**Cataloguing Grants Phase 1 Application Form 2019-2020**

This document is designed for applicants wishing to submit a phase 1 application for a cataloguing grant under the Archives Revealed Programme, and should be read alongside the Cataloguing Grants Application Guidelines document.

You may like to use this template to draft your application. You can also use the online application system to draft your application, and then save it and return to complete it another time. Please see the separate guidance for using the online application system.

Phase 1 applications will be assessed by the Archives Revealed team, and the Archives Revealed Assessment Panel. Successful applicants will be invited to prepare an application for phase 2. For further help or assistance, please contact Lucy Davis or Beth Astridge, Sector Grants and Development Managers, on archivesrevealed@nationalarchives.gov.uk

**Word Limits:** Please note there are word limits set for each question which are applied by the online application software. You will not be able to submit an answer that is longer than the word limit allowed for that question. If you are using this Word template to draft your response and the cut and pasting into the online application system please check the text to ensure that all your words have been entered into the box correctly. It is your responsibility to check that your application is accurate and complete when you click the submit button on the online system.

**Application Advice:** We would highly recommend contacting us in advance of submitting your application to make an appointment for an ‘application surgery’ with one of the Archives Revealed team. This will ensure that you are eligible for the scheme and that you have a good understanding of the requirements of the programme before submitting your application. Please email us on archivesrevealed@nationalarchives.gov.uk for an appointment.

**Critical Friend Scheme:** We have a number of archivists who have been successful in previous rounds of the Archives Revealed programme who are willing to act as a critical friend for applicants to the programme. This scheme has been designed to primarily support applicants from smaller organisations, those who are less experienced at making funding applications, and lone archivists and archives with limited people resource to help with drafting applications. At your ‘application surgery’ conversation we may put you in touch with a critical friend from our list of volunteers. You can also let us know if you are interested in speaking with a critical friend.

**Eligibility and Organisation Information**

* 1. Name of Applicant organisation (lead applicant in the case of a consortium)
	2. Name of the lead contact for the project
	3. Project partners (if a partnership/consortium)
	4. Partnership Letters of Consent
	5. Is the lead applicant organisation one of the following:
* Public Sector body (except Government departments)
* Registered Charity
* Other not-for-profit organisation
* None of the above (contact us to discuss eligibility)
	1. Access to archive collection: Do you offer access to your archive collections to people outside the members of your own organisation?

Yes/No

* 1. Professional archive expertise: What access does your organisation have to professional archive expertise?
1. One or more professional archivists are permanently employed by the organisation
2. No professional archivists are employed but we have access to archive expertise or a long-term arrangement for advice from a professional archivist at another local archive service or an archive consultant.
3. No professional archivists are employed and we have no access to archive expertise
	1. Previous applications: Have you submitted another application to Archives Revealed, as the lead applicant or a partner, in 2019/2020?

Yes/No

**Ownership, Commitment and Permissions Status**

* 1. Is the collection to be catalogued owned by the holding archive, or is it a deposited collection? Owned/Deposited/Both
	2. Evidence of ownership: If owned – do you have evidence that the holding archive owns the collection?

10a - Please describe the circumstances of ownership (250 words max)

10b – Please upload evidence that the collection is owned by the archive service/organisation.

* 1. If owned - please provide a letter of support from a senior member of your organisation or parent body which includes confirmation of the organisation’s commitment to the project, and confirmation that the collection will be accessible to the public for at least 10 years after the conclusion of the project.
	2. If deposited – please provide a letter of support for the project from a senior member of your organisation or parent body; and 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.
	3. Relevant Permissions: Do you have all other relevant permissions to catalogue and make the collection available for research?
	4. Closure Periods: Are there any closure periods or other access restrictions that would prevent access to the collection?

**Project Summary**

* 1. Title of Project
	2. Description of your organisation: Is this an application from a single organisation or an application from a partnership?

16a – Single organisation: Please describe your organisation? (max 300 words)

16b – Partnership: Please describe the nature of the partnership between the partner organisations? (max 300 words)

* 1. Please describe the collections to be catalogued (Max 500 words)
	2. Please provide a brief estimate of the total amount of funds you are requesting from Archives Revealed Cataloguing Grants – as a value in £.
	3. Please provide some further explanation for the above figure.

**Strategic Planning**

* 1. Please describe how cataloguing is incorporated into your organisation’s strategic planning, and outline your approach to prioritising your cataloguing? (max 400 words)

**Significance**

The core aim of the phase 1 application is to assess the significance of your collection and the need for it to be catalogued, thus if you haven't read the application guidance please do before completing this section.

* 1. Please provide a statement of significance for the collection you have selected for cataloguing.

[The guidance for applicants provides assistance in how to complete this section and it is highly recommended that applicants read this carefully before completing this question]

(max 600 words)

**Audiences, Use and Impact**

* 1. Please provide evidence of the need for this collection to be catalogued, and how the project will improve access to the catalogued collection?

[The guidance for applicants provides assistance in how to complete this section and it is highly recommended that applicants read this carefully before completing this question]

(max 800 words)

* 1. Upload: Supporting evidence of need for the project – this could include usage statistics (if available) and letters of support

**Collections Management**

* 1. What professional staffing provision will you make to deliver this project? (max 400 words)
	2. Please upload your most recent collections care policy, preservation/conservation policy, or digital preservation policy?
	3. Is the archive service catalogue available online? (max 250 words)

**Submitting your Application**

By clicking to complete/submit application on the online application system, you are agreeing that the information you are submitting is accurate to the best of your knowledge and you have the authorisation of your organisation and/or any partner organisations to make the application to Archives Revealed Cataloguing Grants.