

The Networks for Change Fund Frequently Asked Questions

About Collaborate and Innovate

What is the Collaborate and Innovate Fund?

The Collaborate and Innovate funding programme is funded by The National Archives. The programme is focused on both empowering archives to use creativity and innovation to develop ideas and solutions, and on encouraging the work of networks, leading to outcomes that will make a positive change to archives in the UK.

Collaborate and Innovate supports a drive towards collaborative approaches to problem solving, innovative practice and the development and testing of original ideas. This will be delivered through two funding streams: the Networks for Change Fund and the Archive Testbed Fund.

What are the aims and outcomes of Collaborate and Innovate?

Aims

1. To empower archives to use creativity and innovation to develop ideas and solutions, especially for the key themes of digital capacity, impact and resilience
2. To enable grantees to undertake pilot projects which might not 'succeed' in the traditional fashion and to share the learning outcomes of all projects funded
3. To increase resilience, efficiencies and collaboration through the development of strong archive service networks
4. To help archives build fundraising skills and confidence through the application process.
5. To manage the fund in an objective and transparent manner.

Outcomes

1. Innovative, creative approaches will be piloted and tested.
2. The learning outcomes of pilot projects will be made freely accessible to the entire archive sector.
3. New networks will be created where they are most needed and beneficial to the sector.
4. Existing networks will be strengthened, developing robust and sustainable bodies capable of delivering shared interest projects.

5. Archivists and sector professionals will have the confidence to advocate for innovative projects and secure new funding to further support such projects.

How much funding is available via the Innovate & Collaborate programme?

In year one £80,000 is available, which will be split between the two funds:

£60,000 is available via the Networks for Change Fund

£20,000 is available via the Archive Testbed fund

Since both of the streams are rolling programmes, this funding will be allocated throughout the year evenly:

Networks for Change will fund 4 grants at a maximum value of £15,000 each

Archive Testbed Fund will fund 4 grants at a maximum value of £5,000

Who is administering the fund?

The Collaborate and Innovate funding programme will be administered by Beth Astridge and Lucy Davis, both of whom currently administer the Archives Revealed funding programme. Our contact email address is: candi@nationalarchives.gov.uk.

How is Collaborate and Innovate different from Archives Revealed?

The Archives Revealed programme is a partnership programme with the Pilgrim Trust with funding contributed from other trusts and foundations, including the Wolfson Foundation. Archives Revealed consists of two funding schemes focused on opening up collections and making them more accessible – Cataloguing Grants and Scoping Grants.

The Collaborate and Innovate programme is currently funded exclusively by The National Archives. The focus of Collaborate and Innovate is in encouraging a collaborative, sustainable and innovative archive sector that can utilise existing sector skills to embrace challenges, and work together to achieve positive change by developing creative and innovative ideas and solutions.

There is a key difference in geographical coverage between these funds as Archives Revealed covers archives across the UK, whereas Collaborate and Innovate can only fund archives based in England, reflecting The National Archives' remit.

Can I apply to Archives Revealed programmes or the Archives Testbed fund if I have received funding from Networks for Change? (or vice versa)

Yes – you can apply to the Archives Revealed programme if you have made a successful or unsuccessful application to the Collaborate and Innovate programme.

If you are part of a network that has made an application to the Networks for Change Fund, and your archive service also wishes to make an application to the Archive Testbed Fund, this is also permissible.

If you are in receipt of an Archive Testbed Grant and your organisation is part of network that would like to apply to Networks for Change Fund, which is fine too.

Can I apply to the Collaborate and Innovate funds again if my first application is not successful?

Yes - you can apply to the Collaborate and Innovate fund again if you are unsuccessful the first time. You must have a feedback call with the Sector Grants and Development team if you wish to do so. If your application is not successful on the second attempt, we do not advise that you apply to the scheme again for the same project.

Can I get feedback on my Innovate and Collaborate application?

Yes – we will provide every applicant, whether successful or unsuccessful to the fund, with application feedback. Feedback will usually be delivered during a pre-arranged telephone call.

About Networks for Change

What is the Networks for Change Fund?

The Networks for Change scheme is one of two streams within The National Archives' Collaborate and Innovate funding programme.

The Networks for Change scheme provides grants of up to £15,000 to encourage the development of collaborative networks of archive services as part of a strategic approach to support the ongoing delivery of services, resilience and management of collections.

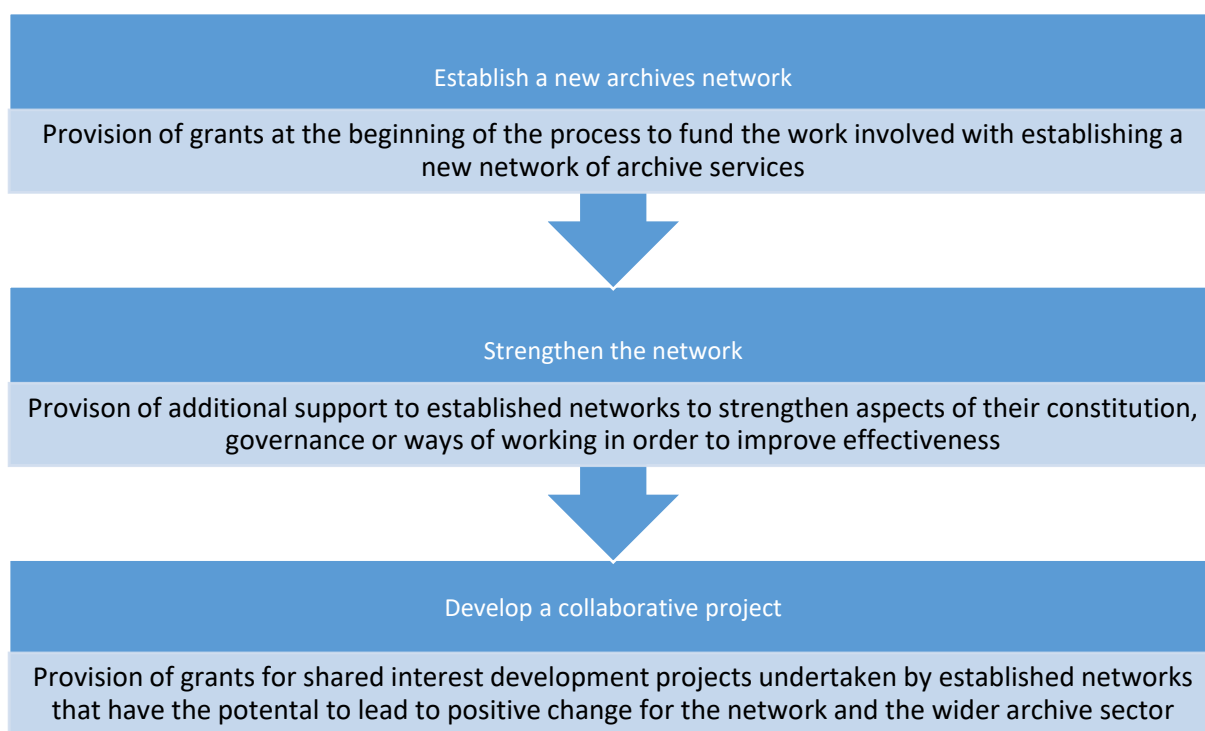
The National Archives wishes to encourage collaboration amongst archive services by providing funding that leads to strong archive service networks. These networks will deliver beneficial solutions, models and approaches, which contribute to an efficient, resilient and capable archive sector.

How much money is available for applicants?

Applicants can apply for grants of up to £15,000. The programme has a modest total fund each year and will be able to fund 4 to 6 different projects.

What is funded by the Networks for Change scheme?

The Networks for Change scheme provides grants to support collaboration in active networks of archive services. The scheme has been designed to provide support at various stages in the development and operation of a network. This includes assisting with the establishment of the network in its early stages through to supporting development projects undertaken by robust and stable networks.



Who can apply

Am I eligible to apply to Networks for Change?

Applications to the Networks for Change Fund can come from all parts of the archive sector including local authority, university, charity, and business archives, as long as the following eligibility criteria can be met:

- Network members must hold and manage an archive collection
- Network members must make their collections accessible to people outside their organisation
- Network members must have access to professional archive expertise
- The majority of participating organisations must have the potential to be an accredited archive service, if they are not already
- New networks must provide evidence that participating archives have the support of senior management in their parent organisations

- The application must include provision for 50% match funding from other sources in cash or in-kind support (which can be spread over two years)
- Nominated member with ability to receive and manage the grant and match funds, and to meet auditing and reporting requirements
- Nominated member with ability to procure and contract expert facilitators and consultants
- Nominated member to provide administrative duties for the network, for example including preparation of meeting papers and organisation of meetings.
- This fund can only make awards to organisations based in England. Archive services in Wales, Scotland and Northern Ireland are not currently eligible for the Collaborate and Innovate programme

I am a not-for-profit organisation but I am not a registered charity – can I still apply to Networks for Change?

We advise applicants who are a not-for-profit but are not a registered charity to talk to us in advance of their application to discuss the eligibility of their organisational governance and operating structure. Please contact us on: candi@nationalarchives.gov.uk.

I would like to start a new network of archive services, but I have not yet found any participants for my network. Can you help with this?

We expect that applicants will already have developed relationships with potential members of a new network before making an application for a grant. Potential network members must also demonstrate commitment to participation in the network for the application to be successful.

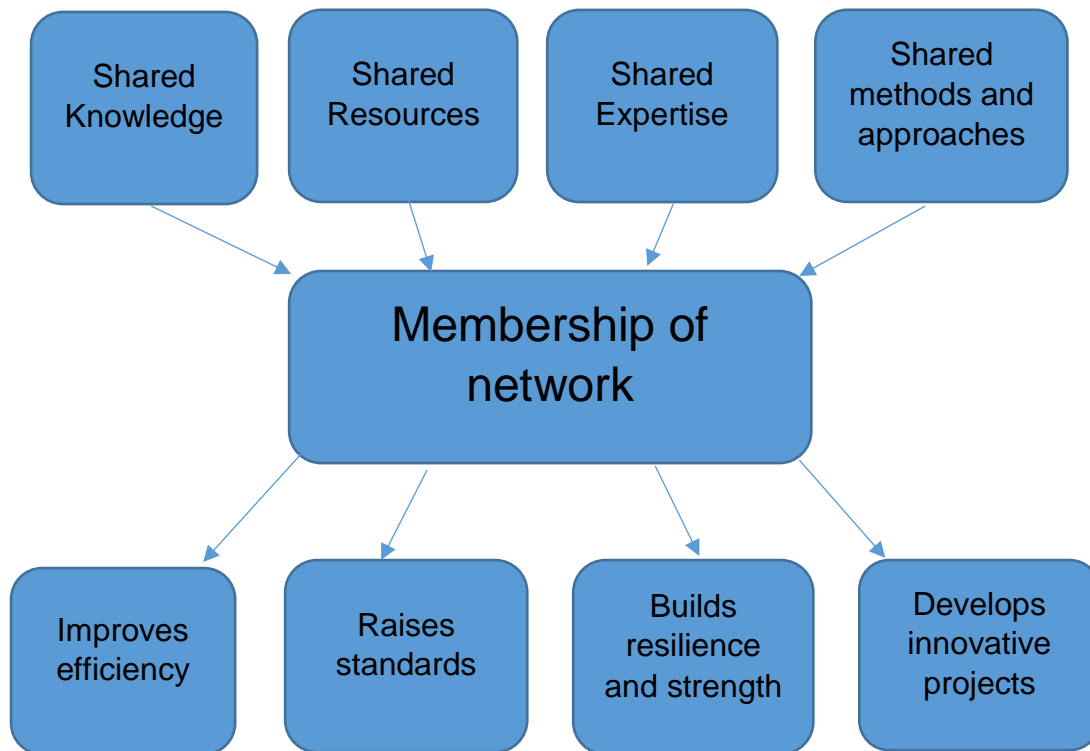
If you have a good idea for a new network, but do not have the agreement of archive services to participate in the network, please contact the [Regions and Networks Team](#) to discuss this further.

However, please be aware that you will need to have established the participants in the network before an application can be made.

What is a collaborative network of archive services?

A collaborative network of archive services consists of multiple archive services who share a common vision, goals and purpose, using pooled resources, knowledge and expertise to effect positive change and improvement to collective leadership, service delivery, and collections management.

Active participation in archive networks can have a positive impact on network members in the following ways:



A successful collaborative network encourages the sharing of information, advocacy, learning experiences, expertise, equipment and approaches to common problems, leading to projects and initiatives designed to benefit all in the network rather than a single archive service. The benefits of participating in the network can include more efficient use of resources, raising standards, increased strength and resilience and the development of innovative ideas. Network collaboration can increase the impact of archive service activities and lead to the delivery of effective products and services that demonstrate clear outcomes and increased value for money.

While there is no standard structure for a collaborative archive network, we expect that a network will have the following key features:

- Consist of multiple archive services – usually more than two
- Members of the network share a common vision, goals and purpose – we expect that, when a network is asking for funding to become established, the first activities will centre on working with members, senior managers and stakeholders to define the strategic objectives that will be achieved by the network.
- Have a defined management and governance structure - networks can be structured in different ways depending on what works best for that individual network.
- Work together to develop business plans and actions plans that enable the network to initiate mutually beneficial projects that lead to positive change for the network and the individual archive service members.

I am part of a network of archives, and I have an idea for a great project, but this project will only affect me and my archives service. Can I apply for a development project through Networks for Change?

No. Development projects that are eligible as part of the Networks for Change scheme should be collaborative projects across a network of archive services – involving a number of archive services. If your project will only involve you or your individual archive service then this will not be eligible for Networks for Change funding. You may wish to look at the Archives Testbed Fund as an alternative funding scheme if your project meets the criteria.

The application process

When will the scheme be open to applications?

The Networks for Change scheme is an open scheme with a rolling deadline. This means applications can be submitted at any time.

Is there a deadline for applications?

No, the scheme is always open and therefore applications can be submitted at any time. The panel meet to assess applications 3 times per year and therefore there will be three cut off dates when applications will be sent to the panel for assessment. These dates are advertised on our website.

How do I make an application?

All applications need to be made online. The link to our online application software can be found on the Collaborate and Innovate webpages.

There are various members of the network – which member should make the application?

A nominated member of the network should make the application on behalf of the network using our online application system. You may want to select a nominated member with the ability to:

- receive and manage the grant and match funds, and to meet auditing and reporting requirements
- procure and contract expert facilitators and consultants
- provide administrative duties for the network, for example including preparation of meeting papers and organisation of meetings.

Where can I find out more information about making an application?

Full guidance on how to make an application is available on our website. Please read the guidance fully before making an application. The assessment criteria which the panel work to is based on the guidance, therefore we strongly advise that you refer to the guidance when writing your application.

I am not sure that the project I have in mind will be appropriate for a Networks for Change application? How can I find out more?

You can read through the application guidance which is available at www.nationalarchives.gov.uk/finding-funding/collaborate-and-innovate/help-with-your-application.

You can also give us a call to talk through your project and find out whether it is suitable for a Networks for Change application. Please contact us at candi@nationalarchives.gov.uk.

You can also contact the relevant [Sector Development Manager](#) for your region to discuss a project idea before submitting your application to Networks for Change.

My network has an idea for a new project but it will cost more than the upper limit for applications? What should we do?

Networks for Change is happy to provide funding as part of a larger project when this is appropriate for the archive network and the project you are proposing. Networks are expected to provide 50% match funding from other sources or from in-kind support. You would need to provide evidence of the other sources of funding received as part of your application. However, we are unable to pledge funding to a project that has no confirmed funding from elsewhere. Please give us a call to discuss your project and application if you think you need funding from elsewhere.

My network needs some assistance with improving our management structure, but we are not sure how to approach this in relation to an application? How do we do this?

If you require assistance or advice in how to develop the management structure of your network, please contact the [Regions and Network Team](#). The Sector Development Managers in this team can provide early leadership and strategic development support in establishing a new project or network and will be able to provide advice to applicants.

Can I speak to anyone about my application?

We would be happy to talk to you about your project and your application. Please contact us at candi@nationalarchives.gov.uk.

Assessment

How will applications be assessed?

Applications will be assessed by an internal panel of staff from across The National Archives. Questions will be scored according to set criteria, and these scores will be used as guidelines in panel discussions.

Who will be on the assessment panel?

The assessment panel consists of four panel members from different departments across The National Archives.

In addition a guest panel member will be invited to assess each round, based on the type and subject matter of the applications received. This approach will ensure we have sufficient expertise to enable appropriate and successful assessment in each round, especially if a specialist topic is involved.

As we develop a better idea of the type and range of applications that we receive, we widen our assessment panel to include external representation.

When will I hear about the outcome of my application?

The panel meets three times a year to consider applications, and there will be a cut-off date in each round when applications will be sent to the panel for assessment.

These dates will be advertised on our website: www.nationalarchives.gov.uk/finding-funding/collaborate-and-innovate/networks-for-change-fund/deadlines-and-key-dates

It will usually be around 6 weeks after each cut-off date before awards are announced.

Monitoring and evaluation

What sort of monitoring and evaluation will Networks for Change undertake with successful projects?

Successful applicants will be asked to complete short reporting and monitoring forms demonstrating the outcomes and learning experiences gained from undertaking the funded project. You will be encouraged to share your learning outcomes and experiences with the rest of the archive sector. The National Archives may organise events and activities to promote the programme and celebrate its impact, and you may be invited to participate in those events and activities. The National Archives may also publish information about projects undertaken with Networks for Change funding to share the learning outcomes with the rest of the archive sector.