

## **Collaborate and Innovate: Networks for Change Fund Application Form Guidance**

### **1. Name of Network**

Please complete the name (or the proposed name) of the network of archive services.

### **2. Name and contact details of lead contact at nominated member applicant**

Please complete the name and contact details for the person nominated to be the lead contact in the application process.

### **3. Name and lead contact for each member archive service**

Please list the individual member archive services, including the name of the lead contact at that archive service.

### **4. Is this application:**

- a. To establish a new network**
- b. To strengthen an existing network**
- c. To undertake a development project within an existing network**
- d. None of the above**

The Networks for Change programme funds applications made under the above themes, depending on the status of your network in its development. If your application covers more than one theme, please select the option that reflects the majority of the project. You will be given the opportunity to describe the entirety of your proposal in question 6.

For example, if your proposal includes an activity to strengthen the structure of the network and then undertake a development project, you should select the theme that reflects the majority of your proposed activities.

If your application does not reflect one of the above themes, then your application is unlikely to be eligible. Please contact us if this is the case.

## 5. Proof of support

If the application is to establish a new network, please upload letters of commitment from the senior leadership of the parent organisation of each member of the network.

If the application is from an established network, please provide a signed statement on behalf of the network demonstrating commitment to the project.

### For applications to establish a new network

It is vital that participation is supported by the parent organisation of each archive service that wishes to be a member of the network. Therefore, we ask you to prepare a letter of support from the parent organisation of each archive service which should state that they support the archive service's participation in the network, and that archive staff will be supported in the time needed to effectively participate in the network.

### For applications to strengthen a network or develop a project

We expect that the network already has the support of parent organisations to participate in the network and commit any time and resources needed to carry out project work or other network activities. Therefore please provide a statement from the network setting out that all members involved in this application confirm their commitment of time and resources to progress the activity outlined in this application.

This statement could use the following wording, or similar:

All members of [name of network] who are involved in the project work or activity that is the subject of this Networks for Change application confirm that they have the support of their parent organisation to participate in the network, and can dedicate appropriate time and resources as necessary to progress the project to its conclusion.

## 6. Please describe the project that is the subject of this application

It is important that you have read the following guidance carefully to determine what information should be included in your response to this question, as this will differ according to whether the project is a new network, to strengthen an existing network, or to undertake a development project.

If your project spans more than one theme, please look at the requirements for both aspects of your project.

### Proposals for an establishing a new network:

In your description of the project you wish to undertake, please make sure you include the following:

- Why you want to establish a network
- Whether your network is focused on a region, type of archive, theme or another unifying factor
- What you want the network to achieve
- What your plan is for the structure and governance of the network
- The outcomes you intend to deliver

We advise that proposals for new networks consider delivering the following outcomes as a result of their project:

- A collaborative vision agreed by the partnership and “owned” by senior management
- A costed business plan derived from a list of strategic development opportunities with potential resourcing options and outlined action plan
- A governance structure established to lock in senior managers and archive teams

### Proposals for strengthening an existing network:

To apply to strengthen an existing network, your network must have an existing governance structure, shared vision and work-plan.

In your description of the project you wish to undertake, please make sure you include the following:

- Background to the network including:
  - When the network was established
  - Original and current members – highlighting any major membership changes
  - Governance and constitution – how the network is governed, whether it has a formal constitution, and what the key leadership roles are
  - Current vision – please note that your vision should be shared and supported by all members
  - Current strategic objectives and business plan – your objectives should be collaborative and benefit as many of the network members as possible. You should be able to demonstrate commitment to maintaining and developing relationships between the members, and you should have a business plan and action plan showing how the network intends to progress to achieve its objectives.
  - Progress and achievements to date

- The element/aspect of the network that you would like to strengthen and why
- The activity/initiative you would like to undertake to strengthen your network – what you plan to do, who it will involve, what your timescales are
- The outcomes you intend the planned work to deliver

We advise that proposals for strengthening an existing network consider delivering the following outcomes as a result of their project:

- Improvements that lead to strengthening leadership capacity across the network
- Strengthening of governance structures or the management of the network
- Improvements to the effectiveness and content of the strategic plan
- Improvements to the capability of the network to deliver their action plan
- Development of key skills and capabilities across the network – such as fundraising or business planning

#### Proposals for undertaking a development project in your network:

To apply to undertake a development project in an existing network, your network must have an existing governance structure, shared vision and work plan.

In your description of the project you wish to undertake, please make sure you include the following:

- Overview of the network including when it was established, how it is governed and managed, and the current membership
- Overview of the current vision and strategic objectives
- Overview of progress and achievements of the network to date
- Description of the development project you wish to undertake – what you plan to do, how you identified the need for the project, who it will involve, what the timescales are
- Indication of where the project fits into the strategic objectives, business plan and action plan developed by the network
- The outcomes you intend the project to deliver

We advise that proposals for development projects consider delivering the following outcomes as a result of their project:

- The project addresses a subject of relevance to a wide number of archive services
- Development of innovative ideas and approaches that result in positive change for archive services
- The outputs of the project can be of use to other archive services, including templates, models, guidance or case studies

**7. Budget: Please tell us how much are you applying for and the proportion of match funding you will be contributing. Please also provide a brief breakdown of how the funding will be spent.**

Please tell us how much you are applying to the Networks for Change programme for. This should be no more than £15,000.

Please describe the amount of match funding you will be contributing in cash or in kind to the project. This should be 50% of the total cost of the project. The match funding can be spread over two years.

Please provide a brief breakdown of how the funding will be spent – for example, paying for external consultancy advice and support, materials, printing, event costs etc.

**8. What difference will this funding make to the network, or to individual network members?**

We would like to support projects that will have a strong impact on networks of archive services and individual archive services, and make a real difference to access to or management of collections, service delivery, or the robustness and sustainability of archives services.

Please describe the positive impact that receiving funding will have on the network or on individual members.

For new networks:

We expect that the project will lead to the development of a robust and sustainable archive service network with agreed governance structure, shared vision and strategic objectives, and a costed business plan in place that will lead to multiple benefits for the member archive services.

For projects to strengthen existing networks:

We expect that the project will make a measurable improvement on the strength of the network and its ability to deliver its agreed action plan.

For networks undertaking development projects:

We expect that the project will result in an output or learning outcome of relevance for a wide number of archives in the network and beyond, and has the potential to lead to positive change for archives and the sector.

**9. How do you plan to share the project and learning outcomes with the rest of the sector?**

We advise that successful applicants share the results of their project with their network members and with the rest of the archive sector. This could be achieved through presentations or discussions with peers at training sessions or network meetings, or through publishing the results of your work using blogs, websites and journals.

Please describe how you intend to share the results of your project and any learning outcomes.