

# MEAP Application Checklist

**2024 - 2025**

**MEAP invites applications for its seventh cohort of projects** to document, digitize, and make accessible collections at risk from environmental conditions, political uncertainty, inherently unsustainable media, inappropriate storage, or communal and social change.

MEAP has a two round application process. All applicants must submit a Preliminary Application through our online application system available at [meap.smapply.io](https://meap.smapply.io). All applications must be submitted in English.

Details and resources for applicants are available at [meap.ucla.library.edu](https://meap.ucla.library.edu).

## Important Dates

- Applications open **September 10, 2024**
- Preliminary Applications due **November 15, 2024**
- Preliminary Application decisions communicated **December 2024**
- Detailed Applications (for invited applicants) due **February 14, 2025**
- Awards announced **Summer 2025**

## PROJECT PLANNING

- ☐ Review [MEAP Eligibility Requirements](#)
- ☐ Review [MEAP Guidelines](#)
- ☐ Start conversation with collection owners, archival partners, and host institution to ensure that all parties understand the project and all MEAP requirements
  - ☐ [What is an Archival Partner?](#)
  - ☐ [What is a Host Institution?](#)
- ☐ Attend MEAP Preliminary Application Webinar on Oct 17, 2024
  - ☐ Registration Required: [Sign Up Now](#)

## DRAFTING APPLICATION

- ☐ Review Preliminary Application Template
- ☐ Focus on the collection to be documented/digitized
  - ☐ What is in the collection? What kind of material is in the collection? What is the content of the collection?
  - ☐ What is the current condition of the collection? Why is it endangered?
  - ☐ Why is this set of materials important? To whom is it most meaningful?
- ☐ Consider the project as a whole

- ☐ What will success look like?
- ☐ What do you hope to achieve through an MEAP grant project?
- ☐ Consider which parts of these goals match MEAP eligibility and funding criteria.
- ☐ Draft a Preliminary Budget
  - ☐ Consider all salary costs (including benefits where applicable), equipment costs (hardware and software), travel, and other costs.
  - ☐ Exclude ineligible costs (See [MEAP Guidelines](#))
  - ☐ Discuss overhead costs with host institutions. MEAP grants require accounting support, but cannot pay for indirect or overhead costs.
- ☐ Create an account at <https://meap.smapply.io/>

**SUBMIT APPLICATION ONLINE by Nov 15, 2024**

- ☐ Submit Preliminary Application at <https://meap.smapply.io/>
- ☐ Be sure to include all required components and click SUBMIT

**DRAFT DETAILED APPLICATION**

- ☐ Review MEAP Preliminary Feedback
- ☐ Attend MEAP Detailed Application Webinar:
  - ☐ Registration Required
- ☐ Review Detailed Application Template
- ☐ Secure all necessary forms: [Host Agreement form](#); [Archival Partner forms](#); [Copyright Permission Agreements](#) (provide UCLA Library with permission to publish and steward digital collections)
- ☐ Draft a Work Plan
  - ☐ Consider the scale of a Planning Grant: will you document the collection at the box level, folder level, item level?
  - ☐ For Project Grants, what will you digitize and how? What equipment will you need? How will you manage both digitization and metadata creation?
  - ☐ Who will do the work of the project? Who will write documentation? Do you need to engage a broader community to capture knowledge about the collection?
- ☐ Add Detail
  - ☐ Recommended: Review [MEAP Metadata Handbook](#) to elaborate on how you will meet MEAP requirements
  - ☐ Add detail about the amount of material to be digitized or inventoried
  - ☐ Consider community engagement: Who is represented in this collection and how will they be included in the documentation process?

**SUBMIT APPLICATION ONLINE by Feb 14, 2025**

- ☐ Submit Detailed Application at <https://meap.smapply.io/>
- ☐ Be sure to include all required components and click SUBMIT