# ROTHSCHILD FOUNDATION HANADIV EUROPE



* Required before final submission

## Archives and Libraries Inventories and Cataloguing Application Form

Please submit by **GMT 17:00, Tuesday, 15 September 2020**. Please read the Notes of Guidance to help you complete the online application. If you need further assistance, please contact us via the Contact Us link at the top of this page.

Please note that your application page must remain 'active' when completing the form. In order to keep the form active and save the text written so far, you can either click **'Next'** to navigate to the next page and then return to the previous page or click **'Save and Finish Later'** which will take you to your account dashboard. If the application is left inactive for more than 50 minutes, you will receive an alert before you lose any unsaved changes.

### ummary Information

* Name of organisation

* Country of organisation
- Select One -

* Geographic Area Served by Organisation

**Applicant, Primary Contact:**

* Title
- Select One -

* First Name

* Last Name

* Project Title

* **Total amount requested from the Foundation**. Sum total for all months/years to the nearest pound.
The total requested amount must be the same as the total requested amount that appears on the project budget table (available in the Attachments section). Amount in £ sterling (GBP). Do not enter any currency symbols e.g. £, $, € or full stops.

* **Total Project Budget**. To the nearest pound.
The total project amount must be the same as the total project amount that appears on the project budget table (available in the Attachments section). Amount in £ sterling (GBP). **Please include the requested amount above in your calculation.** Do not enter and currency symbols e.g. £, $, € or full stops.

* What is the start date of your proposed project? If this application is towards a new part of an existing project, when does the new part start.
Please note the earliest possible start date is 01 January 2021.

* How long will you require funding for?
(In whole months only; 36 months maximum)

**Project Summary**
Please describe in no more than 150 words the key elements of your proposal.

Word count 0 of 150

Is the collection accessible on the internet? Please provide the URL address and / or a guest login and password if these are required.

## Project Description

Please describe the proposed project in detail, outlining the need for the project and its major aims and objectives. Please indicate what, if any, work has already been carried out in relation to the project.

Please describe in as much detail as possible the group(s) of records you plan to inventory or catalogue. Why is this material of special significance? How urgent is the proposed cataloguing or inventorying project?

How will COVID-19 impact on the implementation of your project? What measures have you taken to address any potential difficulties?

## Project Implementation

Please describe the cataloguing and/or inventorying standards and methodology you intend to employ. Why have you chosen these methods and standards?

Please describe how you envisage the long-term future of the project.

## Digitisation

**Please only respond to the following questions if your project involves digitisation.**

If you are applying to **digitise** your collection, please explain the reason for digitisation (for example, is digitisation for preservation purposes or to increase access?)

On what basis will items be selected for digitisation? Please describe the project's selection criteria:

What file type will you use to save images? (e.g. TIFF, JPEG, PDF, etc.)? What quality of image will be produced (DPI)?

Will items be digitised on or off site? In both cases, please elaborate on the equipment, staff and/or consultants that will be used for this project.

Are there any intellectual property issues, privacy and / or other legal issues that restrict your use of the digital files?

How does your organisation intend to preserve these digital copies in the long-term (five years and beyond)? Where will the copies be deposited and stored? Note: If your organisation has a digital preservation policy, please submit a copy of it as one of your supporting documents.

If your organisation does not have the capacity to ensure long-term preservation of digital material, would you consider depositing a copy of the material with the National Library of Israel (the NLI)?

Yes

## Project Staff

Please describe the staff's experience in running projects of this nature.

Please provide details of the organisation(s) and/or individual experts you intend to work with and/or consult prior to and during the project.

If you need to hire someone for the project, what are the key skills needed, and to what extent will existing staff need additional training.

## Organisation Information

Please describe the nature of your organisation's archival or library holdings and area of speciality (if any) of your archive or library.
Maximum 350 words.

Word count 0 of 350

Please list up to three highlights / main achievements of the archive or library in the last 18 months.
Please put each highlight on a new line.

Please describe how you use the internet and social media to promote the archive or library and its collections and activities.
Maximum 350 words.

Word count 0 of 350

How has COVID-19 affected your organisation? What measures have you taken to adapt to the current circumstances?

What is the number of paid staff members, board members and volunteers involved in running your organisation?
Please indicate whether they are full time or part-time:

- Paid employees
- Board members/trustees
- Volunteers

Please provide numbers to the following questions:

Number of Visitors per month

Number of Email inquiries per month

Size of physical holdings
Please estimate number of linear metres.

Size of digitised collection
Please estimate the number of images.

If possible, please estimate what percentage of your holdings contain materials of direct relevance to Jewish history.

0%

What is the majority language of your collections?

## Project Evaluation and Monitoring

How do you plan to monitor and evaluate the implementation of the project? Please be specific about the evaluation tools (questionnaires, observations, reports) and the criteria that you plan to use to determine if the project was successful.

## Any other Information

Please provide any additional information that is relevant to the project and is not covered elsewhere in the application form.
Maximum 300 words.

Word count 0 of 300

## Primary Contact Information

* Position at the organisation

* E-mail

* Direct Landline
Include country code.

Mobile Phone
Include country code.

Skype Address

* Would you like us to register you to RFHE's mailing list to receive occasional emails about grant rounds and other opportunities? (declining to register will not influence our assessment of the application)
Please select Yes or No.

- Select One -

## Authorised Signatory (please complete if different from primary contact)

Authorised Signatory for signing grant letter and agreement (e.g. Organisation Director; Chair of the Board).
Only provide if the person is not the primary contact, do not repeat primary contact details in this section.

Title

<None>

First Name

Last Name

Position at Organisation

E-mail

Direct Landline
Include country code.

Mobile Phone
Include country code.

Would you like us to register the authorised signatory to RFHE's mailing list to receive occasional emails about grant rounds and other opportunities? (declining to register will not influence our assessment of the application)
Please select Yes or No.

<None>

## Organisation Details

* Address
Number and Street Name.

* City

* Postal code

* Website Address

Landline department phone number
Include country code.

* Year the organisation was established

## Organisation Status

Which best describes the legal status of your organisation? (please state yes or tick one box only)

**Note**: Proof of 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 the charity commission website.

Is your organisation a Registered Charity?
Tick if yes.
☐

Registered Charity Number
If you selected 'yes' to Registered Charity.

* Organisation in process of registration?
Select

* Public or Non Profit Organisation?
Select

**Note**: If your organisation is awarded a grant, charitable status must be in place within three months of having received notification of the grant, or your grant may be cancelled.

## Referees

Please supply the name and full contact details of two external referees who can provide us with a confidential assessment of your proposal. We will contact them when deemed necessary. By supplying contact details of your referees you confirm that they are aware that you are sharing their information with RFHE for the purposes of acting as referees for this application. External referees must not be:

- An employee
- A board member
- Anyone related to an employee or board member
- Anyone who might personally benefit from the project

## Referee 1

* Title
- Select One -

* First Name

* Last Name

* Position

* E-mail

* Organisation

* City

* Country
- Select One -

* Phone Landline
Include country code.

Mobile Phone
Include country code.

## Referee 2

* Title - Select One -
* First Name
* Last Name
* Position
* E-mail
* Organisation
* City
* Country - Select One -
* Phone Landline
Include country code.
* Mobile Phone
Include country code.

**Attachments** Printer Friendly Version | E-mail Draft

The Foundation appreciates the impact of COVID-19 on the ability of individuals and organisations to carry out their regular work. Recognising these challenges, applicants filling in this application are not required to submit all the supporting documents at this stage. At this stage, please only submit the following:

1. Budget table and budget explanation for the proposed project - download **here** (required).
An example of a completed budget form can be downloaded here: **sample**
Please save a copy of the document to your PC and upload your completed budget and budget explanation below.
2. 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. Please combine all CVs into one document before uploading (required).
3. 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.
4. If you are applying for a multi-year grant, please submit the latest organisational strategic plan which includes the larger vision of the organization and how your project fits within that.
5. OPTIONAL: Any additional supporting documentation to support your application.

If your application is successful, payment will be conditional on submitting the following accurate documentation – more details are in the Notes of Guidance.

Official proof of your institution's charitable/non-profit status (required).
Certification from the tax authorities (if applicable).
The most recent available audited accounts or financial statement stamped by the financial authority in your country (required).
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.
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)
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.

For English translated documents - Upload your English translation to the corresponding title above, so you may have up to two documents per heading - one for original documentation and one for translated material.

Please note: Please ensure that non-Latin characters or symbols (for example: à, ø, Å, é, ü, ž, *, ", !, *, spacings) appear in the title of the documents you intend to upload and JPG files are not admissible.

### Upload

The maximum size for all attachments combined is 20 MB. Please note that files with certain extensions (such as "exe", "com", "vbs", or "bat") cannot be uploaded.

Title: 1. Budget Table and Budget Explanation - use form provided. Valid file types: xls, xlsx.(Required)

File Name: Browse...

## Collecting Personal Data Declaration

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.

* I am aware that the personal identifiable information submitted in this application including names, email addresses, phone numbers, business addresses, as well as demographic information will be used by RFHE to process this application.
Please tick this box.
☐

* Our institution/organization is compliant with our country's guidelines regarding the management of COVID-19 and will adapt to changes in policy as appropriate.
Please tick this box.
☐

* Our institution/organization is compliant with our country's laws regarding safe-guarding policies for vulnerable people, we have written guidelines available for inspection and our staff have had appropriate training.
Please tick this box.
☐

* I am the Chair, Director, Dean, Head or Principal Curator (authorised signatory) of the applying organisation or department, with the authority to accept a grant should one be awarded. If I am not an authorised signatory, then I have his or her express permission to submit this application and I have consulted with him or her prior to doing so. Please note that failure to have obtained permission from the authorised signatory prior to submitting an application will result in automatic disqualification from the application process.
Please tick this to confirm that you are either the authorised signatory or that his/ her permission has been granted.
☐

* I declare that the information supplied in this form is accurate to the best of my knowledge.
Please tick this as your electronic declaration.
☐

End of Application