# Archives Revealed - Scoping Grant Application Form 2526

## 1. Introduction

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| This is the application form for Archives Revealed Scoping 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 Scoping Grants](https://www.nationalarchives.gov.uk/archives-revealed/scoping-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](mailto:archivegrants@nationalarchives.gov.uk). |

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

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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 below

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

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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 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):   |  | | --- | |  | |

### 11. 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):   |  | | --- | |  | |

### 12. Please select the size of your 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)

### 13. Please state the title of your proposed project or collection.

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### 14. Please state the project's proposed start date.

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| --- | --- | --- |
| Start date: | |  | | --- | |  | |

### 15. Please state the project's proposed end date.

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| --- | --- | --- |
| End date: | |  | | --- | |  | |

### 16. 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 scoping, the intended impact.**

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

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

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

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### 18. Please estimate the total size of the collection to be scoped. Ideally, this would be expressed in the total number of archival boxes. However, your best estimate is fine, in whatever unit(s) of measurement is most usable for you. This may include cubic metres, metres of shelving, or simply an estimate of the space which the collection takes up.

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## 5. Project proposal (Scored questions)

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

### 19. What is the significance of the collection? Why is it important, unique and of clear value to your audiences, today and in the future? (maximum 400 words)?

**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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### 20. Tell us why your collection needs a scoping report, and why it is needed now. You may wish to outline any current risks to the collection's condition, accessibility, use or value (maximum 400 words).

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### 21. Tell us what the potential impact of a scoping report might be, on the organisational development and sustainability of your archive, and on your users and audiences (maximum 400 words).

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## 6. Supporting Documents

### 22. ****Ownership of collection:**** is the collection to be scoped owned by the holding archive, or is it a deposited collection?

**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 specify):   |  | | --- | |  | |

### 23. 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.**

## 7. Demographic Data

### 24. 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):   |  | | --- | |  | |

### 25. 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):   |  | | --- | |  | |

### 26. 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):   |  | | --- | |  | |