2021 SFU LIBRARY INDIGENOUS DIGITAL MEDIA GRANT APPLICATION AND PROJECT DESCRIPTION

Applicant(s) Name(s): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(add more lines if needed)

Department/Centre/Institute: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Telephone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Project Title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Project Description

The Project Description (max. 3 pages) should include each of the following sections identified below. Please include the Project description with this application and submit it to [idmg@sfu.ca](mailto:idmg@sfu.ca) on or before 26 February 2021.

1. Project summary (less than 200 words).

1. Description of the “digital media” to be created (i.e. explain the source materials to be digitized, or the subject/topic of new media such as films, podcasts, websites, etc). Include an estimate of the number of items to be created, and the format of each media item.

1. If applicable, an explanation of who will do the descriptive “cataloguing,” or metadata work, for any materials that will be digitized. Metadata includes descriptive items such as title, author, date, subjects/keywords, etc. The Library will provide assistance in getting your metadata work started.

1. Information on where the project work will be conducted (e.g. if digitizing, SFU Library, SFU Document Solutions; or filming locations/site for podcast recordings, etc.)

1. Explanation of the significance and/or benefits of creating the proposed media. How does your project correspond to or dialogue with the goals articulated in SFU’s [ARC report](https://www.sfu.ca/content/dam/sfu/reconciliation/SFU-ARC%20Walk%20This%20Path%20With%20Us_Full%20Report_Sept5.pdf)?

1. Description of any copyright issues involved with the project (for example, the inclusion of works for which the applicant does not hold the rights) and how these issues were/will be resolved. Describe how issues related to Indigenous traditional knowledge and copyright have, or will be, addressed. If incorporating material that qualifies as Indigenous traditional knowledge, explain how you will, or have already, received appropriate permission to use the material and what protocols need to be followed. Or, if using copyrighted works explain how permission will be, or has been, obtained or explain why a user rights exception in the Copyright Act applies to your use of the material. The SFU Copyright Office can assist you with copyright questions you have related to your application ([copy@sfu.ca](mailto:copy@sfu.ca)).
2. Are there any potential access protocols for the item(s) you are proposing to create? Does your media include culturally-sensitive materials? Have any individual or community members requested that access to these resources be limited?
3. Where will your digital content be hosted?
4. What are your preservation plans?

1. A budget breakdown that documents:

a. Amount requested (max. $10,000)

b. Approximate costs/hours required for the digitization/filming/website development/etc. For quotes on digitization to be done by the SFU Library, please contact Alix Shield ([alix\_shield@sfu.ca](mailto:alix_shield@sfu.ca)).

c. Cost of hiring research assistants, students, or non-SFU employees to do work relating to the project.

1. Project timeline (approx. one year from award date) that includes key project milestones (e.g. hiring RAs, gathering materials to digitize, community consultation, filming/editing/post-production, etc).