access to the digital audio files be provided? (*example: audio files will be available on a dedicated computer, transferred to external media (CD or USB drive) or accessed via the Internet*)

Audio files will be available on a dedicated computer in house at the ----- Cultural Centre.

22. Does your organization plan to make any files "open access" or available to the general public now, or in the future? This grant **does not** require that audio files be made publically accessible, but we *are* interested to know if it might be a possibility now or in the future.

The original recordings won't be made open to the public at this point, though there are plans to develop some into curriculum for revitalising ----- language. The recordings will be made accessible to all Community members.

23. Does your organization currently have a policy for handling research requests from community members and/or external researchers who wish to listen to the audio content? If a policy does exist, please describe it here or attach it to your application. If a policy does not exist, please indicate if this project will consider policy development in this area.



## INDIGITIZATION 2019 GRANT APPLICATION

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Although no formal policies have been approved, ad hoc open access to records has been provided to community members wherever possible, with restrictions limited to what is identified as confidential, privileged, or personal information. Access to external researchers is restricted. Policy development in these areas may be considered in future.

### ACTIVITIES AFTER DIGITIZATION

24. How does your organization intend to provide for the long-term preservation of the audio files? (*explain where and for how long will the audio files be stored, where will back-up copies be located, who will be responsible for digital preservation and future format migrations*)

The long term storage for the digital files is to keep them on our Qnap Nas server and have them backed up with a Raid set up and keep a set of backups offsite, on site and the ones in use.

25. What does your organization intend to do with the original audio cassettes? (*example: tapes will be archived within the organization, deposited in a local archives, or returned to owner*)

The audio cassettes will be stored with the rest of the physical media in a temperature-controlled and secure room.

26. Who is responsible for the long term care of the tapes and recordings? (*example: Archives department*)

The staff at the ----- Cultural Centre will be responsible for the long term care of the tapes and recordings.

27. How will your organization inform community members about this digitization project? (*example: community newsletters, Facebook, other social media, etc.*)

Given the contents of some of the recordings, we will engage with elders and families to establish what protocols should be followed and in what ways some of these materials can be made accessible. Once we get closer to making these materials accessible, we will create Facebook posts, tweets, entries in the community newsletter, and other forms of social media outreach.

### ANY OTHER DETAILS

Provide any information relevant to your project which has not already been captured in your application. Any additional information that helps us more fully understand your plans for this project is appreciated. **Add more in the space below or write "Not Applicable" if you have nothing to add.**

Not Applicable

### EQUIPMENT DETAILS

Help us understand your plans for equipment for this project by completing the checklist below.





## INDIGITIZATION 2019 GRANT APPLICATION

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### ***For this project's digitization equipment, we plan to:***

- Borrow digitization equipment from Indigitization
- Buy digitization equipment with:
  - Grant funds we ask for from Indigitization
  - Our own cash contribution
  - Combination of grant funds and our own cash
- Use our own digitization equipment<sup>4</sup> which consists of the following:
  - Digitization unit make & model: Text box will expand as you type.
  - Cassette deck make & model: Text box will expand as you type.

### ***For this project's Computer/laptop, we plan to:***

- Borrow a laptop from Indigitization
- Use our own computer
  - Please specify make & year: Text box will expand as you type.
- Buy a new computer with:
  - Grant funds we ask for from Indigitization
  - Our cash contribution
  - Combination of grant funds and our own cash

### ***For this project's digital storage, we plan to:***

- Use our own existing external hard drives or servers
  - Please specify their capacity: [Specify the capacity of the hard drives/servers]
- Buy new external hard drives or servers
  - Please specify their capacity: Text box will expand as you type.

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<sup>4</sup> Please note that not all equipment will meet the minimum standards for preservation quality digitization and may not be eligible for use in this grant program. Please consult with Indigitization staff to verify the eligibility of your equipment.



**Please save document in PDF format and proceed to Step 2: Project Budget Worksheets  
(Excel spreadsheet OR Pdf Document)**

**How to Submit your Application**

Please send completed application to [in.digitization@ubc.ca](mailto:in.digitization@ubc.ca) with the name of your Nation or Organization in the Subject Line by December 10, 2018. **If received by November 30th, your submission will be reviewed and you will have a chance to incorporate any feedback received before the final cut-off date.**

Please expect a confirmation email within 48 hours. If you do not receive a confirmation email, your application has not been received. For applications submitted on the deadline, please phone (604) 827-0342.