

**BUSINESS ARCHIVES COUNCIL**

CATALOGUING GRANT FOR BUSINESS ARCHIVES

2015

APPLICATION FORM

**Application form (in *Word*) and any enclosures should be sent by email to** Adam Hillhouse, Administrator, BAC Cataloguing Grant 2015 (adam.hillhouse@postalheritage.org.uk)

The deadline for applications is **4.00pm on 26 June 2015**. The award decision will be made by the BAC Cataloguing Grant Panel.

Important: please read the ‘Guidance Notes for Applicants’ before completion.

1 Applicant details:

|  |  |
| --- | --- |
| 1.1) Name of applicant organisation: | 1.2) Telephone number: |
| 1.3) Name and position of lead contact: | 1.4) Email address: |
| 1.5) Address: |
| 1.6) Location at which collection is stored (if different): |

|  |
| --- |
| 1.7) Applicant organisation’s sector (highlight relevant status): Business Public sector body University Charity Other (please give details) |

2 Supporting statement:

|  |
| --- |
| 2.1) Title of collection(s): |
| 2.2) Please briefly describe the collection(s) and series to be catalogued (e.g. scopes, extents, physical formats, date ranges) |
| 2.3) Please summarise the importance and research strengths of the collection(s): |
| 2.4) Please explain why it has not been possible to catalogue the collection within the applicant organisation’s current capacity: |
| 2.5) Please explain how cataloguing will involve professional input from a qualified archivist (and help support cross-domain or partnership working if applicable): |
| 2.6) Please explain the ownership of the collection (e.g. owned/donation/deposit): |
| 2.7) Specify the access arrangements for the collection when cataloguing is completed: |
| 2.8) Outline the intended project spend: |

3 Signature:

|  |  |
| --- | --- |
| 3.1) Signature of applicant: | 3.2) Position: |
| 3.3) Name of applicant (block capitals): | 3.4) Date:  |

4 Enclosures:

Applicants should enclose with their completed application, where appropriate, the following items:

|  |  |  |
| --- | --- | --- |
| Item  | **Question to which enclosure relates** | **Supporting documents** |
| 1 |  |  |
| 2 |  |  |
| 3 |  |  |

**\*\*APPLICATIONS MUST NOT EXCEED THREE SIDES A4\*\***