Archives Revealed: Frequently Asked Questions

Q  Does the Archives Revealed scheme replace the National Cataloguing Grants for Archives Programme?
A  Yes

Q  What is the Archives Revealed scheme trying to achieve?
A  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.
Q What is an archive for the purposes of Archives Revealed?
A 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

Q Can we apply for a project which catalogues a deposited, rather than owned, collection?
A Yes, providing you can provide a commitment from the depositor that the collection will not be withdrawn from public access or sold within 10 years of the project end date.

Q What's the difference between cataloguing grants and scoping grants?
A The cataloguing grants strand awards grants of up to £40,000 for archives to create catalogues of archival collections.

The scoping grants strand awards grants of up to £3,000 to support archives to explore and assess collections and services. (The scoping grant fund will open in February 2018.)

Q Can we apply for a cataloguing grant if the collection is partially catalogued or not yet catalogued to standard?
A Yes, we welcome applications for improvements to existing catalogues and the completion of partial catalogues

Q How much is available under the 2017-18 Archives Revealed fund and when is it available?
A Around £200,000 will be available, though we continue to seek additional funding for this and future rounds. The total for 2017-18 will be confirmed in March 2018 at the point when decisions about progression to Phase Two are made.

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.

Q How much grant will the Archives Revealed cataloguing grants offer?
A The programme can supply up to 100% of project costs, but we encourage applicants to make a contribution from their own resources or other funding sources. If the full project cost is requested as part of the grant, it may be appropriate to emphasise any non-cash contributions to the project to demonstrate your organisation’s backing of the project.
Q  **How much can you bid for?**

A  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.

Q  **Will a cataloguing grant pay for the full economic cost of the project?**

A  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 so that we can understand and assess the viability of the full project plan.

Q  **Who can apply to the fund?**

A  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.

Q  **What projects are eligible for an Archives Revealed Cataloguing grant?**

A  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 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 electronic records.

Q Do you accept applications via hard copy?
A No, we ask that you complete your application using the online application form which can be found here: Archives Revealed: 2017-18 Phase 1 Application Form

Q Can I talk to you before submitting my application?
A Yes, however please ensure you have read the eligibility guidance and phase 1 application guidance fully beforehand. For further information please email archivesrevealed@nationalarchives.gsi.gov.uk

Q Will Archives Revealed accept bids from consortiums?
A Yes, partnership bids are welcomed.

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

Q Do the word limits given on the application form also apply to consortium bids?
A 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.

Q  **Do you give grants for more than 2 years?**

A  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.

Q  **Is there a deadline for applications?**

A  The deadline for cataloguing grant applications for the 2017-18 fund is 12th January 2018.

The Scoping Grant fund will be opening in February 2018. Please refer to our website for updated information regarding the opening date and deadlines.

Q  **How will my application be assessed?**

A  Phase 1:

The panel will not be sent complete applications – but will conduct their assessment ‘blind’ where they do not know the applicant details. 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.

Q  **How long will it take my application to be assessed?**

A  Please refer to the [fund timelines](#) which can be found on our website.

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

A  Yes, we welcome innovative approaches. If you are unsure and would like to discuss your project further, please email archivesrevealed@nationalarchives.gsi.gov.uk
Q Can the same organisation apply for funding two years in a row?
A 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.

Q If my application has been rejected, can I reapply for the same project?
A Yes you can, but please seek feedback on your original application by emailing archivesrevealed@nationalarchives.gsi.gov.uk before resubmitting your application.

Q What support is available if my application is unsuccessful?
A 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.

Q I haven’t applied for funding before - I don’t know where to start. Is there any additional support available?
A 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 two application workshops. These will be run at:

- Wednesday 29 November 2017 at DCDC17 (for conference delegates)
- Monday 4 December 2017 at The National Archives

We will be filming these sessions 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.

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

Q  I have more questions, who can I speak to?
A  Please email archivesrevealed@nationalarchives.gsi.gov.uk