

Archives Revealed

Scoping Grants Application Guidance

Please note that where a word limit is stated, any applications that exceed the word limits will be deemed ineligible. Please do not rely on the application software to cut off at the word limit as it does not have this functionality. It is your responsibility to ensure your answers are within the set word limits.

1. Name of applicant

Please enter the name (and contact details in questions 2-6) of the lead applicant in the case of a consortium application.

2. Position within archive service

3. Name and address of archive service

4. Email address and telephone number of applicant

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)

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
- The organisation must have an intention that their collection will be made freely available to the public if the scoping grant report deems it to be appropriate.
- The Scoping Grant fund is open to organisations whose main objective is not archival, but who have acquired or generated a collection, that would benefit the public if accessible.

Eligible institutions holding archives are referred to below as “archive services”

The funding Trusts cannot give assistance to profit-making organisations or private individuals, as lead applicants or as project partners. Any applicant who

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is not a public sector body or registered charity should get in touch to discuss their eligibility.

6. Please give a brief description of your organisation (250 – 500 words max) including:

This is your opportunity to explain your organisation to the panel, please bear in mind that we may not be familiar with your organisation so it is strongly suggested that you include the following details:

- How long has the organisation been in existence?
- What is the main purpose of the organisation?
- Please explain the main aims and objectives of the archive or organisation.
- Is the organisation run by volunteers or paid staff?
- Does the organisation have one collection or multiple collections within the archive?
- What types of collections are housed within the archive?
- What is the size of the overall archive held within the service?
- Information about how your organisation is funded
- Information about how is your organisation governed – Is your decision making body a board / trustees/ committee?

7. Does your archive service currently offer free access to the public? Y/N

Archives Revealed strives to make archive collections accessible to people outside your organisation including the general public. This enables our funding to have the greatest possible impact. If your archive does not offer free access to the public, please address in question 12 how free access may be achieved.

8. Name of collection which will be the focus of your Scoping Grant application

9. Please describe the collection (250 - 500 word limit) : Whilst it may be difficult to describe the unassessed collection please use the below prompts to give the assessment panel an insight into the collection as it currently stands:

- Include how long the collection has been held within the archive service
- Describe the type of collection it is (paper, film, digital records etc);

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- The size of the collection (in boxes, linear metres, cubic metres, number of digital records or size in TB/GB)
- Who owns the collection?
- Where is the collection housed?
- Is the collection catalogued to any level?
- What do you believe the collection may contain?
- What period do you believe the records cover (e.g. c 1750-1900)
- Is the collection owned by your organisation or deposited with you? (If deposited please upload the deposit agreement) Please note if there has been no formal deposit agreement made.

10. Why are you applying for a Scoping Grant? (250-500 word limit)

Applicants should provide information explaining the reasons that you wish the collection to be assessed. When assessing this question the panel will be looking for information such as:

- How the assessment sits within the plans of your overall organisation
- How the results of the assessment will influence forward planning for the archive and the overall organisation.
- What is the problem you are hoping the Scoping Grant will enable you to solve?
- Details of any resources allocated to implementing the recommendations of the assessment report
- Details of volunteer support for the collection, including any relevant skills or experience of the volunteers.
- The use of the report for internal advocacy purposes
- Details of the organisations current funding situation
- Why are you applying to assess this collection rather than another in your archive?
- Why is funding required now?

11. Please describe why the organisation believes the collection to be assessed is significant? (250-500 word limit)

Whilst we appreciate this may be difficult if you are not clear about the content of the collection yet, we would like to know why you think the collection is likely to be important and significant for your organisation, your users and the wider public in the UK.

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To assess significance you might like to consider the following questions to inform your response:

- Do you know anything about who created the collection, collected it, or used it? Was this person or organisation of any particular interest, or does the person/organisation link the collection to a particular event, person, place or theme that might be of interest?
- How unique and rare is the collection compared to other collections? What makes it different and what makes it similar to other collections of the same type or topic? Are collections like this rarely available?
- Is the collection intact or complete? Is this unusual for similar collections? Is there anything about the condition of the collection that makes it important or of specific value?
- Does the collection have any links to a particular person, group, organisation, event, place or activity that has cultural, historical or scientific significance? Is it in demand for research – do you have many enquiries about it? (which could indicate high significance or value for your audience).
- Might the collection evoke a strong personal or cultural response?

12. How do you think a scoping grant assessment report will make a difference to the service you are delivering to the public? (Word limit 250 – 500 words maximum)?

We'd really like to understand who you believe will use this collection and what the impact of that use will be. Please refer to different groups of people who might be interested in using your collection when answering this question. You may like to include:

- Including any supporting statements from potential users
- Any user statistics from similar collections
- Any enquiry statistics that you may have for this collection.
- Details of any partnerships you have with other archive services that will benefit from the collection being developed
- Details of any academic/research partnerships that will benefit from the collection being made accessible
- Details of any links with community groups which will benefit from the collection being accessible
- Details of organisational digital platforms which will benefit from the collection being accessible

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- Details of organisational social media platforms which will benefit from the collections being accessible.
13. If you are not successful in securing a Scoping Grant, what is your plan B to deal with the collection? Your answer to this question will give the assessment panel an insight into how important this assessment is to your organisation and why it should be funded now.
 14. Letter of support from Chief Exec or Head of your organisation. It's important this letter supports your application to Archives Revealed and illustrates the parent organisations commitment to developing the collection.
 15. If the collection is deposited please upload a letter of support from the Depositor. If applicable and the collection is owned by someone else, it is important that the letter from the owner of the collection supports your application to Archives Revealed Scoping Grants and illustrates they are committed to the collection being developed and access widened.
 16. Please upload the organisations latest published accounts