



BUSINESS ARCHIVES COUNCIL

CATALOGUING GRANT 2010

APPLICATION FORM

Please read these notes carefully before completing your application form. For further advice and information, please contact: Karen Sampson, Honorary Secretary, BAC, email: karen.sampson@lloydstsb.co.uk (for address and telephone number see www.businessarchivescouncil.org.uk)

A: Frequently Asked Questions

1 What is the BAC Cataloguing Grant Programme?

The BAC Cataloguing Grant was launched in April 2010 to support implementation of the National Strategy for Business Archives by funding a cataloguing project annually to help make business archives more accessible. It is designed to:

- benefit collections held in either the private or public sector
- create opportunities for archivists, or para-professionals/volunteers to gain experience in working with and listing business collections
- cover collections held within the United Kingdom (not overseas)
- provide financial support for institutions/businesses that manage business archives through a proposed annual sum of £2000 awarded to one applicant per year.
- make collections with potential academic / socio-historical value more accessible

Funding for 2010 has been provided by the BAC. The decision on the award of the grant will be made by a Cataloguing Grant Panel established by the BAC which consists of two executive committee members and one non-executive member. The panel consists of two archivists and a historian. Panel members will not judge applications where they have a research or employment affiliation.

2 How much is available and when is it available?

£2,000 is available for one applicant per year, to undertake 4 weeks of cataloguing (or equivalent time). The cataloguing project must be carried out within 6 months from the date of award. The grant will be paid in full at the beginning of the project. Grant payment will be made directly to the recipient by the BAC.

3 Who can apply to the Cataloguing Grants Programme?

The scheme is available nationally in the United Kingdom.

Applications are welcome from all types of organisation whether private or public sector which hold business archives. For example applicants can be from a business, archival institution, museum, charity, university etc.

4 What projects are eligible?

The following mandatory criteria apply:

- Only applications for archive cataloguing will be considered; these collections may contain a variety of items, including written paper records, printed material, photographs, film and sound recordings, and electronic records. Applicants should meet the costs of packaging from their own budgets.
- The collection(s) must be archives of a company, business individual(s) or trade association.
- 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. Two main kinds of cataloguing can be undertaken: (i) introductory and/or multi-level cataloguing to international standards by a professionally trained archivist (for example: ISAD(G)) and (ii) summary box list cataloguing by non-professional archivist.
- The collection(s) must be held in United Kingdom (not overseas).
- During the project there must be input either from the professionally qualified archivist(s) of the applicant organisation or from the professionally qualified archivist(s) of a partner organisation. For example where the applicant organisation has no professionally qualified archivist guidance must be sought from a professionally qualified archivist during the project.
- The organisation with custody of the collection(s) to be catalogued must have a published or proposed access policy and must have presence on National Register of Archives (www.nationalarchives.gov.uk/nra) and Archon (www.nationalarchives.gov.uk/archon)
- The records catalogued in the project must be publicly accessible (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 publicly accessible for a minimum period of 10 years.
- The collections to be catalogued must be held in storage accommodation that makes reasonable provision for the long-term preservation of archives.
- The applicant need not be a member of the BAC, although they are encouraged to join to receive the benefits membership will bring.

5 What is the assessment criteria?

Further to section 3, preference will be given to those applications which:

- Relate to business collections of high historical or other significance (for example to the business)
- Demonstrate good project planning, with realistic and achievable project goals
- Demonstrate clear benefit to the applicant organisation/owner and wider society
- Outline clearly why the proposed cataloguing cannot be funded through existing resources
- May lead to other developments or projects which benefit both the use of the archives and/or wider society in general

6 What is the timetable and what other requirements are there in being awarded funding?

The deadline for receipt of applications is **30 June 2010**. The decision of the Panel will be made by the end of July 2010 and announced in August 2010. The BAC will provide the sum of the full grant upfront by 1 September 2010 which shall be the date of commencement of the project. The deadline for completion of the project will be 31 March 2011. By this date the successful applicant should have submitted the catalogue and report on the project. By 29 April 2011 an article must be submitted by the applicant for the BAC Newsletter. In September 2011, BAC will monitor access to the catalogued collection and evidence of submission of the catalogue to National Register of Archives.

B: Completing the Application Form

This form is not designed to be a barrier to funding. We expect concise answers; use bullet points where necessary.

The notes below have been compiled to assist with completion of questions under the supporting statement (section 2) on the application form. The

numbers below relate to the question numbers on the application form. Note: Please refer to any enclosures of evidence in the answers you give.

2.1 & 2.2

Please describe the collection(s) proposed for cataloguing, for example business sector or equivalent (e.g. pharmaceuticals, trade association). Briefly describe the records - their scope, size, date range(s), records types and formats. For more information on key records see http://www.managingbusinessarchives.co.uk/getting_started/key_records/

2.3

This section impacts most on the success of your application. Please give reasons why the material is important and unique. You can explain here why you decided to put this collection forward for funding e.g. research potential, high demand for access. Please explain the areas of research to which the collection relates. It is helpful to explain the context of research by briefly detailing its relationship to your organisation's overall holdings / collections held by others etc. For applicants cataloguing part of a larger collection, please highlight why these particular sections of the collection(s) have been chosen.

Note: the importance of archives can be wide-ranging. They can add value to the organisation that owns them and its relationship with wider society e.g. development of a company brand; create an educational/ cultural experience; provide a number of benefits by their use, including research and literacy skills, and enhanced community identity and pride.

2.4

Explain why cataloguing cannot be funded by the owner/organisation holding the records.

2.5

This fund is open to organisations where there is no professionally trained archivist. However a professionally qualified archivist must have a degree of input into the project. It is therefore recommended for those applicants who are not professionally qualified archivists, that they attend training by a professionally trained archivist and/or enlist a professionally trained archivist to mentor/provide some guidance for their work through the project.

2.6

Outline the provenance of the collection(s) and their ownership. If the records have been deposited or donated please provide an enclosure(s) of the agreement or letter transferring the records.

2.7

Supply details of how the collection(s) will be accessed (e.g. access policy or statement relating to the collection, including any restrictions on access).

2.8

The applicant must show that the project is realistic given the funding available. Give a breakdown of project costs for staffing and targets for completion of the catalogue.

C: Submission and Enclosures

Please check that you have answered all sections of the application form and ensured that the form is no longer than three sides before sending the **completed form in Word and any enclosures electronically by email to karen.sampson@lloydstsb.co.uk, by 4.00pm on 30 June 2010**. The emailed form should include a scanned hard-copy with the signed back page authorising the application.

Those applicants who are unable to email their submission should contact Karen Sampson, Honorary Secretary, BAC, email: karen.sampson@lloydstsb.co.uk (for address and telephone number see www.businessarchivescouncil.org.uk) to agree upon a convenient method of submission, which should arrive by the same date.

Do not forget to provide evidence. Enclosures are recommended as they may enhance of your application.

Enclosures can include: evidence of demand could take the form of emails/letters asking for access to the collection and/or the number of enquiries received about it. Letters of support for the project from potential users or an academic assessment or recommendation. Evidence of ownership such as letter, agreement etc. Please refer to enclosures in the answers you provide in section 2.

D: Disclaimer Note and Confidentiality

The BAC will not acknowledge receipt of submitted applications unless otherwise requested. Incomplete applications will be returned. Applicants who have not heard the result of their applicant by 1 September 2010 should assume that have been unsuccessful on that occasion. The BAC will not provide feedback to unsuccessful applicants unless otherwise requested. The decision of the BAC's Cataloguing Grant Panel is final. The BAC will not divulge details from the forms to a third party without prior consent.