**COVER PAGE**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Applicant Profile** | | | | |
| **Organization Name** |  | | | |
| **Name** |  | | | |
| **Title(Position)** |  | | | |
| **Contact Information** | Office |  | Mobile |  |
| E-mail |  | | |
| **Address** |  | | | |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Representative of Organization** | | | | |
| **Organization Name** |  | | | |
| **Name** |  | | | |
| **Title(Position)** |  | | | |
| **Contact Information** | Office |  | Mobile |  |
| E-mail |  | | |
| **Address** |  | | | |

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| **Recommended by** | | | | |
| **Organization Name** |  | | | |
| **Name(Position)** |  | | | |
| **Title** |  | | | |
| **Contact Information** | Office |  | Mobile |  |
| E-mail |  | | |
| **Address** |  | | | |

**PROJECT APPLICATION**

* ***ORGANIZATION NAME:***
* ***DATE OF SUBMISSION:***

*I, undersigned, submit this application along with the required document and affirm that all details stated below are complete, accurate, and true. I agree that this data can be stored electronically and in printed form.*

***SIGNATURE OF APPLICANT:***

|  |  |
| --- | --- |
| *\* Please summarize the project overview.* | |
|  | |
| * **Project title** | *Please write the project title that best represent the characteristics of the project* |
| * **Objectives** | *Please write the objectives of the project.* |
| * **Target Materials** | *Please summarize the target materials of the project.*  *Ex. 350 hours of audio-visual materials possessed by National Commission for Culture and the Arts* |
| * **Target Beneficiaries** | *Please write expected target beneficiaries of the project.*  *Ex. General Public, ICH Stakeholders - Practitioners, Students, Researchers in the Asia-Pacific Region* |
| * **Organizer** | *Please write the name of organizing body of the project. (Contractor)* |
| * **Implementer** | *Please write the name of implementing body of the project if different from organizer.* |

1. **Background**

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| *Please describe the project background. (max. 500 words)*  Tip: Describe in full the background of project application with focus on the motives for application as well as the expected outcomes through the project. |
|  |

1. **Overview of target materials**

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| *Please describe the target materials for digitization.**(max. 500 words)*  Tip: Provide a brief description of target materials for digitization, including its sociocultural background and contents. |
|  |

1. **Details of target materials**

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| --- |
| *Please describe the details of target materials for digitization. (max. 500 words)*  Tip: Describe in full the particulars of target materials for digitization as per media and contents. |
| **Duration of target materials per media type**   |  |  |  |  | | --- | --- | --- | --- | | **Source of materials** | **Media** | | **Capacity in Hours** | | *Organization Name* | *Audio* | *ex. Reel tape* |  | | *ex. Cassette* |  | | *ex. Vinyl* |  | | *Video* | *ex. Film* |  | | *ex. Beta-cam* |  | | *ex. VHS* |  | | *Others* | *..* |  |  | | | … | .. |  |  | | **Total** | | | **At least 350 hours** |   **Duration of target materials per contents**   |  |  |  |  | | --- | --- | --- | --- | | **Source of materials** | **Contents** | | **Capacity in Hours** | | *Organization Name* | *Oral tradition and expressions* | *ex. epic telling* |  | | *ex. labor songs* |  | | *..* |  | | *Performing Arts* | *ex. instruments* |  | | *ex. traditional dance* |  | | *..* |  | | *Others* | *..* |  |  | | | … | .. |  |  | | **Total** | | | **At least 350 hours** | |

1. **Project Plan**

*\* Please describe the project plan as detailed as possible. You may adjust the box below as needed.*

**(1) Organizing a Project Team (max. 500 words)**

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| *Please describe the organization of the project team.*  Tip: Describe the members of your project team, including project leader, project manager, technician, archivist, ICH expert, etc. |
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**(2) Relevant Experience in Digitization (max. 500 words)**

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| *Please describe the relevant experience in digitization.*  Tip: Describe your relevant experience in digitizing analogue audiovisual materials, with particular focus on the type, duration, and partner of the project. |
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**(3) Digitization Equipment Available (max. 500 words)**

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| *Please provide a list of digitization equipment available for this project.*  Tip: Specify a list of digitization equipment that your organization has or has access to, e.g. audio/video preservation, conversion, editing and saving equipment. |
|  |

**(4) Organizing an Advisory Group (max. 500 words)**

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| --- |
| *Please describe the organization of the advisory group.* |
|  |

**(5) Selecting Target Materials (max. 500 words)**

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| --- |
| *Please describe the standards and process of selecting target materials for the project.*  Tip: Describe by which standards and process your organization selects the target materials for digitization, with focus on urgency in and the need for digital preservation |
|  |

**(6) Digitizing and Managing Target Materials (max. 1,000 words)**

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| --- |
| *Please describe the process and outcome of digitization project, including metadata preparation and data storage. The project outcome should include 1) interim/final project reports, 2) a list of digitized materials (metadata), 3) digitized files for a promotional audio/video selection set, and 4) a financial report.* |
|  |

**(7) Editing a Selection Set (max. 500 words)**

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| *Please describe the plan for editing a promotional selection set. The selection of digitized files should fit in 10-hour-long storage disk such as USB stick. The outcome should include 1) selected audio/video files that amount to 10 hours and 2) an explanatory booklet to explain the contents of the selection set.* |
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1. **Expected Results (max. 500 words)**

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| *Please describe expected results of the project. (list at least three items)*  Tip: Describe at least three expected results of the project according to the expected target beneficiaries. |
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1. **Plan for Using and Promoting Project Outcomes (max. 500 words)**

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| --- |
| *Please describe plans for using and promoting project outcomes (list at least three items)* |
|  |

1. **Project Schedule (Total Duration: From February to December 2019)**

|  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Contents** | **2019** | | | | | | | | | | |
| **2** | **3** | **4** | **5** | **6** | **7** | **8** | **9** | **10** | **11** | **12** |
| **Application Submission** | √ | √ |  |  |  |  |  |  |  |  |  |
| **Signing the project agreement** |  |  | √ | √ |  |  |  |  |  |  |  |
| **Organizing a project team and elaborate project plan** |  |  | √ | √ |  |  |  |  |  |  |  |
| **Checking and selecting target materials** |  |  |  | √ | √ |  |  |  |  |  |  |
| **Digitizing target materials (including restoring damaged materials )** |  |  |  | √ | √ | √ | √ | √ | √ |  |  |
| **Metadata preparation** |  |  |  |  | √ | √ | √ | √ | √ |  |  |
| **Storing digital files to archive** |  |  |  |  |  |  | √ | √ | √ | √ |  |
| **Selecting audio/video files for a promotional selection set and writing a booklet** |  |  |  |  |  |  |  | √ | √ | √ |  |
| **Submission of project outcomes** |  |  |  |  |  |  |  |  |  | √ | √ |
| **Submission of interim/final report (including financial report)** |  |  |  |  |  |  | Interim |  |  |  | Final |

*\*Please adjust the contents as needed. (Total duration of the project cannot be changed.)*

1. **Budget breakdown**

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| --- | --- | --- | --- | --- | --- |
| **No.** | **Activity** | **Item** | **Budget Calculation** | **Total Budget** | |
| **Local Currency** | **USD** |
| **1** | **Digitizing target materials (including restoring damaged materials )** |  |  |  |  |
|  |  |  |  |
|  |  |  |  |
| **2** | **Preparing metadata, and storing digital files to archive** |  |  |  |  |
| **3** | **Selecting audio/video files for a promotional selection set and writing a booklet** |  |  |  |  |
| **4** | **Etc.** |  |  |  |  |
| **Grand Total** | | | |  | **12,000** |

*\*Please adjust the contents as needed. (Total budget will be fixed as USD 12,000)*