**To apply for the TWA Digitisation Grant fund please complete the form below:**

You are welcome to send any questions about the application form/process to: [digitisationgrant@townswebarchiving.com](mailto:digitisationgrant@townswebarchiving.com) .

Once completed submit via email to [digitisationgrant@townswebarchiving.com](mailto:digitisationgrant@townswebarchiving.com).

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| **1. Organisation information**    Name of applicant organisation/institution:  Website:  Project title: |

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| **2. Contact information of lead contact**    First name:  Last name:  Role/job title:    Email:  Tel: |

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| **3. Project summary (100-150 words)**    Please provide a brief overview of:   * Your project and its goals/aims * How you plan to use the funding if successful * Whether the project will include publishing the digitised collection(s) online, transcribing of metadata, or metadata capture via optical character recognition (OCR). |

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| **4. Collection information (100-150 words)**    Please provide a summary of the collection(s) you plan to digitise and its contents.    Please include the number of items to be digitised broken down by format (i.e. 89 bound books, 200 print photographs), the average size/number of pages of the items, and any relevant information about their condition: |

**Please note:** Applications will primarily be judged based on the following four criteria (sections 5, 6, 7 and 8) – which are all equally weighted.

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| **5. Heritage need (150-250 words)**    Please outline the heritage value, uniqueness, and importance of the collection(s) you plan to digitise.    Is the collection at risk? If so, how/why? |

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| **6. Social/community impact (150-250 words)**  Please describe how local people and communities will benefit from your digitisation project. |

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| **7. Research impact (150-250 words)**  How will digitising your collection(s) benefit researchers?  Whether academic, social historians, genealogists, or other researchers. |

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| **8. Improved Accessibility (150-250 words)**  What platform is the digitised collection going to be accessible from to wider communities. |

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| **9. Match funding**  How much funding do you have available from other sources? (Trusts, charities, foundations etc)  Note - Match funding is NOT a prerequisite for applying for the TWA Digitisation Grant.    Please include sources and amounts.  If you have applied for HLF funding please indicate if you have a Stage 1 pass or Stage 2 pass. |

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| **10. Additional notes (150-200 words)**  Please include any additional information about your project/collection that you would like to be considered with your application here. This can include information about:     * Image collections that you currently own (or have previously been digitised) * Any digital image management systems that you currently use, links to websites where some of your digitized material might already be displayed. * Any long term aspirations for your organization/initiative. |

A full list of Terms & Conditions for the TWA Digitisation Grant can be [viewed here](https://www.townswebarchiving.com/twa-digitisation-grant-terms-conditions/).

Please submit your completed form via email to [digitisationgrant@townswebarchiving.com](mailto:digitisationgrant@townswebarchiving.com).

Thank you for your application.