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THE WORLD'S KNOWLEDGE

Dr Nyimas Umi

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Sako Palembang
Indonesia

nyimasumikalsum7@gmail.com

15 June 2022

Dear Dr Umi

British Library Endangered Archives Programme: Pilot Project

Award Reference no.: ***EAP1454 Preservation and digitisation of endangered manuscripts of Palembang collection, South Sumatra Province, Indonesia***

The British Library Board (unless the context otherwise requires, we, us) is pleased to confirm that Raden Fatah State Islamic University (**you**) has been selected to receive a grant as part of the Endangered Archives Programme (the **Programme**). The Programme is supported by the Arcadia Fund (**Arcadia**).

The grant funds of up to £15,000 (fifteen thousand pounds sterling, the **Grant**) are to be applied in delivering the project entitled *Preservation and digitisation of endangered manuscripts of Palembang collection, South Sumatra Province, Indonesia*, full details of which are set out in your submission for the Programme received in February 2022 and updated on 8 June 2022 and a copy of which is appended at Schedule 1 (the **Project**).

The terms and conditions set out in this document, including its schedules, govern your use of the Grant for the delivery of the Project and constitute a legally binding contract between us (the **Grant Agreement**) which you agree to by accepting the Grant. This Grant Agreement supersedes and replaces any prior written or oral agreements, representations or understandings between us relating to the Project.

1. General

1.1 This Grant Agreement should be read together with our Guidance for Applicants. The guidance is for information only, and does not form part of the contract between us.

1.2 You are responsible for all financial conduct and administration of the Grant and the Project and will provide facilities for the Project and meet any other expenses you incur which do not form part of our contribution to the Project.

2. Purpose of the Grant

2.1 You will use the Grant only for the delivery of the Project in accordance with this Grant Agreement.

2.2 You must deliver the Project:

2.2.1 with due care and diligence, in a professional and ethical manner, to reasonable standards of research integrity, methodology and quality and acting at all times in good faith;

2.2.2 in compliance with the terms of this Grant Agreement and any agreed milestones, timescales or deadlines; and

2.2.3 in compliance with all applicable laws and regulations.

3. The Grant

3.1 The total amount of the Grant is set out in the budget and payment schedule at Schedule 2 (the **Budget**). This amount is fixed for the duration of the Project.

3.2 Where you intend to accept additional funding from a third party for the Project, you must notify us in advance of your intention to do so and, where such funding is obtained, you must provide us with details of the amount and purpose of that funding. You agree and accept that you will not apply for duplicate funding in respect of any part of the Project or any related costs that we are funding in full.

4. Timings

4.1 You must:

4.1.1 make every effort to start the Project on or around the date stated in Schedule 1 (the **Start Date**); and

4.1.2 inform us as soon as possible if you are unable to do so for reasons outside your control so that we can agree a new Start Date with you.

4.2 You must:

4.2.1 make every effort to conclude the Project by the date stated in Schedule 1 (the **End Date**); and

4.2.2 inform us as early as possible of any likely delays to delivery of the Project, in which circumstances we may agree a new End Date with you.

4.3 The Grant must be expended between the Start Date and the End Date. Any costs incurred outside this time period may not be met from the Grant.

5. Payment of the Grant

5.1 The Grant will be paid to you in accordance with the payment schedule set out at Schedule 2. The first payment is made in advance; subsequent payments are subject to receipt and approval of reports, images and metadata in accordance with Clause 12.

5.2 We will keep back a percentage of the Grant as detailed in Schedule 2 until we have approved your final report, statement of expenditure, and project outcomes at the end of the Project.

5.3 We will make all payments in pounds sterling by electronic bank transfer to the account identified in Schedule 3. If you need to change the account to which the Grant is paid, you must notify us of this in a Change Request (see Clause 12) providing full details of the new account.

5.4 While we will endeavour to pay the Grant in accordance with Schedule 2, the Grant or any part of it will only be paid to the extent that we have available funds. We will not be liable for any losses or costs (including but not limited to bank charges) if for any reason we do not make a payment or payments of any portion of the Grant on the date(s) agreed with you (or if we do not make a payment at all).

5.5 The Grant represents the maximum amount of funds that may be provided to you and is inclusive of any value added or other tax. We do not normally consider requests for an increase in the Grant, including in the event of:

5.5.1 any value added or other tax being payable by us or you as a result of the Grant, which taxes shall be met in full by you;

5.5.2 any overspend in your delivery of the Project; or

5.5.3 inflation or exchange-rate fluctuations which reduce the value of the Grant.

5.6 If any of the circumstances in Clause 5.5 arise such that the delivery of the Project is likely to be affected, you must report this to us in writing in line with Clauses 6.1 and 12.2.3.

5.7 Should any part of the Grant remain unspent upon completion of the Project for any reason, you undertake to return the unspent monies to us as soon as possible and in any event within three months of the End Date. In addition, we reserve the right to deduct any underspend which is recorded in any Report, or any part of the Grant which is not recorded as having been spent on the Project, from any outstanding payment of the Grant.

6. Changes to the Project

6.1 We understand that you may encounter circumstances that require you significantly to modify elements of the Project. You must report such circumstances in writing in line with Clause 12.2.3. Any significant changes require our prior written approval. Where changes are made without our prior written agreement, we will withhold or reclaim any funds that have not been used for the approved purpose.

6.2 You must obtain our prior written approval (using a Change Request form) no later than three months before the End Date if you wish to transfer the Grant to another institution. We will only permit transfers to a different host institution with the prior written agreement of the Project Lead identified in Schedule 1. We may impose additional conditions as part of the approval process, including specifying the timescale within which any transfer must take place.

6.3 You must obtain our prior written approval, using a Change Request form as soon as possible but in any event no later than three months before the End Date if you wish to extend the time period for delivery of the Project. Such extensions, without additional funding, are only granted in exceptional circumstances.

7. Accounting for the Grant

7.1 The Grant must be held in a separate bank and / or as a separate cost centre so that at all times the use made of the Grant and compliance with this Grant Agreement can be monitored. The Grant shall be shown in your accounts as a restricted fund and shall not be included under general funds.

7.2 You will keep separate, accurate and up-to-date accounts and records of the receipt and expenditure of the Grant monies received from us.

7.3 We encourage you to hold the Grant in an interest-bearing account whenever feasible. Any interest earned on the Grant must be reported to us and either applied to the Project or returned to us.

7.4 Any part of the Grant that has been paid over to you but which has not yet been applied for the purposes of the Project shall be held, pending its application, for the purposes of the Project and subject thereto in trust for us absolutely.

8. Budget variations

8.1 The Project is to be managed and accounted for in accordance with the approved budget set out at Schedule 2 (the **Budget**).

8.2 You may transfer up to £1,000 between most of the grant budget headings without our prior approval.

8.3 The following transfers must be approved by us in writing by filing a Change Request form before you make the transfer:

8.3.1 transfers of more than £1,000 per budget heading; and/or

8.3.2 transfers into or out of salary budget headings, which will be permitted only in exceptional circumstances.

8.4 Details of all transfers, the reasons for the change and the overall impact on the Project must be included in your Reports.

9. Project team appointments

9.1 You will inform us of any changes to the members of the project team identified in Schedule 1, including salary details where relevant, in the relevant Report in accordance with Clause 12. Any appointments which you make are made at your own risk and no person engaged or employed by you shall be an employee or contractor of us nor enjoy any contractual relationship with us by virtue of this Grant Agreement.

10. Equipment

10.1 You may use the Grant to purchase the equipment listed in Schedule 1 only. Where possible you must ensure that the procurement of any such equipment:

10.1.1 meets best practice, is untied and free of self-interest, uses transparent processes, fair and open competition, and good contract management, including prevention of malpractice;

10.1.2 is sourced from suppliers who clearly offer value for money, and follow fair and acceptable work place practices; and

10.1.3 complies with applicable financial policies and procedures.

10.2 If you wish to buy other equipment, you may only do so by transferring funds between budgets in compliance with Clause 8 or through the Change Request process.

10.3 You must not allow project equipment paid for with award funding to be used for any non-Project activity or by anyone not working on the Project, until after the Project ends.

10.4 Project equipment paid for out of the Grant will belong to you from the date of purchase.

10.5 You must transfer ownership of all Project Equipment purchased with the Grant to the Local Archive Partner identified in Schedule 1 at the end of the Project

10.6 You must notify us of all transfers of ownership in your final Project Report.

10.7 You may not buy equipment for the Project (other than that which has already been budgeted for) in the final six months of the Project without our prior written approval following a Change Request.

10.8 If you wish to transfer ownership of Project equipment during the lifetime of the Project, you must apply to us for our prior written approval by filing a Change Request.

11. Record keeping and inspection

11.1 You must keep full, accurate, and clear records of receipts, invoices and expenditures under the Grant, as well as copies of reports submitted to us in accordance with this Grant Agreement, should be kept for at least six (6) calendar years following completion of the Project.

11.2 You will make these records available to us or our duly appointed agents on reasonable notice (which may be immediate if we have significant concerns about the management of the Project or spend) and at your expense.

11.3 If you are an institution:

11.3.1 if you are not audited or examined as a matter of course, you must have the Project accounts examined by a recognised auditor or independent examiner at our request;

11.3.2 you must make your other financial books and records available to us for inspection at reasonable times and (at your cost) you must provide reasonable co-operation and assistance with any audit, inspection or investigation conducted by or on behalf of us;

11.3.3 and you cease to exist within the six (6) year period specified at Clause 11.1, you will notify us and we will have the right to request a copy of any books and records relevant to the Grant.

12. Reporting

12.1 You will closely monitor the delivery and success of the Project to ensure that the aims and objectives of the Project are being met in accordance with the terms of this Grant Agreement.

12.2 You must submit the following reports (**Reports**) where and when we so request:

12.2.1 Interim ReP-orts: a concise progress report, together with a statement of actual expenditure against proposed expenditure and an update on progress on digitisation and metadata creation must be submitted in accordance with Schedule 2. All financial reporting on the Grant must be in GBP. All financial variations from the budget should be explained clearly

and the overall impact on the Project considered. We may request an Interim Report at any time during the Project.

12.2.2 Change Request: If you wish or are required under this Grant Agreement to seek our prior written consent to make a change to the Project, you must do this by filing a Change Request. You must report in writing as soon as the need is identified any significant Project changes which occur and which are not covered by the last submitted Interim Report. Such written report must also be filed in the event that you receive notice of any legal claim, intention to take legal action or any other matter which may significantly impact the Project.

12.2.3 Final ReP-ort: You must submit this no later than three months after the End Date.

12.3 Statements of income and expenditure should be prepared from books and records maintained on a cash basis (i.e. recording when funds are actually received or expended).

12.4 Save written reports anticipated by 12.2.3, all reports should use the then current Report form available on the Programme webpages at <http://eap.bl.uk>.

13. Funding acknowledgement

13.1 You must acknowledge both Arcadia and British Library funding in all publications, conference presentations and public statements using the acknowledgment statement which we will communicate to you in writing.

13.2 You must provide us with the full citation (and where possible a copy of the work) of any publication that includes the funding acknowledgment referred to in Clause 13.1.

13.3 Other than under Clause 13.1, you must not state or imply that the British Library or Arcadia funds or endorses your activities.

13.4 You must immediately withdraw any public statement, press release or other statement which refers to us or Arcadia if we ask you to.

14. Online, social media and other publicity approval

14.1 All press releases must be approved in advance by us.

14.2 You consent to us publicly sharing information about the Project by any means. We may publish edited extracts and publicity images from your project proposal or other project outputs in our Endangered Archives Programme webpages and use them to promote the Programme in general.

14.3 If you accept additional funding from a third party for the Project, you will not grant any rights in relation to acknowledgement or publicity to such third party without first consulting with us and obtaining our prior written consent to the form and content of such acknowledgement or publicity, which consent shall not be unreasonably withheld or denied.

15. Submitting content and metadata

15.1 You must submit sample images and metadata as set out in Schedule 2. Grant payments subsequent to the first instalment are dependent on digital content and metadata being signed off by us.

15.2 You must follow our digitisation and cataloguing guidelines and templates to ensure material is being copied and listed to the required standards.

15.3 You must deposit all Project outcomes and components with us and the Archival Partner(s).

16. Intellectual property rights

16.1 You must seek permission for in-copyright materials to be published under a *Creative Commons-Attribution-Non Commercial 4.0 Licence (CC-BY-NC)*.

16.2 Except where we agree otherwise, papers and books produced and/or published with funding from the Grant must be made available for free, (i) via the internet, (ii) via local institutional repositories such as the Local Archival Partner or Host Institution or (iii) with us.

16.3 You agree to us preserving all digital materials resulting from the Project and to making and keeping them permanently available on the internet according to our policies.

16.4 If it is culturally appropriate to restrict or withhold online public access completely, you must notify us of your reasons, and seek our written approval for alternative licence terms or a decision not to publicise materials or images at all.

16.5 You shall clear all third party intellectual property rights and related rights (e.g. copyright laws, database rights, performance rights) with copyright or cultural property owners both individual and collective before publication. It is your responsibility to ensure as far as is reasonably possible that your use of materials for the project does not infringe any third party rights or break any local or national laws. Copies of use permissions granted by third party rights holders must be scanned and sent to us before publication and a summary of all third party rights must be included in your Final Report.

16.6 It is your responsibility to provide us with up-to-date contact details even after the Project has ended. If you fail to do this, we will be unable to contact you and may in our sole discretion distribute images created as part of the Project for purposes that we deem appropriate.

17. Commercial exploitation

You must obtain our prior written consent before undertaking or entering into any agreement with a third party in respect of the development, exploitation or commercialisation of intellectual property which has been wholly or partially funded by the Grant (**Project IP**). As a condition of our consent we may require you to enter into a revenue and equity sharing agreement in respect of the proposed use of Project IP.

18. Contacts and notices

18.1 Any notice you give to us in connection with this Grant Agreement must be emailed to the Grants Manager at: endangeredarchives@bl.uk.

18.2 We will email any notice we give to you in connection with these conditions to the email address set out in Schedule 1 (or any other address for formal service of notices which you inform us of).

18.3 We may each treat any notice which we serve in this way as being given on the date on which the email was sent.

19. Suspension and termination

19.1 We reserve the right, in our sole discretion, to discontinue funding if we are not satisfied with the progress of the Project or the content of any Report provided to us in accordance with this Grant Agreement.

19.2 We will be entitled to suspend or terminate the Project and require immediate repayment of all or part of the Grant if:

19.2.1 in our reasonable opinion there is a serious failure on your part to administer and deliver the Project and you do not address, or are unable to address, that failure to our reasonable satisfaction within the time period for rectification which we notify to you;

19.2.2 you are unable to use the Grant for the Project for any reason or we have reasonable grounds for believing that the Project will not be completed within a reasonable time (or at all);

19.2.3 you act in a way which in our reasonable opinion has the potential to damage materially our reputation or goodwill, including without limitation if you make any statement or do anything which is derogatory or denigrating to the British Library or Arcadia;

19.2.4 we have reasonable grounds to believe that you or any other person or organisation acting for you failed to disclose information relevant to the making of the Grant or gave us any significantly misleading, dishonest or inaccurate information, whether deliberately or accidentally, during the application process, or during the course of the Project or that you have misused the Grant and/or are responsible for any fraud or theft in relation to it;

19.2.5 you are unable to pay your debts as they become due and/or any insolvency action is taken against you which is not discharged within 14 days;

19.2.6 in the case of an institution you or members of your governing body, employees or volunteers become subject to an investigation or formal inquiry by the Police, Charity Commission, HM Revenue and Customs or other regulatory body in the United Kingdom or any other jurisdiction;

19.2.7 in the case of an institution we reasonably consider that there are serious concerns regarding your governance which may adversely affect the Project and/or damage materially our reputation or goodwill;

19.2.8 in the case of an institution you become insolvent or go into administration, receivership or liquidation and the Project has not been completed;

19.2.9 in the case of an institution you become subject to a change of control or make material changes to your purposes, structure or ownership during the Project or within a reasonable period after its completion, so as to prejudice the successful outcome of the Project;

19.2.10 in the case of an institution you become legally ineligible to hold the Grant;

19.2.11 you apply for duplicate funding in respect of any part of the Project or any related administration costs that we are funding in full; and/or

19.2.12 you fail to comply with any of the other terms and conditions of this Grant Agreement.

19.3 We may in addition suspend the Project if you fail to submit a Report on time, or submit a Report which does not include the information specified in Clause 12 and any other information specified in the Guidance for Applicants or which indicates that you have deviated from approved Project objectives or delayed delivery of Project objectives without our prior written approval.

19.4 If we suspend the Project, we may:

19.4.1 continue our suspension for as long as we reasonably require in order to investigate our concerns; and

19.4.2 impose additional conditions and require you to carry out remedial actions before we recommence payment of the Grant.

19.5 We accept no liability for any consequences, whether direct or indirect, of a suspension even if the investigation finds no cause for concern.

19.6 If we terminate the Project, we may at our sole discretion agree to cover winding down costs for the Project and any unavoidable expenditure commitments. If requested by us, you must promptly (and acting reasonably and in good faith at all times) co-operate with and assist us and any third party to facilitate the seamless and uninterrupted transfer of the delivery of Project to a third party or to us.

19.7 The termination grounds set out in this clause are cumulative and without prejudice to any rights that we have accrued under this Grant Agreement or any of the rights and remedies in this Grant Agreement.

19.8 Provisions of this Grant Agreement which are either expressed to survive its termination or, from their nature or context, are apparently intended to survive such termination shall remain in full force and effect notwithstanding termination.

20. Liability

20.1 We accept no liability for any consequences, whether direct or indirect, that may come about from you running the Project, the use of the Grant or from withdrawal of the Grant and our liability under this Grant Agreement is strictly limited to the payment of the Grant.

20.2 In particular, we do not accept liability for:

20.2.1 any financial or other commitments which you make before the Grant is made;

20.2.2 any expenditure which exceed the amount of the Grant;

20.2.3 employment costs associated with the Project.

20.3 You agree to indemnify and hold harmless us, our employees, agents, officers or sub-contractors with respect to all claims, demands, actions, costs, expenses, losses, damages and all other liabilities arising from or incurred by reason of your actions and/or omissions in relation to the Project, your non-fulfilment of obligations under this Grant Agreement or your obligations to third parties.

21. Insurance

You shall effect and maintain with a reputable insurance company a policy or policies in respect of all risks which may be incurred in connection with the Project, arising out of your performance of this Grant Agreement, including death or personal injury, loss of or damage to property or any other loss.

22. Confidentiality

22.1 In the event we make available to you confidential information relating to our business, staff, customers, financial matters, technical or other matters in the course of the activities contemplated by this Grant Agreement, then you shall maintain the confidentiality of such information and not disclose it to any third party nor use such information for any purpose except as expressly permitted by this Grant Agreement.

22.2 The obligations in Clause 22.1 shall not apply to data or information which you can clearly demonstrate:

22.2.1 was known to you prior to disclosure by us or is independently developed or conceived by you;

22.2.2 was in or enters the public domain without misconduct or negligence on your part;

22.2.3 was made available to you by an unconnected third party with the lawful right to make such a disclosure; or

22.2.4 is required to be disclosed by law.

22.3 The provisions of Clause 22.1 shall survive for a period of three (3) years from the date of termination of this Grant Agreement.

23. Data Protection

23.1 By virtue of this agreement it is foreseen that both parties may come into possession of personal data and will agree to process it in a way that would be deemed compatible with the Data Protection Act 2018 (DPA), the General Data Protection Regulation (Regulation (EU) 2016/679) (GDPR) and any regulations and secondary legislation as updated or amended from time to time. Should either party come into possession of any personal data belonging to the other party which they are required to process on behalf of the other party they agree to act as if they were a full data processor. For all other processing of personal data each party will do so as a data controller in their own right. For more information about how the Library uses personal data. Our Privacy Policy is available on our website at: <https://www.bi.uk/about-us/privacy-policy>.

24. Freedom of Information

24.1 You acknowledge that we are subject to the requirements of the UK's Freedom of Information Act 2000 (FOIA) and Environmental Information Regulations 2004 (EIRs). This means that we may be required by law to disclose information you have provided to us (including confidential information) and other information about the Project under UK law, subject to the exceptions and exemptions set out in the FOIA and EIRs. We may need to do this without consulting you and without your consent. We shall have no liability to you in relation to any such disclosure.

24.2 You shall:

24.2.1 promptly provide all necessary assistance and cooperation as reasonably requested by us to enable us to comply with its obligations under the FOIA and EIRs; and

24.2.2 not respond directly to any request for information unless authorised in writing to do so by us.

24.3 We will take reasonable steps to notify you of any request for information which relates to you or the Project to the extent that it is permissible and reasonably practical for us to do so but we will be

responsible for determining in our absolute discretion whether any information is exempt from disclosure in accordance with the FOIA and/or the EIRs.

25. Bribery and corruption

25.1 You must not, in connection with this Grant Agreement or the Grant or the Project, offer, promise or give anything of value to any government official or to any person for the purpose of obtaining or retaining business or receiving favourable treatment.

25.2 You must comply with all applicable laws, statutes, regulations, and codes relating to anti-bribery and anti-corruption.

25.3 You must promptly report to us any request or demand for any undue financial or other advantage of any kind received by you in connection with the performance of this Grant Agreement or the Project.

As well as ensuring you comply with legal requirements, relevant parts of clauses 26 to 28 reflect our commitment to ensure that the funding we provide is used responsibly and in a manner which reflects our organisational values, including treating everyone with respect and compassion, and embracing equality, fairness and diversity.

26. Safeguarding children and vulnerable adults

If your Project involves working with children or vulnerable adults, you confirm that you have the necessary policies in place to safeguard them, that such policies are regularly reviewed, that all necessary vetting checks on staff, volunteers, consultants and advisers have been undertaken and that you are compliant with applicable safeguarding laws.

27. Equality legislation

27.1 You must not, whether as an employer or provider of services and/or goods, discriminate against anyone on the basis of their age; being or becoming a transsexual person; being married or in a civil partnership; being pregnant or on maternity leave; disability; race (including colour, nationality, ethnic or national origin); religion, belief or lack of religion/belief; sex; or sexual orientation. This means that you must not treat people with these characteristics:

27.1.1 less favourably than others;

27.1.2 in a way which puts them at an unfair advantage by putting rules or arrangements in place that apply to everyone, but that put someone with one of these characteristics at an unfair disadvantage;

27.1.3 in a way which violates their dignity or creates an offensive environment for them; or

27.1.4 unfairly because they have complained about discrimination or harassment.

27.2 You must in delivering the Project comply with local regulations and policies relating to equality and diversity and you must adhere to the principles in our Equality and Diversity Policy, which is available on our website here: <https://www.bl.uk/aboutus/stratpolprog/diversity/equdivpol/>

28. Human Rights

28.1 In this Clause 29, **Human Rights** means internationally recognised human rights understood, at a minimum, as those expressed in the International Bill of Human Rights.

28.2 In delivery of the Project you must:

28.2.1 comply with all Human Rights laws, statutes, regulations and codes from time to time in force; and

28.2.2 respect Human Rights, meaning that you must avoid infringing on the rights of others and address adverse Human Rights impacts with which you are involved.

29. General

29.1 If we choose not to enforce any part of this contract, or delay enforcing it, this will not affect our right to enforce the same part later (or on a separate occasion) or the rest of this contract. And, if we cannot enforce any part of this contract, this will not affect our right to enforce the rest of this contract.

29.2 We may vary the terms of this Grant Agreement from time to time and at our sole discretion by written notice to you.

29.3 You must not assign, delegate, sub-contract, charge, mortgage or otherwise transfer any or all of your rights and obligations under this Grant Agreement without our prior written consent.

29.4 This Grant Agreement shall not create any partnership or joint venture between you and us, nor any relationship of principal and agent, nor authorise either of us to make or enter (or to represent that we have authority to) into any commitments for or on behalf of the other.

29.5 This Grant Agreement does not and is not intended to confer any contractual benefit on any person pursuant to the terms of the UK's Contracts (Rights of Third Parties) Act 1999.

29.6 If any provision or part-provision of this Grant Agreement is or becomes invalid, illegal or unenforceable, it shall be deemed modified to the minimum extent necessary to make it valid, legal and enforceable. If such modification is not possible, the relevant provision or part-provision shall be deemed deleted. Any modification to or deletion of a provision or part-provision under this clause shall not affect the validity and enforceability of the rest of this Grant Agreement.

29.7 This Grant Agreement shall be governed by and construed in accordance with the law of England and you and we irrevocably submit to the exclusive jurisdiction of the English courts.

If this Grant Agreement reflects your understanding of the terms on which the Grant is provided, you should indicate your agreement to such terms by having the enclosed copy of this Grant Agreement countersigned by an appropriate officer and returned to us.

In countersigning this Grant Agreement, such officer represents to us that she/he has the authority to sign this Grant Agreement on your behalf.

1. Signed by Sam van Schaik for and on behalf of The British Library Board

this 15th day of June, 2022



2. Raden Fatah State Islamic University

ACCEPTED AND AGREED

This 30th day of June, 2022

Signed by Prof. Dr. Nyayu Khodijah, M.Si for and on behalf of Raden Fatah State Islamic University

Rector



3. Dr Nyimas Umi

ACCEPTED AND AGREED

This 30th day of June, 2022

Signed by Dr Nyimas Umi

Principal Applicant



Schedule 1

Grant Summary and Application

Grant Reference No.	EAP1454
Project Title	Preservation and digitisation of endangered manuscripts of Palembang collection, South Sumatra Province, Indonesia
Grant Amount	£15,000
Start Date	Aug-2022
End Date	Mar-2023
Grant Duration	7
Pilot/Major	Pilot
Project Lead	Dr Nyimas Umi
Project Lead contact details	Jl. Masjid Komp Purimas Garden Blok E8 Rt.39 Rw.02 Kel. Sukamaju Kee. Sako Palembang Indonesia
Host Institution	Raden Fatah State Islamic University
Host Institution contact details	Jl. Prof. K. H. Zainal Abidin Fikri No.KM.3, RW.5, Pahlawan, Kee. Kemuning, Kota Palembang Sumatera Selatan 30126 Indonesia
Local Archival Partner	Museum Balaputera Dewa
Local Archival Partner contact details	Jl. Sriwijaya I No. 288 Km. 5.5 Palembang Indonesia
Additional Archival Partners	Nasional Library of Indonesia UIN Raden Fatah Palembang

Schedule 1 Appendix:

Full Proposal/Application with Host Institution response and Risk Assessment

Schedule 2

Budget and payment schedule

Budget Item	Amount
Salaries	£4,502
Equipment	£6,567
Travel & subsistence	£976
Training	£1,700
Other Costs	£1,255
TOTAL	£15,000

Payment profile	Date Payable	Amount(£)
Stage 1 payment	Jul-2022	£9,750
Stage 2 payment	Feb-2023	£3,750
Final payment	Jun-2023	£1,500
	TOTAL	£15,000

Report due	Due date
Metadata samples	Once 100 images have been created
Image samples	Once 100 images have been created
Report 1	Feb-2023
Final report	Jun-2023

Schedule 3

Account details for remittance of Grant

Requested by Endangered Archives Programme

Contact telephone number	x7623 (Ruth Hansford)
Email address	ruth.hansford@bl.uk
Date submitted	<i>(To be added by EAP team)</i>

Payment Terms: IMMEDIATE

Supplier Information: Grant Holder/ Host Institution to complete and return to: ruth.hansford@bl.uk

N.B. Grant Holders must provide evidence of bank account details to ensure timely grant payments. This can include a copy of a bank statement with the transactions redacted, a blank cheque or paying-in slip.

New supplier?	
Grant Holder Details	EAP1454 Umi
Grant Holder name / institution	Dr Nyimas Umi/ Raden Fatah State Islamic University
Address - general	
Address - payment (if different)	
Telephone	
Contact name and email address	Remittance: PO: ruth.hansford@bl.uk
Currency	GBP
Bank Account Name	
Bank details UK suppliers only	Bank name: Sort code: Account number:
Bank details International suppliers - <i>note that banks must be able to receive payments in GBP</i>	IBAN: Swift: Account number: Routing number or IFSC (for India) if applicable:
Intermediary Bank details. International suppliers <i>- the grant holder must check that the third-party intermediary bank accepts GBP payments</i>	IBAN: Swift: Account number:

Appendix

Full Proposal/Application with Host Institution
response and Risk Assessment

Detailed Application: EAP1454

ENDANGERED ARCHIVES PROGRAMME DETAILED APPLICATION FORM 2021/22 (Round 17)

This form is for applicants who have submitted a preliminary application in November 2021 and subsequently been invited to submit a detailed application.

All applicants must read and adhere to the [Guidance for Applicants](#), [Grant Agreement Template](#) and relevant sections of [Remote Capture](#).

- All applications must be submitted by **midday** GMT on **Friday 11 February 2022**. Late or incomplete applications will not be considered.
- It is the applicant's responsibility to ensure that all documentation is provided.
- Answers provided on this form are the sole means by which the International Advisory Panel will make funding decisions. Applications are read by academics who are not experts in your field. Please write using language that a non-specialist can understand.
- Do not send any material other than that requested, as it will not be considered by the Panel.
- If available, photographic examples of the material should be submitted with your application, with clear captions.
- You must upload the Access, Permission and Copyright form.
- Where applicable, a support letter for PhD students and the annual report of the Host Institution can be uploaded below.

This form is in SEVEN compulsory sections:

- A. OVERVIEW (Q1-Q7)
- B. ARCHIVAL MATERIAL (Q8-Q12)
- C. PERMISSIONS AND COPYRIGHT (Q13-Q15)
- D. PROJECT DESCRIPTION (Q16-Q20)
- E. BUDGET AND FINANCIAL DETAILS (Q21)
- F. PRINCIPAL APPLICANT CV (Q22)
- G. DECLARATION

EAP reference number

EAP1454

A. Overview

Q1 Applicant(s)

There must be one single Principal Applicant who takes responsibility for the planning and execution of the project and ownership of the research. This is the person with whom the EAP will communicate. A maximum of three co-applicants is permitted. Co-applicants help to manage and/or direct the project. Team members who are not undertaking a supervisory role should not be listed as co-applicants. Instead, details of their roles should be provided in the project description. See note in Q22 about PhD students.

In the co-applicants form, you will be asked for the contact information of all co-applicants and they will receive the request to fill in their Curriculum Vitae online.

Principal Applicant Family Name

Umi

Principal Applicant First Name

Nyimas

Principal Applicant Title

Dr

How many Co-Applicants do you have?

3

Co-applicant 1 Family Name

Romadona

Co-applicant 1 First Name

Doni

Co-applicant 1 Title/Salutation

Mr

Co-applicant 2 Family Name

Khaer

Co-applicant 2 First Name

Abdul

Co-applicant 2 Title/Salutation

Dr

Co-applicant 3 Family Name

Abdillah

Co-applicant 3 First Name

Asmara

Co-applicant 3 Title/Salutation

Dr

Q2 Title of project (not more than 20 words)

Preservation and Digitization of Endangered Manuscripts of Palembang Collections, South Sumatera Province - Indonesia

Q3 Country/countries where the material is located

Indonesia

Q4 Host Institution**Name and address of Host Institution**

The Host Institution should be a university, research institution, archive or similar non-commercial institution to which the grant will be awarded. The institution will administer and account for the funds, provide any facilities needed to complete the project, and abide by the terms and conditions of the award. NB for all work done outside the UK by an overseas provider there should be no UK tax considerations or responsibilities on the British Library.

Name of Host Institution

Raden Fatah State Islamic University

Address of Host Institution

Jl. Prof. Zainal Abidin Fikry
KM 3.5 South Sumatera Province - Indonesia

Please provide evidence of the Host Institution's credentials for receiving and administering grants. This should be a link to the institution's Annual Report or a recognised form of accreditation as a higher education, research, heritage or archival organisation. If no link is available, please submit a PDF.

Link to annual report and accounts of the Host Institution

<https://www.radenfatah.ac.id/>

PDF Copy of Annual Report (where no link is available)**Q5 Amount Requested**

£15,000

Q6a Proposal start date

01/08/2022

Q6b Length of project in months

7

Q7 Summary of proposed project. *Note that full details of the proposal are requested later in this form. This summary will be used on the EAP website and we reserve the right to edit this text where appropriate. (100 words maximum)*

Summary:

This is aimed at preserving and digitization the manuscripts collection of Palembang. The collection is comprised of 30 manuscripts in the forms of historical record about Sultanate Palembang Darussalam during the Dutch Colonial era, Sammaniyah spiritual teachings, customary laws, prophecies and local wisdoms. Given the vulnerability of physical conditions of the scripts, they will be digitized by taking a photograph of each document. In addition, this project will also conduct training for the team and members of manuscripts community to increase their knowledge on the proper handling of ancient manuscripts.

B. Archival Material

These answers should provide all of the information required to make a decision as to whether your project should be funded. Refer to the criteria for evaluating applications in the Guidance for Applicants, and demonstrate how your proposal meets these criteria.

Please answer ALL questions. Please be as concise as possible.

Q8 Provide the following information about the material you propose to digitise

If available, photographic examples of the material should be submitted with your application.

a) What is the physical format of the original material?

The physical format in the form Kha-has, European paper, and some also in bamboo and imperial stamp of SMB II.

b) What is the time period of the material? Give earliest and latest dates, estimated if necessary

The Materials are from the 1800-1900 period.

c) What languages and scripts is the material written in? (Languages for audio)

The manuscripts are written in Jawi script and Ulu script in Malay Palembang local language, some are also in Arabic.

d) Where is the material located? What is its physical condition?

They are in cupboard or even in cardboard box only, thus inviting insect attacks that lead to deteriorating physical condition.

e) If the project is a survey, how much material do you expect to find?

If the project is a survey, the applicant is expecting to find 2-10 manuscripts from every owner (interviewee).

f) What will the outcomes of the project be? Survey, digitisation, both?

The project will produce survey and digitization.

g) Where will the original material be relocated, if applicable?

The material will be stored in its original place in a special acid-free storage.

h) If the project involves digitisation, which institutions will receive copies of the digital material?

The institution which will receive copies of the digital material are Raden Fatah State Islamic University Library, Museum Bala Putra Dewa and National Library and archives of Indonesia.

Q9 Describe how and why the material is endangered

Because the manuscripts are written on European paper, they are prone to damages, brittle and scratch by the ink being used, couples with the manuscripts age that are around 200-300 years old. On top of that, the tropical climate of Indonesia is also affecting the moisture of the materials.

Due to limited financial support for the maintenance and storage of the manuscripts as well as the lack of capacity of the owner to maintain the manuscripts, the moisture level of material become unstable, inviting insect attacks that lead to deteriorating physical condition of the manuscripts and put them at risk. Additionally, the manuscripts relocated quite often and sometimes they are kept in a cupboard or a cardboard box only. Through digitization program, the manuscripts will be available to be explored further and put to use by researchers in learning about the complete history of the Palembang Sultanate.

Q10 Describe the research value of the material

The materials are important to be studied, because the contents of the manuscript are related to the history of the Sultanate Ancestry and the layout of SMB II's dwelling during his isolation in Ternate. Both are crucial evidence to explain the history of Palembang sultanate which was one of the great sultanates in the archipelago of its time. In addition, there are also many religious texts containing the teachings of Fiqih, Sufism, Aqeedah and others which are the work of great scholars such as Shaykh Abdu Samad al-Falimbani, Shaykh Azhari that are important resources for study. The availability of historical sources about the Palembang Sultanate has not received sufficient attention in the documentation and publication of history, so it is important for us as the sons of the region to preserve these inherited documents as historical evidence.

Q11 Anticipated amount of digital material generated by the project

Where applicable

a) How many physical items do you expect to digitise?

20 manuscripts

b) How many electronic files (images, sound files) do you expect to produce?

1500

c) How many gigabytes of material do you expect to produce?

450 GB

Q12 Details of other funding applications

If you have submitted any applications, current or recent, to any funding body to digitise the same material, please provide brief details below. Whilst the EAP will not provide duplicate funding, it may provide complementary support. If applying for complementary funding, you should outline the nature of the funding and the extent to which successful completion of the project depends on both funding sources.

Have you filled in any other funding applications?

No

C. Permissions and Copyright

Q13 Permissions

We require signed Permission and Copyright forms with all detailed applications, to indicate that the archive owner has agreed to allow access to the material. If the material is in copyright the archive owner or rights holder must sign the longer version of the form (Parts A and B) but where the original material is out of copyright and in the public domain, we still require permission to use and distribute the material for non-commercial purposes (Part A only). The form can be downloaded from here; <https://eap.bl.uk/applicants> as a Word document or a PDF: <https://eap.bl.uk/sites/default/files/2021-12/Round%2017%20EAPAccessPermissionCopyrightform.pdf> and uploaded by the applicant when completed by the archive owner(s).

If the project involves national or state records, your application must include confirmation that the appropriate governmental department has been consulted and has given permission for the work to go ahead. If you intend to remove any official records from the country of origin, even temporarily, you must have explicit written approval for this from the appropriate senior official.

Have you uploaded Permission and Copyright form(s) below?

Yes

If yes, please list signatories. If no, please explain why you have not submitted the forms.

Raden M. Fauwaz Diradja, SH., M. Kn

Q14 Copyright

It is the applicant's responsibility to determine the copyright status of the material in the country in which it resides.

If copyright exists in the original materials, applicants must seek permission from the creators and owners for materials to be published under a Creative Commons Attribution-Non Commercial 4.0 Licence (CCBYNC). Material published under this licence can be used for research and non-commercial purposes only. Details can be found at: <https://creativecommons.org/licenses/by-nc/4.0/>.

In addition, metadata submitted to EAP as part of a project's results will be released under a CC0, Public Domain Dedication, which will be free from any copyright restrictions. Further information can be found here:

<https://creativecommons.org/publicdomain/zero/1.0/>

Is the material in copyright?

No

Q15 Data protection and privacy, cultural and ethical considerations

a) Do you anticipate any data protection or privacy issues?

No

b) Do you anticipate any cultural and/or ethical issues related to making the material available online

No

c) Please use this box to expand on any further access and re-use issues you wish to raise

The results of digitizing the Palembang-South Sumatra-Indonesia archives will be socialized at South Sumatra Traditional activities, international symposiums and other scientific events, so that they can be used as a source of scientific studies. Besides that, The digital output will also be reused for archival transliteration, as the characters used are already in use and very few can read

them

Please upload your Permission and Copyright form

Permission EAP 1454_SMB IV-merged-compressed.pdf

D. Project Description

Q16 Overview *Summarise how you intend to achieve the objectives of your proposed project.*

Summary

The project will digitize 20 manuscripts belonging to Palembang's collection. The digitization is made as a form of preservation efforts. It is also aimed at maintaining, taking care, preserving and reproducing the collection in an effective manner so that it will be available for future use. The digitization process itself requires managerial and technical skills to ensure the conservation purposes are achieved.

Before the digitization process started, we will procure photographic equipment and data storage, and coordinate with the Palembang Darussalam Sultanate family to prepare the space needed to carry out this project. We will also hold a three-day training for the team, Sultanate's family members and some manuscript-care community to provide knowledge about manuscripts preservation, archive management, and photography.

The trainers to be invited are from Indonesian Association for Nusantara Manuscript (MANASSA). They are experts in preservation of manuscripts, audio-visual media and archivists. They are also knowledgeable in conducting EAP projects. Upon completing the training, it is expected that the participants' knowledge about the manuscripts preservation and standard of care will be improved so that they can apply them on the manuscripts conservation.

Q17 Provide a work plan to show the progress of the work that is planned during the project

This should be a list of activities by month or quarter showing the timescales associated with the different activities. You may upload a short document

Work Plan Upload

Work Plan The Project.pdf

Work Plan

Works plan during the project, there are:

Recruit team;

Purchase equipment;

Training; Digitization;

Metadata creation;

Writing Reports.

Q18 If the project includes digitisation, describe the method to be used and rationale for your choices

Use this section to demonstrate that you have understood and applied the technical guidance provided by the EAP, including in Remote Capture.

Method

The method used to copy the manuscript is by taking pictures with a digital SLR camera on a plain black background. Using a tripod, the camera will be mounted directly above the script. In addition, to guarantee the quality of the photo, we will use two lamp holders and a color checker to ensure the accuracy of color captured in the photo. We will also use remote shutter release to prevent the camera from shaking. In addition, Kodak Q3 color checker will be used for color accuracy so that the color of resulted photos is equivalent to the original color of the manuscript. The image will be saved in RAW format and then converted to uncompressed TIFF. Afterward, the images will be stored on the SD card to be transferred to a computer for labelling. After all the images are properly labelled, a copy of the files will be transferred to a portable hard drive which will be delivered to the British Library, the National Library of Indonesia, and the Traditional House of the Palembang Darussalam Sultanate.

To detect the watermark on the paper, we need to use LED tracing light box.

Q19 Describe how the preparation of the metadata will be incorporated into the workflow and provide details of how you will ensure that the metadata meets EAP standards

Description

This project will set up a metadata system consisting of (1) collections, (2) files, and (3) items. After the manuscripts have been photographed, the metadata such as language and material of the manuscript, physical condition, size, page number, and content will be identified. All metadata information along with technical details from digital copies will be entered into the template provided by EAP.

Q20 Provide details of plans for dissemination and knowledge transfer and capacity building

For Pilot projects indicate how this might develop into a Major project later.

Details

1. We will prepare a small handbook about the digitalization of Palembang Darussalam Sultanate's manuscripts collection which will be distributed to government institutions and universities in Palembang and surrounding areas.
2. We will present the results of this project in the International Seminar on Nusantara Manuscript which is held every year by the Indonesian Nusantara Manuscript Community.

E. Budget and Financial Details

Bear in mind when costing the project that the final payment is made only after the outcomes from the project have been submitted and signed off by the Advisory Panel.

Payment profiles are as follows:

- For grants of 13-24 months: 40% in month 0 (before project start date), 25% in month 6, 25% in month 12, 10% three months after project ends
- For grants of 7-12 months: 65% in month 0, 25% in month 6, 10% three months after project ends
- For shorter grants: 80% in month 0, 20% three months after project ends

All costs must be given in GBP and only eligible costs will be accepted. The EAP office will remove any ineligible costs from the application.

Note that grants are fixed at the time of award.

Q21 a) Currency and exchange rate used:

£1.00 = Rp.19.452,00

Q21 b) Summary of budget

The figures you present here must agree with the detailed breakdown of costs you provide in Q21 c to Q21 g.

Fees and salaries

£4,502

Equipment

£6,567

Travel & subsistence

£976

Training costs

£1,700

Other costs

£1,255

Grand Total

15000

Amount requested - Total above. The box below MUST equal 0. If it does not, please review your work and amounts above.

Q21 c) Fees and salaries: detailed breakdown

You must work to the official or regional pay scales and be prepared to justify this. Note that replacement salaries are not normally an eligible cost under the Programme, unless there is an unavoidable need to be away from your institution for a prolonged period and there is no institutional provision for sabbatical or study leave to cover this. Your justification for including this cost must be given below. When calculating salaries please include elements such as statutory insurances and taxes and add these to the basic salary. Provide details of relevant official pay scales so that we can compare these with the amount of money you have requested. If you have included payments or extra-duty allowances for work beyond normal job descriptions, please state this clearly.

Provide details of the duties each member of the team will be carrying out for the project.

Please provide the following: name (if known) and state whether the amount is for project management, research assistant, technical staff, other. Provide an estimate of the time they will be working on the project.

Please use one line per team member.

Itemised Fees and Salaries with details of the duties each member of the team will be carrying out.

1. Nyimas Umi Kalsum (Principal Applicant)

Timescale = 8 hours/days, 16 hours a week (2 days a week) x 4 = 8 days/ months x 7 months = 56 days

Salary £ 3,5/hours, 56 days x 8 hours = 448 hours

salary £ 3,5 x 448 hours = £ 1,568

2. (Research Asistant)

Timescale = 8 hours/days, 16 hours a week (2 days a week) x 4 = 8 days/ months x 7 months = 56 days

Salary £ 2,55/hours, 56 days x 8 hours = 448 hours

salary £ 2,55 x 448 = £ 1,142.4

3. (Technical staff)

Timescale = 8 hours/days, 16 hours a week (2 days a week) x 4 = 8 days/ months x 7 months = 56 days

Salary £ 2/hours, 56 days x 8 hours = 448 hours

salary £ 2 x 448 = £ 896

4. Catalog Maker

Timescale = 8 hours/days, 16 hours a week (2 days a week) x 4 = 8 days/ months x 7 months = 56 days

Salary £ 2/hours, 56 days x 8 hours = 448 hours

salary £ 2 x 448 = £ 896

Total fees and salaries

£4,501

Q21 d) Equipment and consumables: detailed breakdown

These may include cameras and consumables directly related to the project's work. Please make sure that you have consulted Remote Capture: [Digital Appendices](#) (particularly Appendix 4) and [Chapter 2](#) of Remote Capture. These will help you identify the equipment and consumables appropriate for the capture of digital files at the correct standard, and they will provide guidance on how the digital material should be submitted to the British Library. Please include all relevant import/export/shipping costs for equipment. If you have any questions, contact the EAP office BEFORE submission.

Itemised equipment and consumables. Please provide a full justification for each item of equipment listed below.

Equipment list manuscript digitization:

- 1 CAMERA Canon 7D Mark II £ 1400
- 2 LENS KIT Lensa Canon EF-S 35mm f2.8 Macro IS STMs £ 400
- 3 TRIPOD "Benro Goplus Travel FGP28c Carbon Fibre plus Manfrotto 469CR2 Compact Ball Head" £ 390
- 4 COPY STAND Kaiser Copy Stand RS1 with Arm RT1 £ 550
- 5 LIGHTING Kaiser RB 5004 HF £ 745
- 6 CAMERA BAG Tenba Shootout 24L Backpack £ 170
- 7 EKSTERNAL HARD DRIVE G-Drive Mobile USB Hard Drive (2Tb) £
- 100 8 SCANNER Epson Perfection V800 Scanner £ 550
- 9 MEMORY CARDS SanDisk 64GB Extreme Pro 95MB/Sec SDXC Card £ 60
- 10 COLOUR CHART "Danes-Picta Grey Scale and Colour Separation Chart (BST13)/Kodak (Q13)" £
- 18 11 UV FILTER qy 77mm llensa filter UV £ 10
- 12 CAMERA CLEANING KIT K & F £ 9
- 13 BATRE KAMERA CADANGAN LP-E6 + Charger LC E6 £ 15
- 14 LEM SILICA £ 4
- 15 LAPTOP Asus Zenbook Flif Ux461Fn-E58IT I5 8265U (2pc) £ 1758
- 16 EKSTERNAL HARD DRIVE G-Technology (4TB) G-Drive USB £
- 130
- 17 UNIVERSAL CARD READER Delkin USB 3.0 £ 25
- 18 USB CABLE EXTENSION £ 8
- 19 ELECTRICAL EXTENSION CABLE £ 10
- 20 USB CABLE SPLITTER HUB £ 5
- 21 MS OFFICE (Word EXCEL) £ 78
- 22 MS ACCES £ 10
- 23 Adobe Lightroom £ 5
- 24 SYNBACK SE £ 30
- 25 Mouse ROBOT (2pc) £ 4
- 26 Sponge £ 24
- 27 Smooth Brush £ 18
- 28 Mask £ 20
- 29 Paper black £ 10
- 30 Ruler £ 1
- 31 Pencil £ 5
- 32 Gloves catton 1 box £ 5

To carry out this digitization projects, we need several equipment for daily operations such as as a set of digital cameras to take pictures of manuscripts, laptops to transfer data from the camera and to store the images on an external hard disk. A set of digital equipment is also needed to run this project. Consumables items that support the implementation of the digitization project must be provided according to EAP standards to make this project feasible. All equipment of high-quality will be purchased to guarantee the quality of digital images resulted. Upon the completion of this project, all equipment can still be used for lecturing, learning, philology research activities, and codicology courses. All of these tools definitely will be beneficial for future projects if the program continues.

Total equipment and consumables costs

£6,567

Q21 e) Travel and subsistence costs: detailed breakdown

Please provide details of all travel and subsistence costs, stating the basis on which they have been calculated. Include rail/air fares where applicable.

Itemised travel and subsistence. Please provide a line-by-line justification for each of your travel and subsistence costs listed below.

Equipment and consumables:

Flight ticket Palembang – Jakarta – Palembang £ 294

2 night accomodation and local transport in Jakarta £ 117

Daily lumpsum for 3 days (@ £ 32 x 3 days) £ 192

Flight ticket for trainer:

Bandung – Palembang – Bandung (1 person) £ 176

2 night accomodation and local transport £ 60.

The amount requested is calculated based on local travel costs. The costs are including the travel to and from locations to destinations and accomodation that is required during the search for digital equipment. All flight tickets are calculated according to current estimated prices.

Travel from Palembang - Jakarta - Palembang will be needed to search for and purchase the digital equipment to be used in this project.

Trainers from Manassa will be invited to deliver workshops and training on preservation and digitization of manuscripts for the project team and the Sultanate's family. They are based in Jakarta and Bandung, accommodation for the trainers are included in the training costs.

Travel costs (Palembang - Jakarta - Palembang) is made to deliver to digital file to the National Library of Indonesia.

Total travel and subsistence costs

£976

Q21 f) Training costs

Please provide details of all training costs: who will deliver the training, to whom, and how long it is expected to last. Justify the request line by line.

Itemised training costs. Justify each item requested.

Manuscripts digitization training requires the following items:

1. Digital handbook printing for 100 person x £ 3 =£ 300

2. Daily lumpsum for local participants 100 person

(£5/day x 1 days) x 100 person = £ 500

3. Trainer fee - 1 person £50 x 8 hours =£ 400

4. 1 day catering package for 100 person @ £ 5 x 100 person = £ 500

100 participants are expected to participate in manuscript preservation and digitization training, consisting of 5 person from the team 2 family members of the sultanate, 17 members of South Sumatra customary team, 34 local delegates from 17 districts, 15 representatives from the manuscript review team and 27 students of manuscript-care community. A digital handbook will be distributed to all participants. Each participant will get local daily lumpsum in accordance with applicable regulations.

The trainer to be invited are person with expertise and experience, they are members of MANASSA. Both trainer will receive resource person fees for training day.

For efficiency, the training will use full board meeting package, and the costs have been adjusted according to average hotel costs in Palembang.

Total training costs

£1,700

Q21 g) Other costs

To help calculate other costs in the budget, please read chapter 1 of [Remote Capture](#). Pages 37-39 cover price inflation, additional purchases, currency fluctuation and risk management. Include the cost of sending the digital copies to the British Library by courier. Independent Researchers should include the cost of an independent scrutiny of their final accounts if necessary.

Itemised expenditure. Justify each item requested.

Room service 2 days x 4 week x 7 months = 50 days x @ 19.30 = £ 1,081

After finishing digitization, the hard drive cotaining digital copies will be shipped to the British Library (report 1 dan 2)) £ 174

Total expenditure on other costs

£1,255

F. Principal Applicant CV

Q22 CURRICULUM VITAE OF PRINCIPAL APPLICANT

Any co-applicant must be nominated in the Co-Applicant form and they must submit their CV before the Principal Applicant can submit.

Title of current post

Lecturer at Raden Fatah State Islamic University

Date of appointment (mmm/yyyy)

01/10/2007

Employer

Ministry of Religious Affairs of The Republic of Indonesia

Previous posts held (list the most recent first)

Dates	Position	Institution
2017 - 2019	Head of Study Program of Civilization History of Islam, Magister Program (UIN), Palembang	Raden Fatah Islamic State University
2016 – 2020	Administrator of MANASSA, chapter Palembang Manuscript (MANASSA)	Indonesian Association for Nusantara
2018 – 2023	General Secretary Sumatera Selatan (MSI)	Indonesia Historian Community, chapter
2004 – Now	Lecturer of Philology and Malay culture	UIN Raden Fatah Palembang- Indonesia
2009 – 2013	Secretary of Study Program of Civilization History of Islam Fatah Palembang	Undergraduate Program UIN Raden
2002 - Now	Researcher and Development staff Manuscript (MANASSA) and PPIM	Indonesian Association for Nusantara

Education/training

NB Applications where a PhD candidate is the Principal Applicant will only be considered in exceptional circumstances and if the applicant has a proven track record in project and grant management. In such cases, a letter of support must be provided from their supervisor, giving approval for the candidate to undertake the project and detailing how the project relates to the PhD.

Date of award, Degree, Subject, University/Institution

Date of award	Degree	Subject	University/Institution
2016	Doctorate	Islamic Melay Nusantara	UIN Raden Fatah Palembang- Indonesia
2004	Master	Philology	University of Indonesia
Jakarta 2000		Undergraduate Arabic language and literature	IAIN Palembang- Indonesia
2018	Participant	Manuscript Digitalization Workshop	PPIM UIN, Jakarta and Dream-sea
2019	Participant	Manuscript Digitalization Workshop	PPIM UIN, Jakarta and Dream-sea

Letter of Support for PhD students

Summary of career to date, including key research outputs, grants awarded

Palembang culture in South Sumatra with special interest in ancient manuscript. In 2004, I completed my magister with a thesis entitled "Tuhfat-Ragibin Fi Bayan Haqiqat iman al Mukmin" at the University of Indonesia, Jakarta, Indonesia. Subsequently, in 2016 I wrote a dissertation for my doctoral degree at Raden Fatah State Islamic University, Palembang Indonesia. It was titled "Beratib (collective zikir) Culture in Palembang: Study of the Ratib Samman manuscripts in Now and Then".

Started from 2004, I taught philology subject at Civility (Adab) and Humanities Faculty, Raden Fatah State Islamic University, Palembang Indonesia, and in 2017 I was assigned as the Head of the Study Program on the History of Islamic Civilization, Postgraduate Program, Adab and Humanities Faculty, Raden Fatah University.

As part of my professional interest, I have involved in several activities as following:

1. In 2003 as Researcher for Catalog Palembang Manuscript.
 2. In 2004 as Presenter at International Symposium of Indonesia Association of Manuscript (MANASSA) in Jakarta
 3. In 2015: Academic Recharging for Islamic Higher Education in Egypt.
 4. In August 2016 Doctoral Research in Germany.
 5. In 2016 as Participant at International Symposium of Indonesia Association of Manuscript (MANASSA) in Jakarta
 6. In 2017 as Presenter at International Seminar at University of Canal Suez, Egypt
 7. In 2018 as Presenter at International Symposium of Indonesia Association of Manuscript (MANASSA) in Riau
 8. In 2018 as Presenter at International Seminar Malay Humanities in Palembang
 9. In 2018: Academic Expert for Digitalization of Manuscript South Sumatera, DREAMSEA Programme I
- In 2019 as Participant in Workshop Digitalization of Nusantara Manuscript held and photography assistant by PPIM UIN Jakarta and DREAMSEA

Publications: List up to five principal publications relevant to this project in chronological order with the most recent first

1. 2021 : Muzawaroh Palembang (book), Silsilah dan Tawasul (book)
2. 2019: The concept of Aqeedah in Manuscript Aqeedah –I Awam (Proceeding at National Manuscript Seminar in 4.0 era)
3. 2019: transliteration: Ma'din al Asrar (book)
4. 2019: The Philosophical Transformation of Scientific Paradigm Study The Integration of Knowledge in Perspective of The Quran (article)
5. 2018: Integration of Science according to the Qoran: Rebuilding the Framework of the Mind of Science (book).

Research grants awarded. Please include Awarding body, Title of project, start and end dates, amount of award, and proportion of time spent on the project (for current projects)

Grants awarded:

1. PPIM UIN Jakarta- DREAMSEA Preservation of Manuscript in Southeast Asia as Academic Expert in 2018-2019
2. BPOPTN Ministry of Religion of the Republic of Indonesia Competitive Research Grants based on output January - December 2018 £ 3,086.91
3. Institute for the Assurance of Research and Community Service Quality at UIN Raden Fatah Individual Competitive Research Grants January -December 2017 £ 1,234.77
4. Institute for the Assurance of Research and Community Service Quality at UIN Raden Fatah Competitive Grant Research January– December 2015 £ 617.38
5. Ministry of Religion of the Republic of Indonesia Competitive Grant Research January - December 2010 £ 1234.77

G. Declaration

Please confirm the following below:

I have read the Guidance for Applicants, the Digitisation and Cataloguing Guidelines and the Grant Agreement Template and, if a grant is made, I agree to abide by these.

I confirm

To the best of my knowledge, the information provided in this application is accurate and complete.

I confirm

I have requested a review of the proposal from the nominated referee to be returned no later than the deadline for the submission of applications.

I confirm

Name:

Dr. Nyimas Umi Kalsum, M.Hum

I. Images (Optional)

Applicants may submit with the application a maximum of three images, maximum size of 1MB each, that demonstrate the need for the project. Please give clear captions.

File Upload

File Upload

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Linked to Pre-App - Do NOT Delete

EAP1454 Umi

Panel Comments (Internal Only)

Detailed Application: File Attachments

Please upload your Permission and Copyright form

Permission EAP 1454_SMB IV-merged-compressed.pdf

**THE BRITISH LIBRARY
ENDANGERED ARCHIVES PROGRAMME
ACCESS, PERMISSION AND COPYRIGHT FORM**

The **Endangered** Archives Programme (EAP) funds projects to survey and digitise archives at risk

- **The original archive should remain in its country of origin,**
- Digital files created by EAP projects are placed in a suitable Institution in the country of origin. Secondary copies of the digital material are archived by the British Library.
- Lower-resolution images and sound recordings will be made available free of charge on the British Library website for research, inspiration and enjoyment
- Neither EAP nor the British Library will use the digital material created by EAP projects for commercial gain. Requests to use images or recordings for commercial purposes will be referred back to the owners or archival partners for permission

The person responsible for the archive is asked to allow the Principal Applicant access and to give permission for any digital materials to be made available on the British Library website (see Part A). If the material is subject to copyright a **copyright** agreement must also be signed (Part B).

I agree to allow the Principal Applicant Dr. Nyimas Umi Kalsum, M.Hum to have access to the archive.

The Endangered Archives Programme recognises the rights and interests in intangible cultural heritage, including traditional knowledge and other creative expressions embodied in the archive materials. Therefore, before the digital material is made available on the British Library website we ask for the permission of those who own or are responsible for the archive

I agree to allow the Principal Applicant Dr. Nyimas Umi Kalsum, M.Hum to have access to the archive.

I give permission for copies of digital materials produced by the project (reference number above) to be made available on the website of the Endangered Archives Programme.

Signed  Date 08 February 2022

Name [please print] **Raden M. Fauwaz Diradja, SH.,M. Kn**

Institution if applicable [please print] Yayasan Kesultanan Palembang Darussalam

Email & Postal Address **rmfauwaz.diradja.office@gmail.com**

PART B- COPYRIGHT

Does copyright apply to the original materials in the country in which they reside?

If the original material is in copyright in the country in which it resides, the EAP **requires project holder** to ask the owner of the archive (**the Licensor**) to grant us permission (a **Licence**) to digitise the material and make the digital files available under a Creative Commons Attribution-Non Commercial (CC BY-NC) licence. Under this licence, the owner of the original material retains the copyright in the digital material, while granting the British Library permission to make it available for non-commercial purposes. This licence also ensures that the owner of the original material is acknowledged as the copyright owner.

Further information can be found here: <http://creativecommons.org/licenses/by-nc/4.0/>

Is any of the digitised material subject to copyright?

YES

NO

/YES, please copy/clip and sign page 2 of this form

For and

This is to
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be licens
Copyright

accordance with English law and the jurisdiction of the English Courts.

(please print)

Unless you specify otherwise, the Library will credit the Work in the following manner

" / author name, date of creation. This work has been released under a CC BY-NC Use. Please credit the copyright holder when reusing this work

Work being credited in the standard way, as above YES NO

If NO, I would like the Work to be credited as follows

under the terms of the Creative Commons Attribution-NonCommercial license

uploading content and make available cultural heritage content. This is in line with our Transparency Notice that can be found [here](#). [View our privacy notice](#) and [terms and conditions](#).

THE BRITISH LIBRARY ENDANGERED ARCHIVES PROGRAMME

ACCESS, PERMISSION AND COPYRIGHT FORM

The Endangered Archives Programme (EAP) funds projects to survey and digitise archives at risk. We operate with the following principles:

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- Digital files created by EAP projects are placed in a suitable institution in the country of origin. Secondary copies of the digital material are archived by the British Library.
- Lower-resolution images and sound recordings will be made available free of charge on the British Library website for research, inspiration and enjoyment.
- Neither EAP nor the British Library will use the digital material created by EAP projects for commercial gain. Requests to use images or recordings for commercial purposes will be referred back to the owners or archival partners for permission.

The person responsible for the archiveⁱ is asked to allow the Principal Applicant access and to give permission for any digital materials to be made available on the British Library website (see Part A). If the materials are subject to copyright, a copyright agreement must also be signed (see Part B).

PART A – ACCESS AND PERMISSION

The Endangered Archive Programme recognises the rights and interests in intangible cultural heritage, including traditional knowledge and other creative expressions embodied in the archive materials. Therefore, before the digital material is made available on the British Library website we ask for the permission of those who own or are responsible for the archive.

I agree to allow the Principal Applicant Dr. Nyimas Umi Kalsum, M. Hum to have access to the archive.

I give permission for copies of digital materials produced by the project (reference number above) to be made available on the website of the Endangered Archives Programme.

Signed..........Date 10 February 2022

Name [H. Candra Amprayadi, SH]

Institution if applicable [UPTD Museum Negeri Balaputera Dewa]

Email & Postal Address pameranmuseum@yahoo.com

PART B – COPYRIGHT

Does copyright apply to the original materials in the country in which they reside?

If the original material is in copyright in the country in which it resides, the EAP requires project holder to ask the owner of the archive (**the Licensor**) to grant us permission (**a Licence**) to digitise the material and make the digital files available under a Creative Commons Attribution-Non Commercial (CC BY-NC) licence. Under this licence, the owner of the original material retains the copyright in the digital material, while granting the British Library permission to make it available for non-commercial purposes. This licence also ensures that the owner of the original material is acknowledged as the copyright owner.

Further information can be found here: <http://creativecommons.org/licenses/by-nc/4.0/>

Is any of the digitised material subject to copyright?

YES

NO

If YES, please complete and sign page 2 of this form

For and on behalf of the owner of the Copyright Works:

This is to warrant that the Licensor (Institution / Individual) is the owner (or authorised representative of the owner) of all the necessary rights in the material listed in Schedule A (**the Copyright Works**) to be licensed, and the Licensor is fully entitled to grant the British Library permission to use the Copyright Works as set out below. The Licensor further warrants that the Library's use of the Copyright Work(s) in this way, shall in no way infringe the rights of any other party.

The Licensor grants the British Library a non-exclusive, royalty-free, worldwide licence for the full duration of the copyright term to use and reproduce the Works under the terms of a **Creative Commons CC BY-NC licence** This Agreement (Licence) will be governed by and construed in accordance with English law and the jurisdiction of the English Courts.

Signed	Date
Name [please print]	
Institution if applicable [please print]	
Email & Postal Address.....	

Unless you specify otherwise, the Library will credit the Work in the following manner:

"Title/description of the Work © Institution name, date of creation. This work has been made available under a CC BY-NC license. Please credit the copyright holder when reusing this work."

I agree to the Work being credited in the standard way, as above	YES <input type="checkbox"/>	NO <input checked="" type="checkbox"/>
If NO , I would like the Work to be credited as follows:		
.....		

SCHEDULE A - Material covered under the Licence (the Copyright Works)
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ⁱ **Personal Data** Where the British Library uses your personal data to process this form we will do so only in accordance with UK Data Protection Legislation for the purposes of administering the funding request and handling the archives. For the purposes of personal data contained within the Archives directly, the Library processes this data as part of its public task to

Reference no: *(provided by the applicant)*

1454

preserve, archive and make available cultural heritage content. This is in line with our Transparency Notice that can be found online at <https://www.bl.uk/about-us/privacy-policy/transparency-notice-collection-materials>

Host Institution Respons: Raden Fatah State Islamic University

Name	Attachments
Raden Fatah State Islamic University	No

Host Institution Information

Q1a) Name of Host Institution

Raden Fatah State Islamic University

Q1b) Address of Host Institution

Jl. Prof. K. H. Zainal Abidin Fikri No.KM.3, RW.5, Pahlawan, Kec. Kemuning, Kota Palembang, Sumatera Selatan 30126

Q1c) Name of individual authorising this partnership

Dr. Nyimas Umi Kalsum,M.Hum

Q1d) Position held in institution

Lecturer

Q1e) Email

uin@radenfatah.ac.id

Q1f) Date

2 January 2022

For and behalf of the Host Institution, I confirm that:

The necessary facilities will be made available to conduct this research and administer the award

I confirm

I have read the Guidance for Applicants and the Grant Agreement Template and, if a grant is made, I agree to abide by these.

I confirm

By clicking 'Submit' I confirm that, to the best of my knowledge, the information in this form is correct and complete.

Linked to Application - Do NOT Delete

EAP1454 Umi

Linked to Host Institution Request - Do NOT Delete

Raden Fatah State Islamic University

Linked to Detailed Application - Do NOT Delete

EAP1454

Risk Assessment and Cond: Umi

Linked Preliminary Application - DO NOT DELETE

EAP1454 Umi

Risk Assessment, Conditions and Clarifications

All offers made in May 2022 are conditional upon a satisfactory risk assessment from the applicant, to account for any changes that might have occurred since the beginning of the application process. There may be other conditions, and these must also be resolved before a final offer can be made.

This form must be completed by all applicants.

You must complete this form by **Monday 13th June**.

The form is in three parts:

Part 1 is a risk assessment and must be completed by all applicants.

Part 2 must be completed by all who had other conditions to meet.

Part 3 must be completed by all who were asked for clarifications.

EAP reference

EAP1454

Family name of principal applicant

Umi

Amount requested

£15,000

Duration in months

7

Intended start date

01/08/2022

1. Risk Assessment

For each of the categories below, identify all risks that you anticipate, and describe measures you will put into place to eliminate or minimise disruption to the project. Please answer the questions as we have asked them. A generic risk assessment is not acceptable.

Travel – international

In the project we propose does not use travel - International. Search and purchase of equipment needed for the project will be carried out as much as possible through travel - domestic, but if it is not found, travel - international will be made.

Travel – domestic

Travel - domestic is minimal and tailored to the needs of the project, namely:

1. To purchase project equipment from Palembang - Jakarta - Yogyakarta - Palembang.
2. To send digital archive files to the National Library of the Republic of Indonesia (after the project is completed)
3. For one trainer imported from Bandung.

Purchase of equipment

Implementing the digitization project required some equipment for daily operations such as a set of digital cameras to take pictures of the script, a laptop to transfer data from the camera and to store images on an external hard disk. A set of digital equipment is also required to run this project. Consumables that support the implementation of a digitization project must be provided according to EAP standards for this project to be feasible. All high quality equipment will be purchased to guarantee the quality of the digital images produced. After this project is completed, all equipment can still be used for lectures, lessons, philology research activities, and codicology courses. All these tools will definitely be useful for future projects if this program continues.

Recruitment of personnel and training

Projects that are implemented cannot be done alone. To that end, the applicant recruits personnel as a project team with the following conditions:

1. Having an interest in past objects in the form of manuscripts;
2. The location of the personnel's residence is not outside the city;
3. Can be invited to cooperate well.

If the educational backgrounds of the teams are different, the main applicant asks for the help of an experienced trainer to provide knowledge, broad insight into the use of tools and a good script digitizing process.

The training not only involved the project team, but was also attended by a number of manuscript enthusiasts

including: students, manuscript owners so that the public and academics have knowledge about preserving manuscripts.

Access to archives

Manuscripts that have been digitized are stored on an external hard disk and will be sent to the British Library in accordance with the instructions of the EAP Program and copies are also stored at the National Library of Indonesia, the Library of UIN Raden Fatah Palembang and the State Museum of South Sumatra. These archives are stored in government institutions in the hope that they can be widely accessed and utilized by the public and academics in particular.

Covid protocols: safety procedures required

Project team personnel have been vaccinated against COVID-19. At the time of conducting meetings and project work, principal participants apply rules in accordance with health protocol procedures that apply in Indonesia.

Potential additional costs

- Additional costs may be incurred on international travel used to search and purchase project tools not found in Indonesia.
- Expenditures for thanking you in the form of money, souvenirs and gifts to the owner of the manuscript or to related agencies need to be budgeted, because in Indonesia people consider past objects including manuscripts as ancestral heritage that cannot be accessed by everyone.

Other risks

The risk of delay in sending digital files and other supporting documentation that has been packaged securely and recorded by courier.

2. Conditions

How many conditions do you have to meet?

1 condition

Please state the first condition (as written in your offer letter)

In the archive material to be digitized there are 30 manuscripts

Please explain what changes you are making to your proposal to address this condition

Changes to the number of manuscripts to be digitized. Initially, 30 manuscripts will be digitized to 20 manuscripts. To overcome the change in the number of manuscripts, the team coordinated and communicated back to the owner of the manuscript, namely Sultan SMB IV Raden Fawwaz Diradja and the government agency, namely the South Sumatra State Museum and asked for their willingness and permission for the manuscript to be digitized.

3. Clarifications

Did the Panel ask you to clarify any points on your application?

Yes

Please give details and your answers here

Complete panels on detailed applications, such as:

- Completeness of personal data for the applicant team
- Information about the archive of materials to be digitized
- Attach a letter of permission from the owner of the manuscript
- Digitalization program planning
- Detailed fees and salaries

4. Other

Use this box to provide any further information you would like to communicate to the Panel

- At the beginning of the application, the main applicant will digitize the manuscript collection of the Palembang Darussalam sultanate, but after communicating with the head of the South Sumatra state museum, who keeps the community-owned manuscripts that were donated to the museum and the collection is unique in terms of the characters used. The team was given permission to digitize it.
- Palembang manuscript collections are still widely distributed in the community, if there is sufficient free time, it is likely that the number of manuscripts that will be digitized will increase.

Any supporting document, as discussed with the team

Notes meeting EAP 1454 .pdf

Risk Assessment and Cond: File Attachments

Any supporting document, as discussed with the team

Notes meeting EAP 1454 .pdf

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1. Prepare and clean the material to be digitized as a basic step of preservation.
2. Take photos of the material as instructed by the EAP guidelines. In addition, the image quality should be checked at the end of each working day.
3. List of ingredients. The list will be created by filling out the template provided by EAP. You must complete four worksheets namely: worksheet 1- which will preserve digital material, worksheet 2- material description, worksheet 3 - detailed biographies, worksheet 4- technical drawings.
4. Store material in non-acid storage box and arrange in filing cabinet according to code

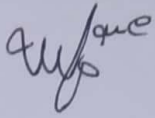

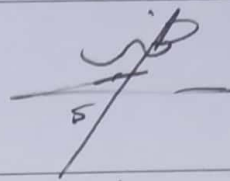
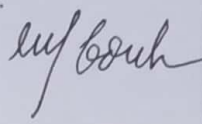
INDONESIA, PALEMBANG, 26 MAY 2023

Principal Applicant

1454 EAP TEAM COORDINATION MEETING EQUALITY OF PERCEPTION

PRESERVATION OF PALEMBANG MANUSCRIPTS

INDONESIA, PALEMBANG, 23 MAY 2023

No	NAME	POSITION	SIGNATURE
1	Nyimas Umi Kalsum	Principal Applicant	1. 
2.	Doni Romadona	Co - Applicant	2. 
3.	Abdul Khaer	Co - Applicant	3. 
4.	M. Abdillah Asmara	Co - Applicant	4. 

**NOTES MEETING EQUALITY OF PERCEPTION
PRESERVATION OF PALEMBANG MANUSCRIPTS**

- **Preservation of manuscripts in digital form will be carried out by the team on the manuscript from the collection of Raden Fawwaz DiradJa and the Collection of the State Museum of South Sumatra.**
Prior to preservation, the team and invitees will be given training on the preservation of archival materials. Resource persons are brought in from experienced MANASSA members.
- **The preservation process is carried out in accordance with the provisions imposed by the EAP Program.**
- **Implementation is carried out according to the schedule that has been prepared by the principal applicant.**

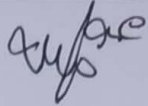


INDONESIA, PALEMBANG, 26 MAY 2023

Principal Applicant

1454 EAP TEAM COORDINATION MEETING

DISTRIBUTION OF TASKS FOR PRESERVATION OF PALEMBANG MANUSCRIPTS

INDONESIA, PALEMBANG, 26 MAY 2023

No	NAME	POSITION	SIGNATURE
1	Nyimas Umi Kalsum	Principal Applicant	1. 
2.	Doni Romadona	Co - Applicant	2. 
3.	Abdul Khaer	Co - Applicant	3. 
4.	M. Abdillah Asmara	Co - Applicant	4. 