

# A2A: Access to Archives Presentation Tips

## **Executive Summary**

Preface the application with an executive summary, which should be no more than 2 sides of A4.

The executive summary encapsulates the application. It sets out the case for support in a brief and succinct form in terms of:

- The organisation
- Why the organisation exists
- The project
- The project cost
- The project justification

## **Presentation tips**

- Make sure the application is legible
- Include a contents page
- Use paragraph, section and page numbering
- Double check cross references
- Avoid jargon and/or use a glossary
- Be clear and concise with your answers – have you answered the question?
- Have you included valid supporting information?
- Use good illustrative material
- Think – would you want to read the bid and is it easy to absorb?
- Remember the case officer is not an archivist!