

## **Archives Revealed: Scoping Grants**

### **About Scoping Grants**

1. Why should an organisation apply for a Scoping Grant?
2. What is the Scoping Grant scheme trying to achieve?
3. What is the difference between Cataloguing Grants and Scoping Grants?
4. Does a Scoping Grant lead on to receiving an Archives Revealed Cataloguing Grant?
5. What is the total amount of funding provided by Scoping Grants?
6. How much is available under the 2018 Scoping Grant fund and how many projects can be supported each year?

### **Who can apply for a scoping grant?**

7. Who can apply for a Scoping Grant?
8. What is an archive for the purposes of the Scoping Grant scheme?
9. Can we apply for a project which applies to a deposited, rather than owned, collection?
10. Can we apply for a Scoping Grant if the collection is partially catalogued?
11. Will Archives Revealed accept bids from consortiums/partnerships?
12. Can an institution submit, or be a partner in, more than one Scoping Grant bid?
13. Can the same organisation apply for funding two years in a row?
14. If my application has been rejected, can I reapply for the same project?

### **The application and assessment process:**

15. Do you accept applications via hard copy?
16. Can I talk to you before submitting my application?
17. Do the word limits given on the application form also apply to consortium bids?
18. Is there a deadline for applications?
19. How will Scoping Grant applications be assessed?
20. How long it will it take for my application to be assessed?

## **Archives Revealed: Scoping Grants**

### **What happens once a grant is awarded?**

21. What will a Scoping Grants report deliver?
22. Is there a time period during which successful applications need to have started?
23. What exactly will be contained in each report?
24. Who will deliver the reports?
25. How will an archive service select an appropriate consultant or expert from the list?
26. What will successful applicants expect from their consultant?

### **Additional support for applicants:**

27. I haven't applied for funding before - I don't know where to start. Is there any additional support available?
28. What support is available if my application is unsuccessful?
29. Do your staff visit projects?
30. I have more questions, who can I speak to?

## **About Scoping Grants**

### 1. Why should an organisation apply for a Scoping Grant?

A Scoping Grant will fund a report that you will be able to use to strategically plan your next steps and advocate internally and externally to gain support for your project. This may be because one or more of the following statements applies to you:

- You have a collection that you believe has the potential to be of public benefit
- You have the ability to ensure free public access to the collection in the future – either directly or via collaboration with another organisation
- You are unsure of the most effective way to target your resources to realise the potential impact of your collection
- You would like to develop a plan to move towards a cataloguing project or would like to scope the potential of the collection for a cataloguing project

## **Archives Revealed: Scoping Grants**

### **2 What is the Scoping Grant scheme trying to achieve?**

A Scoping Grant will fund an external consultant to conduct a collection assessment report. The aims of the Scoping Grant scheme are:

- 1) To enable grantees to develop a better understanding of the content of their collection
- 2) To enable grantees to strategically prioritise the development of their collection
- 3) To enable grantees to advocate for the development of their service
- 4) To enable grantees to prepare an effective case for support when applying for funding.

### **3 What is 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. Cataloguing grants are paid directly to the applying organisation.

The Scoping Grants programme awards up to £3,000 of consultancy including expenses, which will fund a collection assessment and report. Scoping Grant awards will be paid directly to the consultant once the assessment report is delivered.

### **4 Does a Scoping Grant lead on to receiving an Archives Revealed Cataloguing Grant?**

One of the aims of Scoping Grants is that the process can help archive services to plan for successful cataloguing projects, if that is seen as a recommended outcome as part of the analysis undertaken by the consultant/expert. Collections which are the subject of a scoping grant will be welcome to apply for a cataloguing grant in future if this is the appropriate step. Receiving a Scoping Grant is not a guarantee of future funding for cataloguing the collection.

### **5 What is the total amount of funding provided by Scoping Grants?**

An organisation will be awarded consultancy, up to the value of £3000, for the analysis of their collection. This will cover the consultant fee of £2100 plus VAT, and up to £480 for associated travel expenses. We anticipate some travel expenses to be lower than £480 as we will try to match regionally local consultants with archives. Therefore should a consultant need to travel further we anticipate there will be some surplus within the fund to cover this.

## Archives Revealed: Scoping Grants

6. How much is available under the 2018 Scoping Grant fund and how many projects can be supported each year?

Around £45,000 will be available in 2017/2018, though we continue to seek additional funding for this and future rounds.

The maximum cost of a scoping grant report is £3,000 therefore the minimum number of grants to be funded will be 15.

Grants are paid directly to the consultant on completion of the report.

## Who can apply for a scoping grant?

- 7 Who can apply for a Scoping Grant?

Organisations that are eligible to apply for Scoping Grants need to be a public body, registered charity, or other not-for-profit organisation. We are unable to fund individuals or profit-making organisations, and the collections that are the focus of the application must be held in the UK.

Other eligibility requirements are:

- The organisation must have an archive collection which is the subject of the application
- If the archive is not currently accessible for public use, the organisation must have an intention of finding a way to make the collection freely accessible to the public.
- If the organisation does not currently employ a professional archivist, or receive professional support from an archive consultant or similar, then they must have an intention to seek that support or employ an archivist in the future.
- The Scoping Grant fund is open to organisations whose main objective is not making collections, but who have acquired or generated a collection, that would benefit the public if accessible.
- 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, registered charity or non-for-profit organisation should get in touch to discuss their eligibility.

## Archives Revealed: Scoping Grants

8 What is an archive for the purposes of the Scoping Grant scheme?

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](#)

9 Can we apply for a project which applies to a deposited, rather than owned, collection?

Yes, 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.

10 Can we apply for a Scoping Grant if the collection is partially catalogued?

Yes, Scoping Grants can assist archive services to understand the content of a collection better. Some collections may already have an element of listing or cataloguing completed, but the organisation still requires support to help gain a deeper understanding of collections content and how to develop the collection further. Archive services are welcome to apply for a Scoping Grant to support this investigatory work.

11 Will Archives Revealed accept bids from consortiums/partnerships?

Yes, partnership bids are welcomed.

12 Can an institution submit, or be a partner in, more than one Scoping Grant 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.

It is possible for an institution to have submitted applications, or be a partner in, applications submitted to the Cataloguing Grant fund and the Scoping Grant fund at the same time.

13 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, have received the assessment report from the consultant/expert and the final payment to the consultant/expert should have been made before submitting a subsequent application.

## Archives Revealed: Scoping Grants

14. 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](mailto:archivesrevealed@nationalarchives.gov.uk) before resubmitting your application.

### **The application and assessment process:**

- 15 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: [Scoping Grant Application Form 2018](#)

- 16 Can I talk to you before submitting my application?

Yes, however please ensure you have read the Scoping Grants application guidance fully beforehand. For further information please email [archivesrevealed@nationalarchives.gov.uk](mailto:archivesrevealed@nationalarchives.gov.uk)

- 17 Do the word limits given on the application form also apply to consortium bids?

For Scoping Grants we ask you to describe your organisation in Question 6 – and for this question the word limit applies to each applicant body enabling each entity to be fairly described. For all of the other questions the stated word limits apply

18. Is there a deadline for applications?

Scoping Grants is a rolling programme, applications can be submitted at any time. The panel will meet quarterly to assess applications.

- 19 How will applications for Scoping Grants be assessed?

Applications will be assessed by small panel at TNA made up of:

<b>Emma Jay</b>	Academic Programmes Manager
<b>Jone Garmendia</b>	Head of Cataloguing
<b>Jenni Orme</b>	Head of Audience Engagement
<b>Jacqueline Moon</b>	Senior Conservation Manager - Public and Academic Engagement

## **Archives Revealed: Scoping Grants**

Applications will be assessed based on the archives responses to the questions in the application form.

### **20. How long will it take for my application to be assessed?**

The programme will operate on a rolling basis with organisations able to apply at any time. Applications will be assessed 4 times a year to allow for quick decision making for this grants programme. Therefore applicants can expect to receive a decision on their application within 12 weeks of submission.

The assessment panel will meet in July 2018, October 2018, January 2019 and April 2019. Once the panel has met you will be informed of the outcome of your application within 7 working days.

## **What happens once a grant is awarded?**

### **21 What will a Scoping Grants report deliver?**

The programme will fund a report that incorporates expert advice on a range of areas relating to collections management and the development of the archive targeted to the needs of the grantee organisation.

The structure of the report will be at the discretion of the consultant appointed by the archive organisation, but may include coverage of the following: an overview of the current status of the collection; analysis of overall physical condition; assessment of significance; indication of existing and potential use; assessment of levels of access and existing documentation; and recommendations about next steps and development goals for the service.

### **22 Is there a time period during which successful applications need to have started?**

We expect that you will appoint a consultant/expert within 3 months of receiving notification of success of your application, and have received your final report from the consultant with the grant allocated to the consultant within 9 months. However, this is merely a guideline the timelines are to be set by yourself and your consultant as suits both parties.

## Archives Revealed: Scoping Grants

### 23 What exactly will be contained in each report?

The structure and content of the report will be focussed on meeting the needs of the archive service who has successfully been awarded a scoping grant, and will be at the discretion of the consultant appointed by that archive service.

However, we expect that the organisation's applying for scoping grants are likely to require guidance and advice on a number of key areas, for example:

Overview of collection	An overview of the collection in its existing state. This might cover extent (measured in cubic meters or GB/TB), storage, provenance, ownership, management, skills available in the organisation, and extent of commitment of financial resource to the collection in question. This could also cover the extent of appraisal and sorting that has taken place on the collection to date.
Condition	Top level analysis of the condition of the collection, or more detailed analysis if a qualified conservator forms part of the scoping team.
Access	Analysis of the extent to which the collection is physically accessible, or digitally accessible.
Appraisal	Assessment of whether further appraisal needs to take place on the collection to refine the content and streamline required storage
Arrangement	Analysis of the arrangement of the collection and whether any re-arrangement is needed
Documentation/ Cataloguing	Information about any listing, cataloguing, associated metadata or other documentation that is available, and an assessment of the standard of those lists, catalogues, metadata or documentation.
Use/Potential Research	An analysis of the significance of the content of the collection, and an analysis of the potential for use, research or engagement opportunities with the collections
Next Steps and recommendations	Recommendations detailing what might be an appropriate goal for the collection held by the organisation, and next steps for how they might achieve this goal. This could also cover recommendations for other funding opportunities they can explore to implement some of the recommendations – such as Archives Revealed Cataloguing Grants.



## Archives Revealed: Scoping Grants

Which areas the report should focus on will depend on the collection and the organisation and thus it will be necessary for the grantee and the consultant to discuss this prior to the assessment taking place.

### 24. Who will deliver the reports?

The reports will be delivered by a qualified archivist either acting on a consultancy or freelance basis, or on behalf of a larger organisation. Archives Revealed will maintain a list of consultants/experts.

### 25 How will an archive service select an appropriate consultant or expert from the list?

Successful applicants can choose to select their own consultant/expert from the list based on geographical proximity and matching skills and specialisms. If you would like a consultant who is not on the list to complete a Scoping Report, that is quite possible, please contact the Archives Revealed team to discuss this further [archivesrevealed@nationalarchives.gov.uk](mailto:archivesrevealed@nationalarchives.gov.uk)

### 26 What will successful applicants expect from their consultant or expert?

The exact details of the working relationship between the grantee and the consultant will be at your discretion to agree. As a guideline the below may be helpful :

- An preliminary phone call to introduce themselves, schedule meetings, and set timescales
- An initial visit to the archive service/organisation to meet and interview staff and learn more about the organisation and the collection. The consultant/expert will also see the collection in its existing state and establish the objectives and needs of the archive service.
- A second visit to the archive service/organisation to undertake the assessment and analysis – this may take several days
- A follow up interview/meeting to check information and follow up queries – this might be done in person or by phone
- Delivery of a structured report assessing the collection and recommending future actions in relation to development, and a debriefing meeting to explain the report and advise on next steps

## Archives Revealed: Scoping Grants

NB. In order for the consultant to be able to effectively deliver a report to the standard the archive service must ensure the collection and service is assessment ready. For example, the collection should be as accessible as possible and the visits of the consultant/expert appropriately supported with space to work and someone to be available for questions and support on the day if needed.

### Additional support for applicants

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

A Archives Revealed aims to help archives both with the application process for our own funding strands, and also more widely. For support with your application please see the application guidelines, which have been written to support you through the application process. Please also see the links below for additional support relating to fundraising for archives available through The National Archives website.

#### [E-Learning Modules](#)

The National Archives also provides Regional Sector Managers to assist archives and provide advice. Please see the following page to learn more about who to contact for your region:

<http://www.nationalarchives.gov.uk/archives-sector/keeping-in-touch/contact-the-team/>

28 What support is available if my application is unsuccessful?

A Unsuccessful applicants will be invited to receive feedback via a telephone call or email.

29 Do your staff visit projects?

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

30 I have more questions. Who can I speak to?

A. Please email [archivesrevealed@nationalarchives.gsi.gov.uk](mailto:archivesrevealed@nationalarchives.gsi.gov.uk)



## **Archives Revealed: Scoping Grants**