

## Rothschild Foundation Hanadiv Europe

**PLEASE NOTE:** We recommend that you print these Notes of Guidance and refer to them when you are filling your application form.

Notes of  
Guidance

2020



Archives and  
Libraries Grant  
Programme  
First Stage

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## Overview

The Archives and Libraries Grant Programme is designed to enable the countless repositories across Europe that house and preserve Jewish documentary heritage to make their records as accessible as possible. Accessibility can be achieved in a variety of ways: through conservation which renders a document available to readers without risk of further decay, through cataloguing initiatives which makes scholarly discovery possible, through professional training to ensure that those responsible for collections are able to accurately describe their contents and assist researchers in their searches, and through digitisation which enables accessibility on a global order.

To assist archives, libraries and other repositories in carrying out all these activities, the Foundation makes grants in the following areas:

- Digital Humanities Resource Development and Enhancement
- Conservation and Preservation
- Endangered Jewish Archives
- Inventories and Cataloguing
- Professional Training
- Yerusha – the survey of Jewish archives

Further information on each category overleaf.

**Please note that not all of the above categories of funding will be offered every grant round. Please check the Foundation’s website to determine which categories are currently open for applications.**

Preference will be given to those projects that further the Foundation’s mission of making archival and library materials accessible so as to encourage future scholarship, to make possible Jewish engagement with communal documentary heritage, and to make these records available for personal family research.

## Length and Level of Support

We are often asked how much an organisation can request, or whether we have a restriction on the amount of funding we will award. In the Archives and Libraries Grant Programme, it would be rare to award a grant of more than £75,000 per year for a project (for a maximum of 3 years with a maximum total of £225,000).

Most of our grants in this programme range from £15,000 to £40,000 per year. In this programme, we usually fund only up to 60% of the project budget. In rare cases, we will fund a more significant proportion of the costs.

## **Categories of Funding**

### **Conservation and Preservation**

Support is available for the conservation and/or preservation of all forms of archival and library materials pertaining to Jewish history. Projects can focus on the long-term protection and preservation of specific collections and/or the conservation (treatment and repair) of specific items. Within this category, preservation projects focused on providing the proper protective storage for any kind of archival and library materials are welcome. Applicants can apply for funding for the purchase and installation of the necessary storage materials, including acid-free protective folders, envelopes, boxes and other containers, as well as cabinets, shelving, or other necessary storage furnishings. Applications for temperature and humidity controls, fire protection and security systems will also be considered. Digitisation projects will also be considered—provided the application clearly explains the purpose for digitisation.

### **Inventories and Cataloguing**

The creation of an accurate and detailed catalogue allows institutions to fully understand their own holdings, it occasions the discovery of their collections by academic and independent researchers, and it invites the scrutiny of experts able to draw links between their records and those of other institutions. In essence, the production of a catalogue or an inventory is the first step towards entering a group of records into scholarly discourse. The following activities will be supported: the initial sorting and preliminary identification of collection holdings; a detailed analysis and cataloguing of collections; and the preparation, publication and dissemination of finding aids and catalogues.

Targeted collections can include manuscripts, documents, all forms of printed materials, and audio, film and video recording. Holding institutions might include – among others – public and private libraries, as well as public, institutional and private archives.

### **Professional Training**

The Foundation supports the training of staff at all levels, including archivists, librarians, conservators, photographers, etc. This may include consultation visits by archival or library experts to European Jewish institutions, as well as learning trips by archival or library staff members seeking to visit experts based at other European institutions.

### **Digital Humanities Resource Development and Enhancement**

Repositories of primary sources have an important role to play in the evolving landscape of digital humanities projects concerning Jewish history, literature and culture in Europe. In recognition of their unique potential contribution, the Foundation invites European archives, libraries, memory institutions, and other research centres to submit proposals for the digitisation and transcription of Jewish archival or library collections, as well as the creation of accompanying metadata, using techniques such as OCR, TEI, or Linked Open Data. Successful proposals may include the enhancement of existing online databases, digital corpora, aggregating portals and other online resource types that give academic researchers and the interested public access to materials and open these sources up to new digital humanities research methods.

The Foundation particularly welcomes initiatives to incorporate Jewish heritage materials into more established projects, which address the inherently multilingual and multidisciplinary character of Jewish history and culture in Europe. Please note that these resources need not be exclusively focussed on

Jewish history, and instead successful proposals may concern the inclusion of Jewish heritage materials into broad disciplinary, national or international projects.

Eligible costs include additional staff hours for the creation, processing and indexing of digital materials, the ongoing development of projects' technical architecture, equipment costs (no more than 35% of the overall budget), and travel for project partners to meet. The Foundation favours proposals that include multiple funding sources, as well as clear evidence of institutional commitment to the initiative in the form of gifts in kind and other forms of financial commitment.

### **Endangered Jewish Archives**

Funding is available to rescue physically endangered Jewish archival collections that are not currently held by professional archiving institutions (e.g. archives, libraries, research centres and universities), but instead held by community organisations such as synagogues or community centres, or which have been placed in former community buildings and synagogues. Eligible activities within this grant category will include surveying, cataloguing or copying (e.g. microfilm or digital) the collections as well as organising the safe transfer of collections (or a portion thereof) to a suitable institutional facility.

Professional institutions seeking funding for the preservation of their own collections may apply to the Conservation and Preservation category.

## Eligibility Criteria

We welcome applications from any organisation or institution active in Europe (including Armenia, Albania, Belarus, Gibraltar, Iceland, Lichtenstein, Macedonia, Montenegro, Norway, Switzerland, Turkey, Ukraine, and Russia), where activities are deemed charitable under UK charity law. This includes organisations based both inside and outside the UK which are either not-for-profit or publicly funded. Within the framework of this grant programme, qualifying institutions are usually state or private libraries, archives, museums, research institutes, or universities. For more information please consult the UK Charity Commission's list of [Charitable Purposes](#).

Your organisation must provide the Rothschild Foundation Hanadiv Europe with proof of its status as a not-for-profit or publicly funded organisation. Usually, applicants either submit their UK charity number where applicable, or a copy of the portion of their organisational statutes that demonstrates their charitable status.

## Simultaneous Applications

- Organisations may not submit more than one application at a time to the Archives and Libraries Grant Programme. However, there are two exceptions to this policy: organisations may apply for either a Yerusha or a Professional Training grant even when holding or applying for a current grant in another category within the Archives and Libraries Grant Programme.
- If your institution currently holds a grant from the Foundation and a report on this grant has not been supplied within the last 6 months, then you will be asked to submit an interim project update on the project along with your institution's second stage application.
- An organisation may apply to more than one grant programme (i.e. you can apply to both the Archives and Libraries and to the Museums Grant Programmes). However, it is unlikely that both will be funded and organisations should clearly indicate their preferred project.

If you are uncertain about the eligibility of your proposed project, please contact the Rothschild Foundation Hanadiv Europe with a specific query. Email your query to Ms Robin Nobel on [R.Nobel@rothschildfoundation.eu](mailto:R.Nobel@rothschildfoundation.eu)

## Priorities for the Archives and Libraries grant programme

- The Foundation supports a wide variety of projects at different stages of development, including stand-alone initiatives and new aspects of an existing project. However, we do not fund retroactively – i.e. we will not fund an activity that has already happened or is already scheduled to happen while the application for funding is under consideration.
- In general, the Foundation prioritises applications for funding of project-related costs (e.g. storage materials, the salary of a cataloguer or digitisation equipment) rather than infrastructure (such as capital or operational-related costs of any institutions).
- In this programme, we usually only fund up to 60% of the project budget. In rare cases, we will fund a more significant proportion of the costs.

## Selection Criteria

The strength of your application will be assessed based on the answers to the following questions:

- Does the project reflect the goals of the Archives and Libraries Grant Programme?
- Are the organisation and its staff able to deliver the project?
- Is the planning of the project thorough, including sound objectives and evaluation measures?
- Does the proposed methodology adhere to generally accepted archival and library standards?
- Does the project budget reflect the scope of the project and the local context?
- Does the proposal include planning for the long-term future of the targeted collections?
- Is the impact of the project logical, measurable and achievable?

## General Data Protection Regulation

RFHE is committed to the principles of data protection including the principle that information is only to be retained for as long as necessary for the purpose concerned. In addition to the information submitted in this form, to process this application RFHE may collect information about your project and organisation that you do not directly provide, whether it is information received from third parties, such as referees, employers and partners, or information RFHE collects about your organisation's activities. The application might be shared with an expert committee and occasionally external referees. If your application is successful, RFHE will keep your personal identifiable information for a reasonable period as part of the process of managing the grant. If your application is not successful, RFHE will retain only your contact details and basic information about the project for future reference in case you approach us again.

For more information please read our [privacy policy](#)

## Two Stage Grant Process and Timeline

Please note that applications will be reviewed in two stages.



## Step-by-Step Guidance to Online Submission

**Selection:** Click on Grants in the main menu bar and select Archives and Libraries.



**Review:** Read through the programmes open for funding and scroll down to the grant you would like to apply for and select **Read more**, the grants available are as follows:

- Conservation and Preservation
- Inventories and Cataloguing
- Professional Training
- Digital Humanities Resource Development and Enhancement



**Apply:** At the bottom of each grant’s detailed description page, you will see a button marked “apply now.”



## Registration / Logging In

1. You will be asked to either log-in or create your new online account. To create a new account, click on the link **New Applicant? Click here to create your account**, then go to step two. If you have an account move to step three.

A screenshot of the Rothschild Foundation Hanadiv Europe website's login page. The header is dark blue with the foundation's logo on the left and the text "ROTSCHILD FOUNDATION HANADIV EUROPE" in white. On the right of the header, there are links for "Contact Us" and "Exit". Below the header, the page has a white background. The heading "Please Sign In" is followed by instructions: "In order to sign in please enter your email and password." and "To create a NEW account please click on the link below the email box." There are two input fields: "E-mail" and "Password". Below the "E-mail" field, the text "New Applicant? Click here to create your account." is circled in red. Below the "Password" field, there is a link for "Forgot Password?". At the bottom center, there is a "Login" button.

2. If you are registering, you will be asked to register your email address and create a password.

Once registered you will be taken directly to your application where you can begin to complete the application. See guidance further down about ‘Saving your Application and Finishing Later’.

You will receive a confirmation email that your account has been created. The email contains a link to access your account at any time, so please keep this email safe. This link is also available on the website and below.

**Now that you have created your account and started an application, please do not click on the ‘Apply Now’ link on our website as you will create duplicate application forms in your account.**

Account link: [https://www.GrantRequest.co.uk/SID\\_48?SA=AM](https://www.GrantRequest.co.uk/SID_48?SA=AM)

**New Applicant?**

An account allows you to access your saved and submitted applications at any time. It also allows us to send you a submission confirmation e-mail and notify you if additional information is necessary to process your application.

E-mail

Confirm E-mail

Password (must contain at least 5 characters, with both letters and numbers)

Confirm Password

- Logging In:** If you have previously created an account via our online application and reporting system, please enter your account details. If you forgot your password you can reset your password via a link that will be emailed to your registered email address. If you do not receive this email check your junk/spam inbox. Once logged in you will be taken directly to your application where you can begin to complete the application.

**Now you have created an application, please do not click on the 'Apply Now' link on our website as you will create duplicate application forms in your account.**

See guidance further down about 'Saving your Application and Finishing Later'.

**ROTHSCHILD FOUNDATION HANADIV EUROPE**

Contact Us | Exit

**Please Sign In**

*In order to sign in please enter your email and password.*

*To create a NEW account please click on the link below the email box.*

E-mail  Password

New Applicant? Click here to create your account. [Forgot Password?](#)

## Filling in Your Application

- You can navigate through the application form by clicking on the tabs along the top of the page. Question with a red \* are compulsory questions and you will not be able to submit unless they have been completed. You will still be able to go from one tab to the next, but you will not be able to submit until they have all been completed.

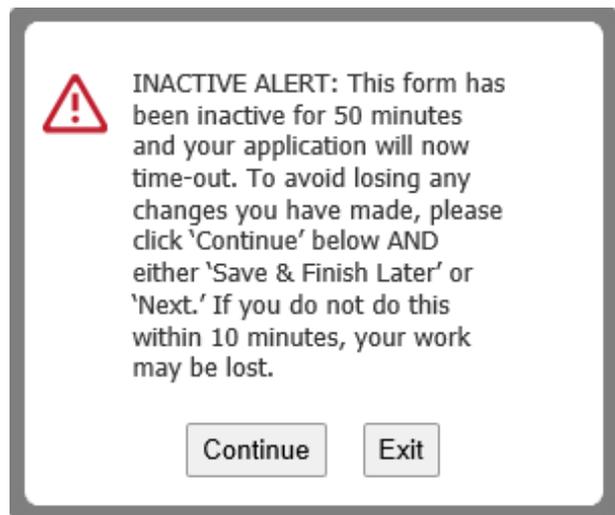
1 Page 1 2 Page 2 3 Page 3 4 Attachments 5 Review My Application

2. You can also move from page to page using the Next button at the bottom of each page:



3. **Please note that your application page must remain 'active' when completing the form** – Typing into a text box does not count towards activity. If left inactive for 50 minutes, you will receive the alert below. In order to continue working on the form or to save the changes made so far, you must press the 'continue' button on the alert AND click either 'Save and Finish Later' or click 'Next' to navigate to the next page. Clicking on the above options at any time during your proposal will reset the inactivity timer.

***Clicking on 'Continue' on the alert does not reactivate your form.***



## Adding Attachments

1. The budget breakdown table and budget explanation form can be found on the Attachments page. Please note that attachment is marked as 'Required' and must be uploaded before submitting. You will not be able to submit your application until the budget table is uploaded. A sample of a completed budget form is available for you to download from your application form.

**To note:** Please ensure that non-Latin characters or spaces or symbols (for example: à, ø, Å, é, ü, ž, \*, ", !, \*, spacings) are to appear in the title of the documents you intend to upload. JPG files are not admissible along with files with certain extensions (such as ".exe", ".com", ".vbs", or ".bat"). Valid file extensions are provided in the attachments page of your application under each uploadable heading.

2. Where instructed, please download and save the **template provided** locally to your PC where you can fill-in the required information, save and upload to the matching attachment.

- When you have successfully uploaded the document, the document will be visible under **Uploaded Files** in your application. You can also remove your uploaded document by ticking the small box field next to the document, then clicking Remove.

**Uploaded Files**

Applicant CV in English (maximum 3 pages)	Bank Details form - Country outside EU.doc	06/01/2017	36 KB	<input type="checkbox"/>
Total size of uploaded files			36 KB	
Available			25,564 KB	

Please ensure that your application is accompanied by the following documents as it will not be considered for funding if you fail to include them.

- If you try and upload an invalid file type you will receive the following error message. Please ensure you upload the correct file types.

**Attachments**

Printer Friendly Version | E-mail Draft

 **You are trying to upload a file with an unaccepted file type. Please upload a file of one of the following types: DOC, PDF, JPEG, DOCX**

Please ensure that your application is accompanied by the following documents as it will not be considered for funding if you fail to include them.

This applies to applicants, including those that have received funding in the past. Documents must be uploaded below.

### Saving Your Application & Finishing Later

- If you are part way through your application you can opt to save and finish later by selecting Save & Finish Later at the bottom of the page.



- You will be directed to your online account where a copy of the application you started will be saved. Access your application form from here to continue filling in your application, do not click on the 'Apply Now' link on the website as this creates duplicate blank application forms in your account.

Last Log in: 04/01/2017 11:28 AM GMT00:00

**Applications**

Below you can see your In Progress applications.  
Use the dropdown box on the Right to look at previously submitted applications in this system.

Click on **Requirements** above to see any Reports we have asked from you.

Show In Progress Applications ▾

Application Name	Project Title	Requested	ID	Last Updated	Action
AJS Doctoral Fellowship Form			20394	04/01/2017	
AJS Doctoral Fellowship Form			20393	04/01/2017	
Test			20042	17/11/2016	

- You will also receive an email confirming the application has been saved to your account. In this email you will receive the URL needed to access your account and continue your application. This link is also available on our website: [https://www.GrantRequest.co.uk/SID\\_48?SA=AM](https://www.GrantRequest.co.uk/SID_48?SA=AM)
- From your account you can delete or send a copy of your application to yourself or others.

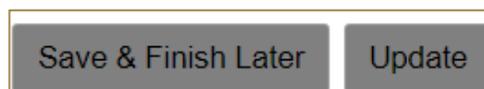
### Review Your Application before submitting

- The final step is to review your application before submitting. Whilst reviewing you will be advised if any required fields are incomplete and that all required attachments have been uploaded. If any required fields have not been completed, you will see the message below in red.

**Please correct the problems indicated below.**

- Name of organisation is a required field.
- Country of organisation is a required field.
- Project title is a required field.

Please complete the required field then click on **Update** at the bottom of the page.



If the error message is in relation to your attachments, you will see the message below in red explaining what document is missing. Click on the link 'here' in the error. You will be taken to the attachments section. Upload the missing required document then select **Review and Submit**.

**There was a problem processing your request.**

- The application cannot be submitted without the following required attachments. Please [click here](#) to return to the Attachments page.
  - Budget costs using template provided

- Once all fields have been filled in correctly and all required attachments uploaded, you should not receive any error messages at the top of the page when you hit **Review and Submit**.
- Scroll through and review your responses and if you are happy to submit your application please select **Submit** at the bottom of the page.

**Please note once you have submitted your application the application cannot be changed.**

4. On submission you will be directed to your account where you will see a message stating your form has been submitted. You will also receive email confirmation.

### Applications

**Thank You! Your form has been submitted.**

**Below you can see your In Progress applications.**  
**Use the dropdown box on the Right to look at previously submitted applications in this system.**

Click on **Requirements** above to see any Reports we have asked from you.

5. Your application has now been moved from In Progress Applications to Submitted Applications. You can access a copy of your application by changing the drop-down option from In Progress Application to Submitted Applications.



## ROTHSCHILD FOUNDATION HANADIV EUROPE

Account: [t.rice@rothschildfoundation.eu](mailto:t.rice@rothschildfoundation.eu) | [Change E-mail/Password](#)  
Last Log in: 04/01/2017 11:28 AM GMT00:00 [Contact Us](#) | [Exit](#)

### Applications

**Below you can see your In Progress applications.**  
**Use the dropdown box on the Right to look at previously submitted applications in this system.**

Click on **Requirements** above to see any Reports we have asked from you.

Show Submitted Applications ▾

Application Name	Project Title	Requested	ID	Submitted	Action
AJS Doctoral Fellowship Form	thesis title	1,000	20370	20/12/2016	

## Contact us

Please do not hesitate to contact us if you require any further information or advice as you prepare your application.

For the **Archives and Libraries grant programme**, please contact:  
Ms Robin Nobel ([r.nobel@rothschildfoundation.eu](mailto:r.nobel@rothschildfoundation.eu))

Tel: +44 (0)1296 823 064 or +44 (0)1296 658 778

For any other information including **technical support** please contact [info@rothschildfoundation.eu](mailto:info@rothschildfoundation.eu)