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About Cataloguing Grants

1. Does the Archives Revealed scheme replace the National Cataloguing Grants for Archives Programme?

Yes

2. What is the Archives Revealed scheme trying to achieve?

Archives Revealed aims to enable archives to identify, catalogue and make accessible significant collections that would otherwise remain hidden. Through our funding strands we will help archives explore and assess their collections, and open up a wide range of archive collections to the public, initiating new research, inspiring creative responses to archive material, and making connections with people and communities.

Archives Revealed aims to help archives through the application process and then more widely by using training and support to help applicant build fundraising skills regardless of the outcome of their application. Training and support will include e-learning, webinars and workshops designed to ensure more archives are able to access support and build resilience for the future.

The objectives of Archives Revealed are to:

1. Increase access to previously unavailable archive material.
2. Increase engagement with archive collections by a wider audience.
3. Enable deeper use of archive material to further understanding of collections.
4. Increase confidence and skills of archivists to enable them to successfully secure income to fund archive development.

Through these aims and objectives, Archives Revealed will achieve the following outcomes:

- More collections of significance will be catalogued.
- Members of the public will be aware of the newly catalogued material and will know how to access it.
- The newly catalogued archive material will be being used for a range of purposes.

Archivists and sector professionals will be confidently able to advocate for their service and secure new funding for further projects.

3. What’s the difference between cataloguing grants and scoping grants?

The cataloguing grants strand awards grants of up to £40,000 for archives to create catalogues of archival collections.
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The scoping grants strand awards grants of up to £3,000 to support archives to explore and assess collections and services.

Scoping Grants and Cataloguing Grants are separate awards and one does not automatically link into another. To be awarded a scoping grant you do not necessarily have to be intending to apply for a cataloguing grant in the future, although you may find this is part of the suggested development for the collection. To be awarded a cataloguing grant you do not have to have previously undertaken a scoping grant.

Who can apply for a Cataloguing Grant?

4. What is an archive for the purposes of Archives Revealed?

We are using the definition of Archive as detailed within the Archive Service Accreditation scheme; details of this can be found here: Archive Service Accreditation

Eligibility

5. Who can apply to the fund?

The scheme is available across the UK, including Scotland, Wales and Northern Ireland. Applicants based in the Channel Islands or the Isle of Man are not eligible for the scheme.

Applications are welcome from the following types of organisation:

- Public sector bodies, except Government departments.
- Registered charities.
- Other not-for-profit organisations.
- Organisations that make their collections accessible to people outside their organisation.
- Organisations that have access to professional archive expertise.
- Organisations with owned or deposited collections, providing you can provide a commitment from the depositor that the collection will not be withdrawn from public access or sold within 10 years of the project end date.

The funding Trusts cannot give assistance to profit-making organisations or private individuals, as lead applicants or as project partners. Any applicant who is not a public sector body or registered charity should get in touch to discuss their eligibility.

Archives must be held within the UK to be eligible. If the parent organisation is based within the UK, but the archive is held outside the UK the applicant will not be eligible.
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6. Will Archives Revealed accept bids from consortiums?

Yes, partnership bids are welcomed.

7. Can an institution submit, or be a partner in, more than one bid?

No, if more than one bid is received, all bids from that institution will be deemed ineligible. Bids from constitutionally separate services under the same parent authority may be considered. However, one of the scheme’s major aims is to encourage a strategic and prioritised approach to cataloguing and this may be weakened by multiple applications from related services.

Please be aware that if two applications are submitted by one organisation, albeit singularly or as part of a consortium, all applications will be ineligible. Thus it is vital that your application is approved by the relevant authority of each organisation applying.

8. If the parent organisation is based in the UK, but the archive is held outside the UK is the collection eligible?

Archives must be held within the UK to be eligible. If the parent organisation is based within the UK, but the archive is held outside the UK the applicant will not be eligible.

9. Can the same organisation apply for funding two years in a row?

Yes, there are no restrictions on past applicants applying. However, you must have finished the first project, submitted the final project report and received the final project payment before submitting a subsequent application.

10. If my application has been rejected, can I reapply for the same project?

Yes you can, but please seek feedback on your original application by emailing archivesrevealed@nationalarchives.gov.uk before resubmitting your application.

11. Who should write the application to Archives Revealed?

The best applications tend to be written by someone with close links to the archive collection or a clear familiarity with the archive organisation and the content of the collection. You are welcome to get assistance from your fundraising or development staff, or an external consultant but we advise that this is done in close collaboration
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with archive staff to ensure the knowledge and passion about the collection is translated into your application.

The collection and the project

12. Can we apply for a project which catalogues a deposited, rather than owned, collection?

Yes, providing you can supply a letter of support from the depositor with a commitment that the collection will not be withdrawn from public access or sold within 10 years of the project end date.

13. Can we apply for funding a collection which is part of a larger project?

Yes, you can however. However there are a couple of things to bear in mind:

When writing your significance statement your statement needs to relate to the section of the wider collection which will actually be catalogued by the Archives Revealed Cataloguing Grant funding, not the entire collection.

You will need to clearly demonstrate the transformative change that cataloguing the section of the collection that you are proposing within this application will make, to both collection users and to your organisation.

14. Can we apply for a cataloguing grant if the collection is partially catalogued or not yet catalogued to standard?

Yes, we welcome applications for improvements to existing catalogues and the completion of partial catalogues. We also welcome applications for enhancements to digital cataloguing or metadata sets relating to a digital archive collection. In these cases it is important to describe clearly the impact the changes will make on the accessibility of the collection, and why such improvements are needed.

15. What projects are eligible for an Archives Revealed Cataloguing grant?

Only applications for the cataloguing of archive collections will be considered. The collections to be catalogued must be accessible for primary research (without charge in the case of publicly-funded institutions), and there must be a reasonable expectation that this will continue to be the case for the foreseeable future.

Collections that are in the ownership of the institution and collections that it holds on deposit (including those held on open-ended deposit agreements) are eligible for the
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scheme, but grant awards will require material to be regularly accessible to public use and research for a minimum period of 10 years after completion of the cataloguing project. Public records and the records of an institution’s governing body are eligible for support under this programme.

Applications can relate to entire collections or to discrete sections of larger archives. Applications can be for the new cataloguing of unlisted material or for improving existing catalogues that do not meet national and international cataloguing standards.

The scheme is restricted to the cataloguing of archive collections. However, it is recognised that such collections may contain a variety of media, including manuscripts and typescripts, annotated printed material, photographs, film and sound recordings, and digital records.

16. We are considering using a new innovative cataloguing approach, can we still apply to the cataloguing fund?

Yes, we welcome innovative approaches. If you are unsure and would like to discuss your project further, please email archivesrevealed@nationalarchives.gov.uk

17. Can we use volunteers to carry out the cataloguing on the project?

The intellectual control for the cataloguing arrangement and approach does need to be undertaken by an appropriately qualified archivist. The qualified archivist would need to be taking a leading role in the cataloguing of the collection. However, some activities in relation to the project can be fulfilled by non-professional staff, including interns and volunteers, with appropriate structured training and support provided. Archives Revealed is committed to The National Archives Guidance for Volunteer Cataloguing in Archives produced by Red Quadrant in 2018. Please see this guidance for further advice about how to approach the use of volunteers in your project. http://www.nationalarchives.gov.uk/documents/volunteer-cataloguing-in-archives.pdf

If you have any further questions about using volunteers in your project, please contact the Archives Revealed team on archivesrevealed@nationalarchives.gov.uk
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Funding available

18. How much is available under the 2018/9 Archives Revealed fund and when is it available?

Around £230,000 will be available, though we continue to seek additional funding for this and future rounds.

Grants are paid in two instalments: 50% at the commencement of the project and 50% on completion. Grant payments are made directly to the recipients by the Pilgrim Trust, which acts as banker for the scheme.

19. Is match funding required?

The programme can supply up to 100% of staff project costs, however we strongly encourage applicants to make a contribution from their own resources or other funding sources. This could be in form of cash contribution, confirmed funding from external sources or in-kind contribution.

Please bear in mind that one of the criteria applications are assessed against is value for money, thus any applicants able to secure additional in-kind or cash contributions against the project costs will score more highly in this area.

The Panel reserves the right to request a contribution from those applicants that can afford it.

20. How much can you bid for?

No firm limits have been set for the size of individual applications, as we do not wish to artificially constrain project development. However, the size of the total fund is modest and applicants should be aware that it is likely the Panel will wish to support a number of different projects spread across the UK. It is therefore unlikely that a project to benefit a single institution would receive more than £40,000. As a guide, we expect the average grant to be just under £27,000.

21. Will a cataloguing grant pay for the full economic cost of the project?

No, the cataloguing grant will fund the additional staff costs required to deliver the cataloguing project. However, we are asking for details of the remaining project costs in the budget section of the phase 2 application so that we can understand and assess the viability of the full project plan.

We will fund:
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- **Staffing costs** to undertake the project. This can include the employment of new project staff and the backfilling for existing staff time whether working on or managing the project.
- Cost of repackaging material – in exceptional circumstances where the archive is unable to fund routine preservation. Please explain why this cost is included and why your organisation cannot pay for this from their core funds as part of the organisation contribution to the project.
- Additional cataloguing software licences to allow cataloguing to take place (if your organisation is unable to fund this themselves).

We will not fund:

- Acquisition of specialist cataloguing software
- Conservation of archives
- Digitisation of archives
- Public engagement activities
- Cataloguing of non-archive collections

**22. Do you give grants for more than 2 years?**

In general no, we expect the project applied for to be completed within a 24 month period. However if your project is going to take longer than this please contact us to discuss your application prior to submitting it.

**The application and assessment process**

**23. Do you accept applications via hard copy?**

No, we ask that you complete your application using the online application form which can be found here: Archives Revealed Cataloguing Grants Phase 1 Application Form 2018

**24. Can I talk to you before submitting my application?**

Yes! In fact we actively encourage you to call us to discuss your application before submitting it. Please email archivesrevealed@nationalarchives.gov.uk to arrange a mutually convenient appointment at the earliest opportunity.
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25. Do the word limits given on the application form also apply to consortium bids?

In relation to consortium bids, word limits where given can appear restrictive if you need to respond on behalf of several applicants. You should assume that for questions which relate to conditions at individual repositories or to individual collections the word limit applies per applicant body/collection, and you can make multiple responses to which the word limit applies individually. Where the question relates to the project itself, the word limit applies to the whole bid, and a single response is required.

Should your application exceed the stated word limits clearly marked at the top of each question on the application form your application will be rejected in full without being assessed by the panel.

26. Is there a deadline for applications?

The deadline for cataloguing grant applications for the 7th December 2018.

27. How will my application be assessed?

Phase 1:

Phase 1 has a focus on the significance of collections and the need for the cataloguing to take place. The panel will use the agreed assessment matrix and scoring method to assess application papers in these areas. The panel will then meet to discuss the applications and scoring, and assess which applicants will be invited to make a phase 2 application.

Phase 2:

The panel will be sent complete applications to assess against the agreed assessment matrix and scoping method. The panel will then meet to discuss the applications and scoring, and assess which applicants will be awarded funding.

28. How long will it take my application to be assessed?

Cataloguing Grants Key Dates and Deadlines
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Additional support for applicants

29. I haven’t applied for funding before - I don’t know where to start. Is there any additional support available?

Even if you have made an application before, we strongly encourage you to contact us to discuss your project before submitting an application. Please email archivesrevealed@nationalarchives.gov.uk to arrange a mutually convenient time for us to speak.

We’ve tried to make the guidelines as comprehensive as possible to enable inexperienced applicants to apply as successfully as experienced applicants. Please refer to these during your application. In addition we will be holding an application workshop:

19th – 21st November 2017 at DCDC18 (for conference delegates)

We will be filming this and putting the links on our website. Please refer to the website for further details.

Please contact your Regional Sector Development Manager, who will also be able to help answer questions.

Archives Revealed aims to help archives both with the application process for our own funding strands, and also more widely. Our training and support will provide archives with access to e-learning, webinars and workshops designed to ensure more archives are able to access support and build resilience for the future.

Fundraising Training and Support

For further help please refer to the Case for Support eLearning module which is available on our website: Fundraising for Archives e-Learning courses

30. Do your staff visit projects?

It is possible that the Archives Revealed team may visit your project after the application process has ended but not during it.

31. I have more questions, who can I speak to?

Please email archivesrevealed@nationalarchives.gov.uk
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What happens once the grant is awarded?

32. **What support is available if my application is unsuccessful?**

At phase 1, unsuccessful applicants will be invited to attend a feedback surgery.

At phase 2, unsuccessful applicants will receive an invitation to have a conversation with a member of the Archives Revealed team during which specific feedback, pertinent to their bid, will be given.

33. **What happens if my application is successful?**

At phase 1, you will be invited to submit a phase 2 application, which focusses on understanding your project plan and the delivery of the project.

At phase 2, if you successful you will be asked to sign to an agreement. Once the agreement is received 50% of the grant will be paid at the beginning of the project and 50% at the end.