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 2021

Archives and Libraries Grant Programme

Deadline for submission: 21 April 2021

Contents

Introduction 3
Overview 3
Length and Level of Support 3
Categories of Funding 4
Conservation and Preservation 4
Inventories and Cataloguing 4
Professional Training 4
Language Grants 4
Digital Humanities Resource Development and Enhancement 5
Eligibility Criteria 6
Selection Criteria 6
Simultaneous Applications 7
General Data Protection Regulation 7
Timeline 7
Completing the Application Form – additional information 8
Submitting supporting documentation with the application 8
Submitting documentation if you are awarded a grant 9
Step-by-Step Guidance to Online Submission 10
Registration / Logging In 11
Filling in Your Application 12
Adding Attachments 13
Saving Your Application & Finishing Later 14
Review Your Application before submitting 14
Contact us 16

Introduction

Thank you for your interest in applying to the Foundation. If you have applied to the Foundation before, you will be familiar with our two-stage application form. However, due to the impact of COVID-19, we have decided to have only one stage, as this will allow applicants more time to complete the application form. We appreciate the challenges in gathering all the documentation together, therefore, applicants are only required to submit certain documents later on if their application is successful. Please see page 8 for what must be submitted with the application.

Overview

The Archives and Libraries Grant Programme is designed to enable the countless repositories across Europe that house and preserve Jewish documentary heritage to be 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
- Inventories and Cataloguing
- Professional Training
- Language Grants

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.

Further information on the available categories are overleaf.

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 academic scholarship concerning European Jewish history, 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 are between £15,000 - £40,000 per year. In this programme, we usually only fund up to 70% of the project budget. In rare cases, we will fund a more significant proportion of the costs. Please note, requests for 100% of project funding are likely to be rejected.

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.

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

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. 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.

Language Grants

In response to the Covid-19 pandemic and given the world-wide travel restrictions, the Foundation offers this new grant category to enable Jewish heritage professionals to take an online course in Hebrew or any Jewish language (e.g. Yiddish, Judeo-Spanish). This opportunity is open to professionals working in a Jewish heritage institution (museum, library, archive, NGO, etc.) to take an online course in a Jewish language that can help them grow in their professional capacity. The course must be administered by an institution, whether university, community centre or language school, and must deliver a certificate of attendance. Grants up to £2000 are available to cover tuition to be paid directly

to the language school upon receipt of an invoice, or as reimbursement upon presentation of a payment receipt.

Funds will be awarded to Jewish heritage professionals who

- Work professionally in Jewish heritage organizations of all types, including (but not limited to) museums, archives, libraries, NGOs. The work may be part-time but should be at least 16 hours per week.
- Are based in a European country
- Have at least 6 months of experience working professionally in the field of Jewish heritage
- Funds will not be given for training/learning opportunities that have already taken place

Please note that applications for the next 12 months are open as follows:

Deadline	**Decision from Foundation**
30 September 2020	14 October 2020
30 November 2020	15 December 2020
28 February 2021	15 March 2021
30 April 2021	15 May 2021
30 June 2021	15 July 2021

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, 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.

Eligibility Criteria

We welcome applications from any organisation or institution based in Europe (EU and non-EU states alike), where activities are deemed charitable under UK charity law. We are not currently accepting applications from Ukraine and Russia.

This includes organisations 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 relevant portion of their organisational statutes, confirming its non-profit, charitable or public (government-funded) status. 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. request for funding of an activity that has already happened or is already scheduled to happen while the application for funding is under consideration are not eligible.

The Foundation prioritises applications for funding of project-related costs (e.g. storage materials, the salary of a cataloguer or digitisation equipment).

Grants requests may request up to 70% of the project budget. In rare cases, we will fund a more significant proportion of the costs. Applications requesting 100% of project costs are likely to be rejected.

Please do not submit a project that was rejected in the past before consulting with the Grants Programmes Manager.

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?

Simultaneous Applications

- Organisations are generally not permitted to submit more than one application at a time to the Archives and Libraries Grant Programme. However, you may apply for a Professional Training or Language 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 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.

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 Rebecca Singer on R.singer@rothschildfoundation.eu

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

Timeline

Application Form and required supporting documents submitted by Wednesday, 21 April 2021

If your application is successful, you will receive an official award letter and agreement in late July or early August 2021 via email. You will be asked to e-sign this document and return supporting documentation to the Foundation.

Add echosign@echosign.com to your safe senders list to ensure you receive all system communications.

If unsuccessful, you will be notified by email in late July or early August 2021.

Add echosign@echosign.com to your safe senders list to your safe senders list to ensure you receive all system communications.

Completing the Application Form – additional information

We strongly recommend that you read all of the questions before you fill the application form to avoid repetition.

In the application you will be asked some generic questions about your organisation's budget and staff. In addition, if you are awarded a grant, you will be required to upload supporting documentation. See below.

Please note - questions marked with a * [red asterisk] must be filled in or our system will not be able to accept your application. Other than the questions relevant to a project involving digitisation, all other questions are compulsory – if there is a reason you cannot answer a question, please explain your reasons.

Submitting supporting documentation with the application

Please make sure you have submitted the following with your application. If it is not included, your application cannot be considered.

Please include an English translation of documents not originally written in English. This does not need to be an official translation, but it must be clear and accurate. Documents in a language other than English that are not accompanied by an English translation will not be processed. If financial documents are very long, a translation summarising the main income and expenditure included in your financial statements and organisational budget will be sufficient. This document should be no longer than 10 pages. Please upload your translated document against the same upload title you used for the original document, this means you can potentially have two documents saved under each upload title.

- ✓ ***Budget table and budget explanation for the proposed project (Required)***
  An example of a completed budget form can be downloaded from the application form.

- ✓ ***CVs of key staff members working on the project*** (maximum 2 pages for each staff member).
  This should reflect their experience in undertaking projects such as the one outlined in this application. Qualifications include professional certificates, diplomas, Bachelor's degrees (BA, BSc), Master's degrees (MA, MSt, MSc, MBA, MPhil), and doctoral degrees (PhD). Please combine all the CVs into one document before uploading it.

- ✓ ***Proof of Charitable Status (Required)***
  Proof of an organisation's charitable status will vary from country to country and according to the type of organisation making the application. In all cases, the activities of the organisation must qualify as charitable within the United Kingdom. For more information please consult www.charitycommission.gov.uk. If your organisation is a publicly funded body, such as a university, research centre or museum, then we will accept a copy of your organisation's statutes as proof of its charitable status.

- ✓ ***The most recently available audited accounts or financial statement stamped by the financial authority in your country (Required)***
  This is a formal record of your organisation's financial activities for either a one- or three-year period. The statement must include a summary of the income and expenditure over a given period. It should have been prepared by a chartered accountant and, if your country requires it, stamped by the relevant government department.

- ✓ ***Income and Expenditure:***
  If the submitted audited accounts or financial statement are not in English, you are required to submit an English summary of the income and expenditure account and balance sheet.

- ✓ ***Strategic Plan***
  If you are applying for a multi-year grant, please submit the latest organisational strategic plan which includes the larger vision of the organisation and how your project fits within that.

- ✓ ***Certification from the tax authorities (if applicable)***
  If you require a certificate from the tax authorities in order to demonstrate charitable status in your country, please forward a copy of this certificate.

- ✓ If appropriate and relevant, please include up to 10 photographs (saved together into one word document or PDF). This could be some examples of the materials to be conserved, an exhibition space to be renovated, rare books to be repaired, an event etc. Please ensure that each photo is no larger than 1MB. Please note that you have a combined application file size allowance of 20Mb.

- ✓ A one-page update on any other grant you may have currently with the Foundation.

- ✓ Final report(s) for any recently completed grant funded by RFHE (please only include these if you have not yet submitted them to the Foundation).

- ✓ OPTIONAL: Any additional supporting documentation to support your application.

Submitting documentation if you are awarded a grant

If you are awarded a grant, no funds will be released until you submit further necessary documentation.

- ✓ A baseline report showing if your project needs to make any changes since first submitting an application, and an updated budget. Further information will be made available.

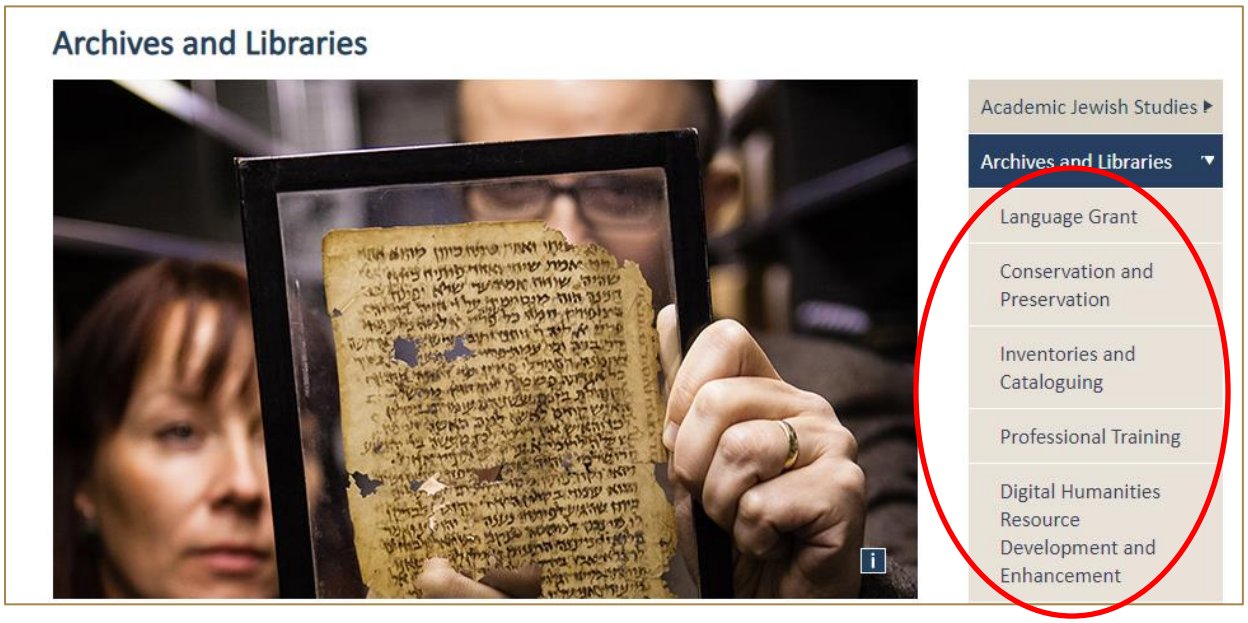
- ✓ Any other documentation requested by the Foundation in your grant offer letter.

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
- Language Grant

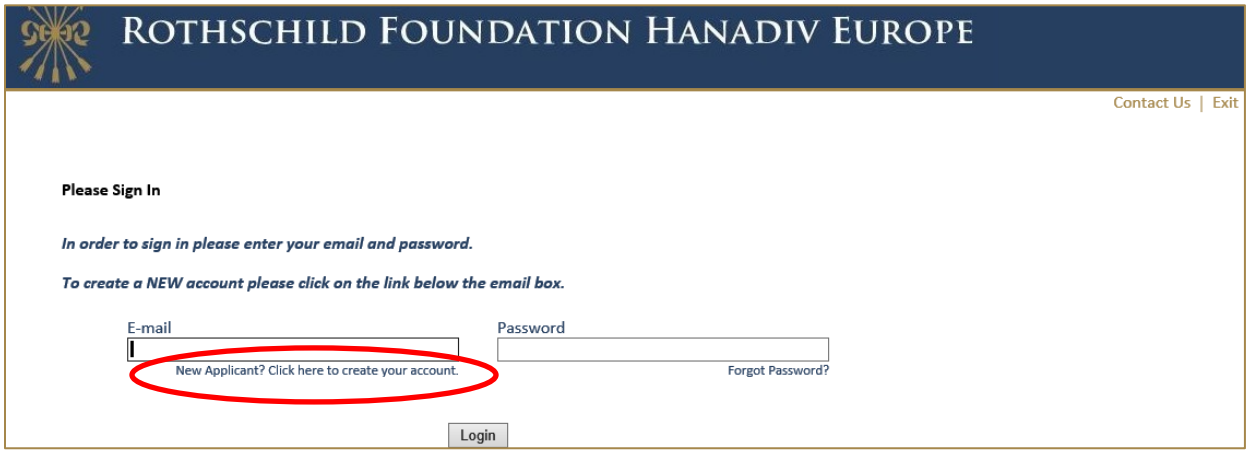


Apply: At the bottom of each grant's detailed description page, you will see a button marked "apply now."

Please add mailuk@grantapplication.com to your safe senders list to ensure you receive all system communications.

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.



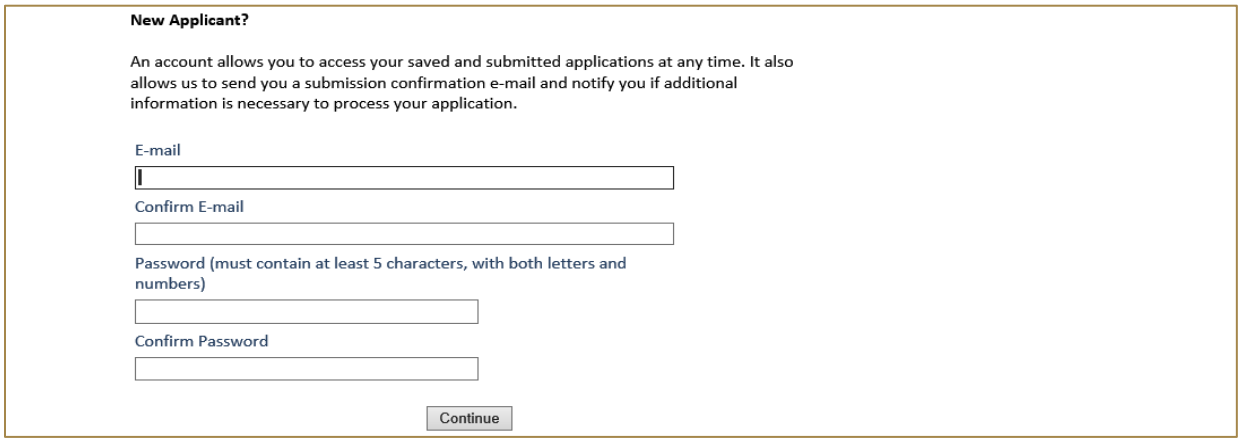
2. If you are registering, you will be asked to register your email address and create a password.

   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

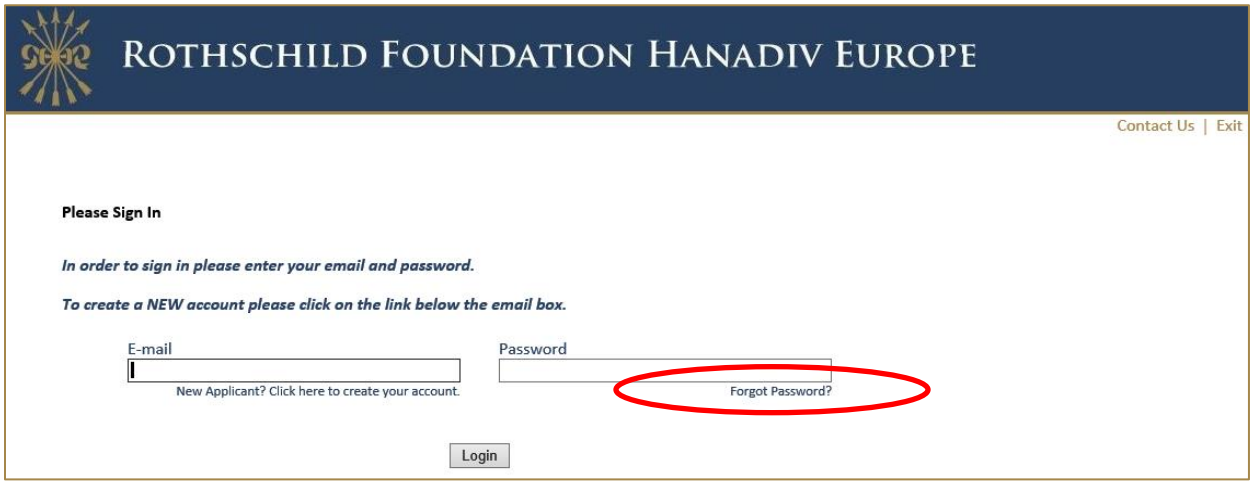


3. **Logging In:** If you have previously created an account via our online application and reporting system, please enter your account details. If you forgot your password you can reset your password

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.

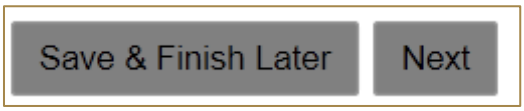
See guidance further down about 'Saving your Application and Finishing Later'.



Filling in Your Application

1. 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 been completed.

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 <u>does not</u> reactivate your form.

Adding Attachments

1. A list of required attachments (supporting documentation) can be found on the Attachments tab. Browse from your local PC and select your document then click Upload.

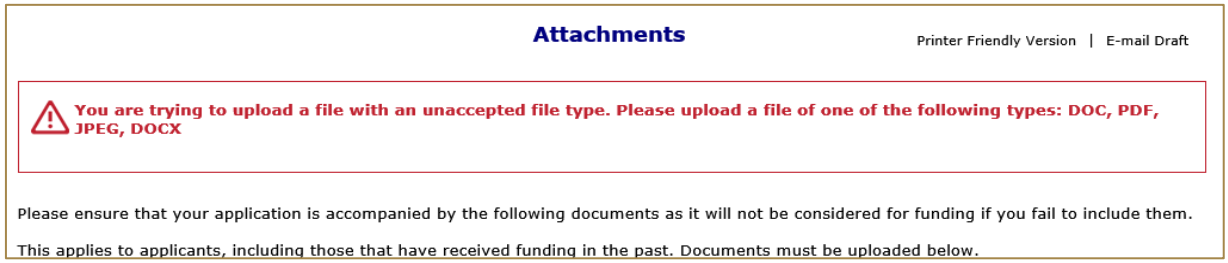
   To note: Please ensure that non-Latin characters or any symbols (for example: à, ø, Å, é, ü, ž, *, ", !, *,) appear in the title of the documents you intend to upload. JPG files are not admissible along with files with certain extensions (such as "exe", "com", "vbs", or "bat"). Valid file extensions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

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

3. When you have successfully uploaded a supporting document, the document will be visibile under **Uploaded Files** in your application. From here you can see the size of your file, the total size of the combined uploaded files, and the available storage for any additional supporting documents that are required. Please note that you have a combined total of 25 MB to upload.

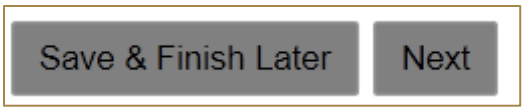
   You can also remove your uploaded document by ticking the small box field next to the document, then clicking Remove.

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

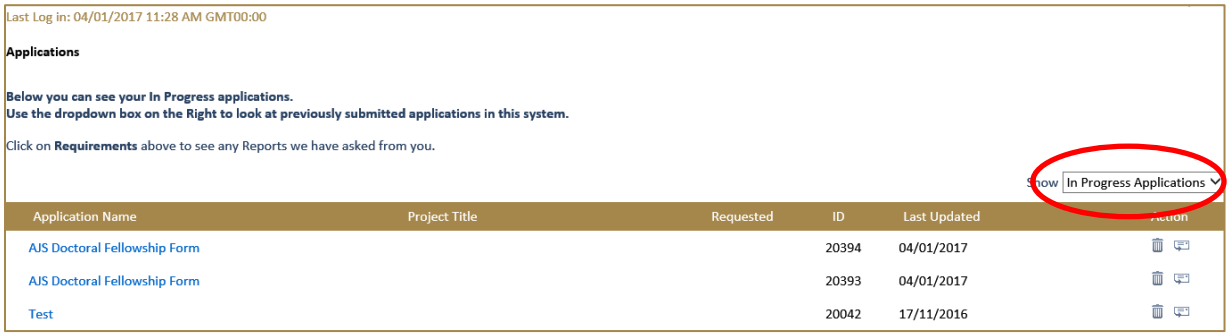


Saving Your Application & Finishing Later

1. 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.



2. 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.

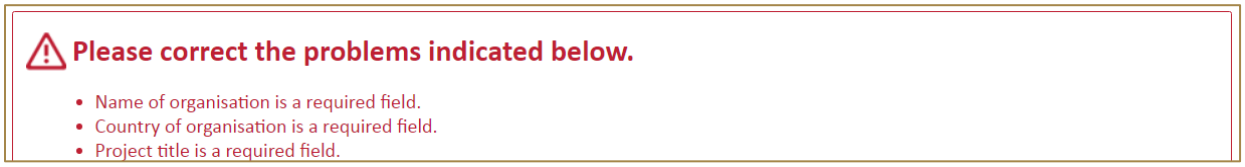


3. You will also receive an email confirming the application has been saved to your account. In this email you will receive the URL needed to access your account and continue your application. This link is also available on our website: https://www.GrantRequest.co.uk/SID_48?SA=AM

4. From your account you can delete or send a copy of your application to yourself or others.

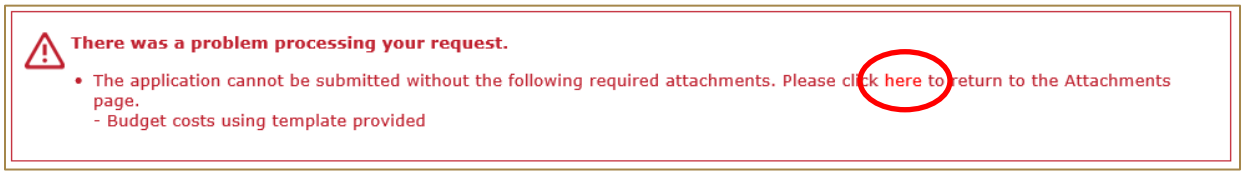
Review Your Application before submitting

1. 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 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**.

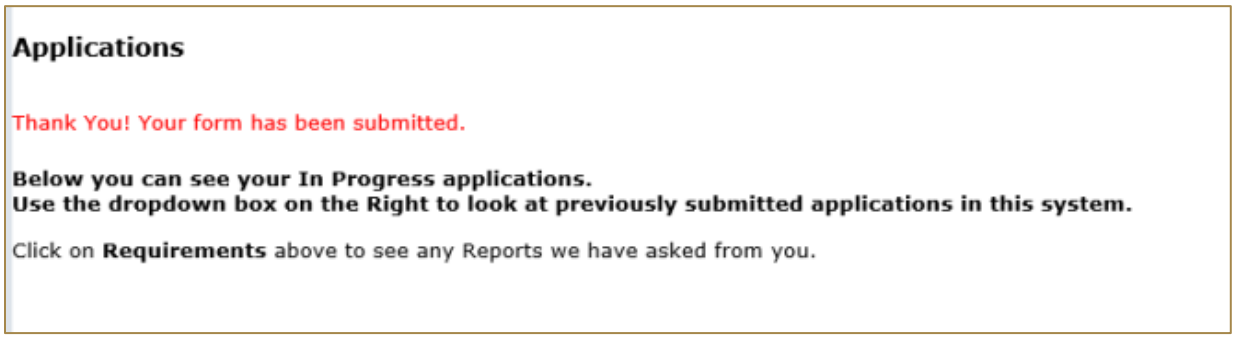


2. Once all fields have been filled in correctly and all required attachments uploaded, you should not receive any error messages at the top of the page when you hit **Review and Submit**.

3. 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.



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. You will also receive a confirmation email that your application has been submitted.

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 - Conservation and Preservation, Inventories and Cataloguing or Language grant categories**, please contact:
Ms Rebecca Singer (r.singer@rothschildfoundation.eu)

For the **Archives and Libraries Digital Humanities or Professional Development grant category** please contact:
Dr Ruchama Johnston-Bloom (r.johnston-bloom@rothschildfoundation.eu)

For any other information including **technical support** please contact info@rothschildfoundation.eu