

BUSINESS ARCHIVES COUNCIL

**CATALOGUING GRANT FOR BUSINESS ARCHIVES**

**2018**

**GUIDANCE NOTES FOR APPLICANTS**

Please read these notes carefully before completing your application form.

For further advice and information, please contact:

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**A: Frequently Asked Questions**

1. **What is the BAC Cataloguing Grant Programme?**

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

Additionally, in May 2013, in an effort to support an under-represented area of business archives, and to compliment wider initiatives for archiving the arts by The National Archives and the Campaign for Voluntary Sector Archives, the BAC also launched a cataloguing grant specifically for cataloguing business archives related to the arts.

The aims of both grants, in funding the cataloguing of a business collection in either the private or public sector, are to:

* provide financial support for institutions/businesses that manage business archives
* reach collections that have not yet been prioritised but have potential academic or socio-historical value
* create opportunities for archivists or para-professionals/volunteers to gain experience in listing business collections
* make more business collections accessible

Funding for 2018 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 one executive committee member and two non-executive members. The panel consists of two archivists and a business historian. Panel members will not judge applications where they have a research or employment affiliation.

1. **How much is available and when is it available?**

The award of £4,000 is available for one applicant per year to undertake six weeks of cataloguing (or equivalent time). The cataloguing project must be carried out within six months from the date of award. The grant will be paid in full at the beginning of the project (expected to be at the beginning of September 2018). Grant payment will be made directly to the recipient by the BAC.

1. **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, that hold business archives, such as a business, local record office, university, museum, charity, or specialised repository.

Applicants who have previously applied to the BAC Cataloguing Grant for Business Archives or BAC Cataloguing Grant for Business Archives Relating to the Arts are welcome to apply again. Please note that the BAC would not normally award a grant to the same institution within three years.

1. **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.

• The collection(s) must be held in the United Kingdom (not overseas).

• 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 (for example: ISAD(G); and (ii) summary box list cataloguing.

• During the project there must be input either from a professionally qualified archivist of the applicant organisation or from a professionally qualified archivist of a partner organisation. 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 a presence on The National Archives’ *Discovery* database by the end of the project.

• 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 a minimum of 10 years.

• 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.

1. **What are 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 to 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 5pm **Monday 25 June 2018**. The decision of the Panel will be made by the end of July 2018 and announced in August 2018.

The BAC will provide the sum of the full grant upfront by early September 2018 which shall be the date of commencement of the project. The deadline for completion of the project will be six months after the grant receipt date (i.e. beginning of March 2019). By this date the successful applicant should have submitted the catalogue to TNA and provided the BAC with a project report. In September 2019, the BAC will monitor access to the catalogued collection and evidence of submission of the catalogue to TNA’s *Discovery* database.

**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 questions on the application form.

**Note**: Please refer to any enclosure of evidence in the answers you give.

**(2.1 & 2.2)**

Please describe the collection(s) proposed for cataloguing. Briefly describe the records – their scope, size, date range(s), records types and formats.

It is recommended that applicants are specific as to which particular records form part of the application. This will help the grant judges understand the scope of the project and how realistic it is given the nature and extent of the records involved.

**(2.3)**

This section impacts most on the success of your application. Please give reasons why the material is important and unique. In doing this please emphasis what ‘value for money’ grant funding would bring. 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; they can provide a number of benefits by their use, including for research, or 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 and completion of the catalogue and an outline of the project plan.

**(2.9)**

Explain any activities, events or partnerships that are planned as a result of the cataloguing of the collection.

**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 of A4 before sending the **completed form in *Word* format and any enclosures by email to:**

[**Jenny.Willis@postalmuseum.org**](mailto:Jenny.Willis@postalmuseum.org) **by 5.00pm on 25 June 2018.** 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 [Jenny.Willis@postalmuseum.org](mailto:Jenny.Willis@postalmuseum.org), to agree on 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 your application.**

Enclosures can include: evidence of demand which 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 a 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. Applicants who have not heard the result of their application by 10 August 2018 should assume that they have been unsuccessful on this occasion. The BAC will not provide feedback to unsuccessful applicants unless otherwise requested.

The decision of the BAC’s Cataloguing Panel is final. The BAC will not divulge details from the forms to a third party without prior consent. The personal data provided will only be used to process your application and will be held securely for a limited time.