

# Archives Revealed - Consortium Grant Application Form 2526

## 1. Introduction

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| This is the application form for Archives Revealed Consortium Grants. Archives Revealed is supported by The National Lottery Heritage Fund, The National Archives, the Pilgrim Trust and the Wolfson Foundation.Please ensure that you have read the guidance available on our website before applying: [Archives Revealed - Consortium Grant](https://www.nationalarchives.gov.uk/archives-revealed/consortium-grant/).You will have the option to save your application and return to it. Once your application is complete, you will also be given the option to save the full application for future reference. Once the submission deadline has passed, any unsubmitted applications will be deleted. We will not accept applications received after the submission deadline published on our website.We are processing your personal data for the purposes of the grant competition, and the information which you submit may be shared with the assessment panel, partner funders, and with staff at The National Archives, where there is a legitimate reason for their receiving that information. It may also be shared with internal and external auditors and when The National Archives is legally required to do so (by a court, government body, law enforcement agency or other authority of competent jurisdiction).For details on our processing of personal data, see our Privacy Notice: [The National Archives - Privacy Policy](https://www.nationalarchives.gov.uk/legal/privacy-policy/).Please do not hesitate to contact us should you have any access requirements, or if there is anything else which we can assist you with. Our contact email address is archivegrants@nationalarchives.gov.uk. |

## 2. Eligibility

### 1. Are you an applying on behalf of a archive, heritage organisation or for a project working with an archive collection(s)?

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|      | Yes |
|      | No |

## 3. About the applicant

### 2. What is the full legal name of your organisation?

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### 3. Does your organisation have other name(s)?

**Please state these below.**

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### 4. Please state the lead organisation's address.

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### 5. Please state the lead organisation's postcode.

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### 6. If your organisation is a charity, please state your charity registration number

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### 7. If your organisation is a company, please state your company number

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### 8. Who is the lead contact for this project?

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### 9. What is their contact email address?

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### 10. Please list the legal names of each organisation in your proposed consortium.

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### 11. If your partnership, network or consortium has a name, you can list it here - this is not mandatory.

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### 12. Please select the most appropriate category for your organisation from the list.

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|      | Individual |
|      | Local Authority |
|      | Other UK Public Body |
|      | UK Charity |
|      | UK Company including Community Interest Companies (CICs)  |
|      | UK Educational Institute including universities |
|      | Other (please specify):

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### 13. Please select the most appropriate category for other organisations in the consortium from the list. You can select multiple options.

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|      | Individual |
|      | Local Authority |
|      | Other UK Public Body |
|      | UK Charity |
|      | UK Company including Community Interest Companies (CICs)  |
|      | UK Educational Institute including universities |
|      | Other (please specify):

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### 14. Please select the region in which your organisation is based from the list. If your organisation, partnership or consortium has multiple locations, please select the region in which the UK head office of the lead organisation is located.

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|      | Greater London |
|      | Midlands, England |
|      | North West, England |
|      | Northern Ireland |
|      | Scotland |
|      | South East, England |
|      | South West, England |
|      | Wales |
|      | Yorkshire and North East, England |
|      | Other (please specify):

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### 15. Please select the region(s) in which your consortium partner organisations are based, from the list. You can select multiple options.

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|      | Greater London |
|      | Midlands, England |
|      | North West, England |
|      | Northern Ireland |
|      | Scotland |
|      | South East, England |
|      | South West, England |
|      | Wales |
|      | Yorkshire and North East, England |
|      | International |
|      | Other (please specify):

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### 16. Please select the size of the lead organisation, based on the number of contracted staff members, from the list. If you are applying as a partnership, network or consortium please provide the number working at the lead organisation.

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|      | No employees (volunteer-run) |
|      | Fewer than 10 employees |
|      | 11-50 employees |
|      | 51-250 employees |
|      | Over 250 employees |

## 4. About the project (not scored)

### 17. Please state the title of your proposed project.

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### 18. Can you summarise your project in clear and simple language, suitable for a lay audience in 300 words.

**Tips/hints: you may want to start by describing the collection – it’s subject, type of records, time period. Then explore your aims and ambitions for the project – who its for, need for cataloguing, the intended impact.**

**N.B. If successful this may be used for publicity.**

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### 19. Please estimate the total size of the collection(s) to be catalogued. Ideally, this would be expressed in cubic metres (cm3) or for digital collections gigabytes GBs.

**However, your best estimate is fine, in whatever unit(s) of measurement is most usable for you. This may include total number of archival boxes or linear metres/metres of shelving.)**

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### 20. Tell us a bit about your organisation (Max 100 words)

**N.B. If successful this may be used for publicity.**

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### 21. When will the proposed project start?

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| Start date: |

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### 22. When will the proposed project end?

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| End date: |

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### 23. What is the total cost of your proposed project?

**Details costings should be provided in the budget plan template as a supporting document.**

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### 24. How much funding do you request from Archives Revealed?

**If you are not requesting the full project cost your confirmed match-funding must be included in the budget plan.**

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## 5. Project proposal (scored questions)

Before completing this section, please read the application guidance on [Consortium Grants Application Criteria](https://www.nationalarchives.gov.uk/archives-revealed/consortium-grant/how-to-apply/#Assessment)

### 25. Tell us why this project is best delivered by a consortium, why your members are suited to deliver the project, and what benefits you envision working in a consortium will bring (maximum 500 words).

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### 26. What is the significance of the collection(s)? Why is it important, unique and of clear value to your audiences, today and in the future?

**Tips/hints: you may want to consider the collections provenance, rarity/uniqueness, condition, and completeness, historical, cultural, or scientific meaning. Its potential audiences - engagement, access and inclusion, and sensory and emotional impact. Its potential for marketing and income generation.**

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### 27. Why does this collection need cataloguing and why is it a priority? (maximum 500 words).

**If you are applying to catalogue complete archival holdings explain why they need to be catalogued in its entirety.**

**Tips/hints: Do you have a usual prioritisation approach/methodology? What is known about the contents, how does it relate to your other collections and/or your organisation’s priorities? What is the existing description and what is needed to create an effective full catalogue. What is the condition, completeness, and complexity of the collection – is its more feasible to prioritise a portion of the collection or adopt a particular level of cataloguing? What is the current/anticipated user demand – evidenced by e.g. number of enquiries or use of similar collections. Could the collection attract new audiences?**

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### 28. How will you approach cataloguing the collection, and how will this improve access to the collection? You may wish to refer to cataloguing standards. If applicable, discuss how your approach will be harmonised across your consortium's different institutions (maximum 500 words).

**Tips/hints: Include information about your chosen method and level of cataloguing, standards and best practice guidance being followed, your proposed cataloguing system, work on sorting and arranging the collection, perhaps using existing finding aids/box lists and the proposal for storage and packaging.**

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### 29. If you are using a collection management system (CMS) which are the main ones you are using – select options from below

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|      | AdLib |
|      | ArchivesSpace |
|      | AtoM |
|      | Axiell Collections |
|      | Axiell Emu |
|      | Bespoke/in-house |
|      | CALM |
|      | Collections Index (System Simulation) |
|      | CollectionsBase (Orangeleaf Systems) |
|      | CollectiveAccess |
|      | ContentDM (OCLC) |
|      | Dryad (Max Communications) |
|      | eHive (Vernon Systems) |
|      | Epexio (Metadatis) |
|      | Extensis Portfolio |
|      | Keep Thinking |
|      | Koha |
|      | M2A (Minisis) |
|      | Mimsy |
|      | Modes |
|      | Omeka Classic |
|      | Omeka.net |
|      | OmekaS |
|      | PastView (TownsWeb Archiving Ltd) |
|      | Qi |
|      | SDS Archive Manager (SDS Group) |
|      | Soutron Archive |
|      | Spydus (Civica) |
|      | TMS Media Studio (Gallery Systems) |
|      | VernonCMS |
|      | XTF |
|      | Other (please specify):

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### 30. What is the main digital preservation management system (DPS) you currently use? If you do not have precise details, please provide an estimate.

**Leave the response blank if you do not know or are unable to answer.**

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|      | Archivematica |
|      | Arkivum Perpetua |
|      | EPrints |
|      | Fedora |
|      | In-house workflows connecting tools into a digital preservation architecture |
|      | Libsafe [Libnova] |
|      | Preservica |
|      | Rosetta - Ex Libris |
|      | Samvera |
|      | Fedora |
|      | Rosetta - Ex Libris |
|      | Samvera |
|      | No digital preservation system |
|      | Other (please specify):

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## 6. Audience, Engagement and Impact (Scored questions)

Archives Revealed suggests 20% of the total grant funding to be allocated to public engagement and participation. We are seeking proposals that show a developed understanding of the audience for the collection and how best to encourage their participation, during and after the project.

### 31. Who are the potential audiences for your project and collection, and how have you identified them (maximum 500 words).

**Tips/hints: Consider the diversity of your users and their different motivations and needs. Are there any changes you want to bring about in how existing users interact with your service and collections? Do you want to reach new audiences? Demographic or other data about your potential audiences may be useful for this section.**

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### 32. How do you intend to engage with audiences through this project? (maximum 500 words).

**Tips/hints: Will users/volunteers be involved during and/or after the project? E.g. in the project delivery as project steer representatives and/or co-designers for cataloguing? Will there be inclusive activities and/or new access routes as a result of the project? How will the plans serve existing audiences and/or engage new audiences? Are the activities and/or plans sustainable for future use without Archives Revealed funding**

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### 33. How do you expect the project will impact your audiences (maximum 500 words).

**Tips/hints: consider the project aims and clearly outline your intended outcomes. How will engagement with beneficiaries and audiences, inside and outside of the archive service help to meet your aims?**

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### 34. Tell us what the impact of your project might be, on the organisational development or sustainability of your consortium, network or partnership, and/or on the wider archives sector (maximum 500 words).

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## 7. Feasibility

### 35. Outline the key roles and responsibilities of the project team, how delivery will be tracked and managed, and how risks will be identified and mitigated (maximum 600 words).

**Tips/hints:  What types of posts do you need, how are they paid and contracted? Do you have a qualified archivist leading the cataloguing activity? Will you need to recruit new staff/volunteers? Have you fully budgeted for the project and considered all on-costs? How will the project and operational tasks be managed – Do you have a project plan?**

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### 36. How will your consortium will be governed and managed (maximum 400 words).Hint/tip: Does your project involve multiple institutions, tell us how the relationship between the partners will be managed and governed, and how work will be divided and structured? How will the project be governed? Will there be a project steer?

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### 37. Please populate the table below with at least five key milestones for your project. You should provide a title, date, and a description of the key project activities that are expected to be completed by this date.

**A milestone is a key moment or significant stage in the project’s delivery. To effectively monitor the delivery and success of your grant, we need to understand your plans and identify any changes, challenges and opportunities throughout.**

**Your milestones will be progress points in your project, that need to be achieved to ensure its success. Please complete the below table with a title of the milestone, a description and a proposed date (this can be expressed as month/year).**

|  | Milestone | Description | Date |
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### 38. Please upload a completed budget template.

**You can download a Microsoft Excel budget template here:** [**Budget Template**](https://cdn.nationalarchives.gov.uk/documents/archives-revealed-budget-template.xlsx)**. Please complete this as fully as possible, identifying all relevant costs associated with the delivery of your project.**

### 39. Please upload a risk register, including as a minimum details of any risks in project delivery and mitigations you have or will put in place to manage these risks.

### 40. Please upload policies that covers the care and storage of your archive collections, for each applicable consortium member institution.

**This might be Collections Care Policy, a Conservation/Preservation Policy, a Digital Preservation Policy or similar – we are looking for assurance that the collection(s) will be cared for according to appropriate standards and best practice. Every consortium member holding part of the collection to be catalogued must upload a policy in this section.**

## 8. Supporting Documents

### 41. ****Ownership of collection****: are the collections to be catalogued owned by the holding archive, or is it a deposited collection, or a mixture?

**We need to ensure that all funded projects are undertaken on collections where the archive service has the right to manage the collection, and will be retaining the collection for an appropriate period of time after the project has taken place.**

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|      | Owned |
|      | Deposited |
|      | Both |
|      | Other (please contact the Archives Revealed team to discuss)

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### 42. ****Collections that are owned by the holding archive**** – please describe the circumstances of ownership and upload any evidence you have to support this.

**Please provide a letter of support from a senior member of your organisation or parent body which includes: 1. confirmation of the organisation’s commitment to the project; 2. confirmation that the collection will be accessible to the public for at least 10 years after the conclusion of the project.**

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### 43. ****Deposited Collections**** - please describe the terms of deposit and upload any evidence you have to support this.

**Please provide 1. a letter of support for the project from a senior member of your organisation or parent body; 2. a supporting letter from the depositor agreeing to participation in the cataloguing project, and confirming that the collection will be accessible to the public for at least 10 years after the conclusion of the project.**

**Please note that one of Archives Revealed’s funding conditions is that funding must be repaid if the collection is removed from public access within ten years of completion of the project.**

**If your collection is deposited and not owned by the archive service, we need to see confirmation that the owner of the archive collection is aware of the project and is supportive of the project going ahead. We also need to see evidence that the owner of the collection commits to ensuring that the material will be accessible for at least ten years after the conclusion of the project.**

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### 44. ****Permissions and Closure periods****: Do you have all other relevant permissions to catalogue and make the collection available for research? Are there any closure periods or other access restrictions that would prevent access to the collection? (maximum 200 words)

**Please ensure that all other permissions have been received to enable the project to go ahead, including copyright and data protection. Please specify if aspects of the collection will be closed or subject to restricted access, and estimate how much of the collection is affected as a percentage.

Archives Revealed expects that the majority of the collection will be available for research, and therefore if more than 5% of the collection is closed or inaccessible, the collection may not be eligible for funding.**

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### 45. If you would like to upload any other documents which are referred to in your application (such as photographs or letters of support), please do so here.

**Please note that information uploaded in this section will be used for reference only, and will not be assessed as part of your application.**

### 46. Please include the lead organisation's most recent audited or examined accounts.

**If your organisation’s accounts are older than 18 months, or your organisation was set up less than 14 months ago and does not have a set of audited accounts, you must provide your last three bank statements or a signed letter from your bank.**

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### 47. Please include the lead organisation's governing document(s) - if exempt, please detail exemption below:

**You must provide a copy of your organisation’s governing document.**

**You must have at least two people on your board or management committee who are not related by blood or marriage, or living at the same address.**

**Your governing document should include the following:**

**-- the legal name and aims of your organisation
-- a statement that prevents your organisation from distributing income or property to its members during its lifetime
-- a statement which confirms that, if your organisation is wound up or dissolves, the organisation’s assets will be distributed to another charitable or not-for-profit organisation and not to the organisation’s members
-- the date when it was adopted and the signature of your chairperson or other authorised person

We are unable to fund your organisation if your constitution does not include the above. The Charity Commission provides guidance on creating a governing document.**

**We do not need to see your governing document if you are:**

**a public organisation, for example, a local authority or university
a private owner of heritage
a charity registered with the Charity Commissions for England, Wales or Northern Ireland, or the Scottish Charity Regulator**

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## 9. Demographic Data

### 48. Please state whether the senior leadership at the lead organisation for the proposal identifies as being part of any of the following groups - please select all that apply.

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|      | Communities experiencing ethnic or racial inequality, discrimination or inequality |
|      | Faith communities |
|      | People who have migrated and/ or have experience of the immigration system |
|      | d/Deaf, disabled, blind, partially sighted and/ or neurodivergent peoples |
|      | Older people (65 and over) |
|      | Younger people (under 25) |
|      | Women and girls |
|      | LGBTQI+ peoples |
|      | People who are educationally or economically disadvantaged |
|      | None of the above |
|      | Prefer not to say |
|      | Other (please specify):

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### 49. Please select from the list below any communities that your organisation specifically serves. You can select multiple options.

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|      | Communities experiencing ethnic or racial inequality, discrimination or inequality |
|      | Faith communities |
|      | People who have migrated and/ or have experience of the immigration system |
|      | d/Deaf, disabled, blind, partially sighted and/ or neurodivergent peoples |
|      | Older people (65 and over) |
|      | Younger people (under 25) |
|      | Women and girls |
|      | LGBTQI+ peoples |
|      | People who are educationally or economically disadvantaged |
|      | None of the above |
|      | Other (please specify):

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### 50. Please select from the list below any communities that your proposed project will specifically serve. You can select multiple options.

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|      | Communities experiencing ethnic or racial inequality, discrimination or inequality |
|      | Faith communities |
|      | People who have migrated and/ or have experience of the immigration system |
|      | d/Deaf, disabled, blind, partially sighted and/ or neurodivergent peoples |
|      | Older people (65 and over) |
|      | Younger people (under 25) |
|      | Women and girls |
|      | LGBTQI+ peoples |
|      | People who are educationally or economically disadvantaged |
|      | None of the above |
|      | Other (please specify):

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