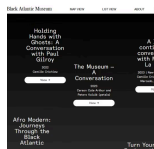**PAUL MELLON CENTRE**

Digital Project Grant

Digital Project Grants are offered annually to organisations to help support a curator or research scholar undertaking a digital research project or research which will lead to a digital or online project.

The Grant is an award of up to £40,000.

See the full description and remit here.

Project title

_____

TYPE OF APPLICANT

◯ Individual

◯ Institution / Organisation

◯ Publisher

Please ensure that you nominate the correct option in regards to the opportunity you are applying for. (eg. if you are an individual applying on the behalf of an organisation for an organisational grant then you must select Institution/Organisation)

NAME OF ORGANISATION (optional)

_____

If you applying as a representative of an institution or organisation, or the address you have entered below is at an institution or organisation, please enter the name here.

REGISTERED CHARITY   (optional)

If the organisation applying is a registered charity please confirm here.

◯ Yes

◯ No

CHARITY NUMBER   (optional)

If you have selected Yes above then please provide the charity number.

_____

LEAD CONTACT NAME (optional)

[   ]

If the lead contact for the application differs from the Applicant Name above then provide the relevant name here and the email address below.

LEAD CONTACT EMAIL (optional)

[   ]

HOUSE NAME / NUMBER AND STREET NAME

[   ]

TOWN/CITY

[   ]

POSTCODE / ZIP CODE

[   ]

COUNTRY

[   ]

PREFERRED PRONOUNS (optional)

[   ]

☐ ELIGIBILITY
    I confirm that I meet the eligibility criteria for this grant

Ensure that you have thoroughly read the eligibility requirements for the award you are applying for, these can be found on our website: https://www.paul-mellon-centre.ac.uk/fellowships-and-grants/funding-opportunities

Any applications deemed not eligible will be withdrawn. If you have any questions regarding eligibility please contact the Grants & Fellowships Manager for pre-application advice: grants@paul-mellon-centre.ac.uk

GDPR

Please read the agreement to the right and confirm whether you are happy with how we will use your information.

○ I agree

○ I do not agree

The Paul Mellon Centre for Studies in British Art is committed to protecting your privacy and will manage all data supplied by you in compliance with the General Data Protection Regulation (EU) 2016/679 and UK Data Protection legislation.

All personal data will be held securely and used for the purpose of administering applications for fellowship and grant awards and the Write on Art prize. To this end, in the case of the Rome Fellowship, your application will be shared with the British School at Rome; in the case of the Digital Project Grant and Conservation Research Project Grant, your application will be shared with external expert advisors and in the case of the Andrew Wyld Research Support Grant, your application will be shared with the Andrew Wyld Fund; and in the case of Write on Art you application will be shared with the shortlisting and judging panel.

Details of successful applications may be made available on the Paul Mellon Centre website, in our Annual Report and our print & electronic newsletters.

Anonymised data about grants – specifically name of grant stream & amount awarded – will be shared with 365Giving & published on their website.

Please consult the Paul Mellon Centre's Privacy Notice for further information: https://www.paul-mellon-centre.ac.uk/about/privacy-policy

At the end of the application process information on all applicants may be retained permanently for historical research purposes in the Institutional Archive.

By submitting your completed application form you are consenting to your personal data being managed as above.

☐ **DECLARATION OF ORIGINALITY :** I confirm that the content of this application is original and written in my own words except where there are quoted materials which are clearly sourced.

We understand that some applicants may wish to incorporate the use of AI tools when preparing their grant application. Use of AI tools is permitted to support clarity or formatting, but applicants must ensure that all content is original and an accurate reflection of their research and project.

Content

We recommend all applicants read our Guidance & FAQ webpage prior to starting their application as it provides information and insights on content and how successful applications are decided.

We are also happy to provide pre-application advice, please contact us if you'd like to discuss anything before submitting.

Formatting

You can use basic formatting within the text fields if this will help present the information in your application:

Bold text = two stars before and after the text you would like to make bold

Italics = one star before and after the text you would to italicise

PROJECT TITLE   50 words

GRANT AMOUNT REQUESTED

Author Grants (Large) - between £2,001 - £6,000
Author Grants (Small) - maximum of £2,000
Collaborative, Curatorial and Digital Project Grants - maximum of £40,000
Conservation Grant - maximum of £25,000
Digitisation Grant - maximum of £5,000
Event Support Grants - maximum of £3,000
Exhibition Publication Grants - maximum of £6,000
Research Support Grants - maximum of £2,000

ORGANISATION NAME   (optional) 15
If you're applying as an individual please state your institutional affiliation (if applicable).   words

If you're applying for the MA/MPhil Studentship or the Doctoral Fellowship please state where you intend to take your course.

NAME OF DESIGNATED PROJECT LEAD   (optional)   50 words
If known, please provide the name of designated project lead or curatorial researcher.

TECHNICAL SUPPORT   (optional) 30
Please detail the name, job title and institution of the designated technical support for the project (if   words
known)

DATE OF COMPLETION
Depending on which award you are applying for please provide the estimated date of completion for your project, MA or Doctoral studies, degree or publication.

PROPOSED OUTCOME OF DIGITAL PROJECT   (optional)   100 words
e.g. 'virtual exhibition', 'database', 'online catalogue'

RESEARCH PROJECT OUTLINE   1000
Depending on which award you are applying for, please outline either your research project or your proposed words
publication/article.

This section provides an opportunity to present your project and research to our Advisory Council. Please provide a clear, insightful overview of the project, highlighting how it will contribute to and/or impact the broader British art field.

To ensure your project aligns with our vision, we recommend reviewing the "How Successful Applications Are Decided" section on our FAQ & Guidance webpage: https://www.paul-mellon-centre.ac.uk/grants-and-fellowships/guidance-and-faq

TIMETABLE AND BUDGET

750 words

Please provide a detailed timetable for the duration of the project and a comprehensive budget which clearly indicates how the grant funding will be spent.

[ ]

We encourage you to provide as much detail as possible in the budget section, as it strengthens your application by demonstrating careful planning and consideration.

If exact costs are not yet known, please include estimates to show how the funding will be allocated. If the grant is part of a larger budget, include a brief overview of how the grant fits into the broader financial plan.

ABBREVIATED CURRICULUM VITAE

750 words

[ ]

If you are applying as an individual please fill out this section for yourself, highlighting academic achievements and key publications.

If you are applying for a Collaborative, Curatorial, Conservation or Digital Project Grant please fill out this section for the designated project lead or research curator/conservator (if known) or a draft job description if you intend to hire for the post.

CONTENT LICENSING

Will the publication allow reuse and remixing of content in accordance with a Creative Commons license or other type of license with similar conditions (Select 'Other')?
Tick all that apply.

☐ CC BY

☐ CC BY-NC

☐ CC-BY-NC-ND

☐ CC-BY-NC-SA

☐ CC BY-ND

☐ CC BY-SA

☐ All rights reserved

☐ Other

ANTICIPATED PUBLICATION FORMATS

Indicate all forms that full-text versions of the publication will be made available.
Tick all that apply.

☐ PDF

☐ HTML

☐ ePUB

☐ XML

☐ Print on demand

☐ Other

PERSISTANT IDENTIFIERS

Indicate the persistent identifiers that will be assigned to the digital resource.

- ☐ None

- ☐ Handles

- ☐ DOI

- ☐ ARK

- ☐ PURL

- ☐ URN

- ☐ Other

For further information, see the Digital Preservation Handbook: https://www.dpconline.org/handbook/technical-solutions-and-tools/persistent-identifiers

DIGITAL ARCHIVING POLICY

Indicate the digital archiving policy that will be in place for the proposed project.
Tick all that apply.

- ☐ No policy in place

- ☐ LOCKSS

- ☐ CLOCKSS

- ☐ Portico

- ☐ University research repository

- ☐ A national library

- ☐ Other

Please note that institutional archives and publishers' own online archives are not valid.

CONTENT PLATFORM, HOST OR AGGREGATOR

Specify the name of the platform, host or aggregator of the publication, e.g. Drupal, WordPress, OJS, HighWire Press, EBSCO etc.

[   ]

DIGITAL PRESERVATION STATEMENT   250

Please provide an outline of your organisation's policy regarding the preservation and sustainability of digital   words
content.

[   ]

PEER REVIEW STATUS

Indicate whether the written content of the digital project will go through a peer review process.

- ◯ Peer reviewed

- ◯ Not peer reviewed

SAFEGUARDING

Please confirm whether you have an appropriate safeguarding policy in place.

☐ Yes

☐ No

We expect organisations to have appropriate policies and procedures in place to mitigate the risk that exploitation, abuse or harm might happen to an individual as a direct result of the Paul Mellon Centre funded activity.

As part of this application form, you will need to provide the name and email address of at least one referee (depending on the award) who is willing to submit a short reference (500 words) for you. These references are an essential part of our due diligence process, and your application cannot proceed to assessment without them.

Once your application is submitted, an automatic email notification will be sent to your referee with a link that allows them to view your application and submit their reference. They will also have the option to decline the request.

The deadline for submitting references will depend on the funding round, but it is generally between 7-10 days after the application closing date. The deadline date will be clearly communicated to you and your referees during the application process. You will receive an email notification when each referee has submitted their reference. Once the required reference(s) are received, your application will proceed to the assessment round.

For more guidance on the content of the references, please refer to our FAQ & Guidance page.

Please ensure you speak to your referees before including their details in the application form so they are aware of the reference requirement and the deadline. We also recommend submitting your application in advance of the closing date to allow your referees as much time as possible to complete their reference.

Each round, we encounter reference requests that are not received by the intended recipients due to misspelled email addresses. To avoid delays, please double-check that all contact details are entered correctly when submitting your application.

APPLICANT NAME

Enter the name of the applicant or person involved in the project that is known to the referee.

☐ REFEREE PROCESS CONFIRMATION

Please make sure that you contact your individual referees to ensure that they are happy to provide a reference to support your proposal and are aware of the deadlines for submissions.

It is responsibility of the applicant to make sure that requests for references are received by the referee and that they submit them on time. References submitted after the deadline will not be accepted and the application will be rejected as a result.

The Paul Mellon Centre is not responsible in ensuring that this element of the process is completed.

REFEREE NAME

REFEREE EMAIL ADDRESS

RELATIONSHIP TO THE REFEREE   25 words

Briefly detail how you know the nominated referee.

SECOND REFEREE NAME

SECOND REFEREE EMAIL ADDRESS

RELATIONSHIP TO THE REFEREE   25 words

Briefly detail how you know the nominated referee.