

**BUSINESS ARCHIVES COUNCIL**

**CATALOGUING GRANT FOR BUSINESS ARCHIVES**

**2022**

**GUIDANCE NOTES FOR APPLICANTS**

This guidance is to help you decide if this is the right grant for you. The notes are there to help you complete your application.

We welcome your queries - contact Natalie Attwood, Administrator, BAC Cataloguing Grant, 2022: [natalie.attwood@rothschildandco.com](mailto:natalie.attwood@rothschildandco.com)

Key points:

* Due to the pandemic, timescales for project completion are flexible. Amendments to the timeline can be agreed between successful applicant and the BAC. The BAC however requests brief bi-monthly email updates from the applicant to the Grant Administrator.

The BAC fully endorses the Archives and Records Association (ARA UK and Ireland) Pay Review Group standards for ensuring that archive staff are appropriately paid. Grant recipients must incorporate them when planning budgets and delivering their project. Read the [ARA Pay Review Group](https://www.archives.org.uk/images/Pay_Review_/20201001_Pay_Review_Group_-_freelancer_guide_-_final_Board_approved_-_rev_for_publication.pdf) guidance.

**A: Frequently Asked Questions (FAQs)**

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

The grant is to fund the cataloguing of records of businesses with historical value in either the private or public sector. The aims are to:

* provide financial support to businesses and other organisations that manage business archives
* make more business archives accessible
* help prioritise underrepresented business archives with research and engagement potential
* create opportunities for people to gain experience in cataloguing business archives – individuals can be archivists, people seeking a career in heritage and volunteers

The grant is awarded to an organisation to fund the time spent by individuals working on a cataloguing project. The fund cannot be used for other activities or materials.

It is run annually and funding is provided by the BAC. The grant was launched in April 2010 as part of a National Strategy for Business Archives.

The decision on the award of the grant will be made by a Cataloguing Grant Panel established by BAC. The Panel will consist of three individuals with experience in business archives, academic research and outreach.

Panel members will not judge applications where they have a research or employment affiliation.

1. **How much is available and what can it be used for?**

This year a single award of **£5,000** **is available to cover project individuals’ time only, to undertake cataloguing of business archives.**

* The award cannot be used to cover other activities such as outreach events unless the activity directly includes cataloguing (such as a volunteer session sorting items) or materials such as conservation, packaging, office supplies, software applications, or equipment.
* The BAC welcomes applications which demonstrate match-funding – outlining the wider budget for aspects the BAC grant cannot be used for.

The grant will be paid in full at the beginning of the project. Payment will be made directly to the recipient by BAC. The cataloguing project is usually to be carried out within six months from the date of award, depending on pandemic factors.

1. **Who can apply to the Cataloguing Grants Programme?**

The scheme is available nationally in the United Kingdom.

Applications are welcome from all organisations, whether private or public sector, that hold business archives. Applicants can be a business, local record office, university, museum, charity, specialised repository, or other organisation.

Applicants do not have to have awarded [Archive Service Accreditation](https://www.nationalarchives.gov.uk/archives-sector/archive-service-accreditation/) status. However, applicants who state they are either working towards Accredited Status or aware of the principles of Archive Service Accreditation will enhance their applications.

Applicants who have previously applied to a BAC Cataloguing Grant are welcome to apply. The BAC will not award a grant again to the same organisation within three years from the date of completion of their last BAC-funded project.

1. **What projects are eligible?**

The following mandatory criteria apply:

* Only applications covering individuals’ time spent on cataloguing business archives will be considered. **The grant does not cover conservation work/materials or packaging or outreach tools.**  These should be met by applicants’ own budget or other funders, explore [The National Archives website](https://www.nationalarchives.gov.uk/archives-sector/finding-funding/)
* The collection(s) must be archives of a company/companies, business individual(s) or organisation(s) with company status. This status having been registered during part or all its lifetime, for example with Companies House as either a for profit or not-for profit organisation
* The archive(s) may contain a variety of items, including written documents, printed material, photographs, film and sound recordings, in hardcopy and/or digital formats.
* 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. Work can includecataloguing 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 and/or specialised standards for specific record types and formats (for example, the [International Standard Archive Description (ISAD(G)](https://www.ica.org/en/isadg-general-international-standard-archival-description-second-edition)) and (ii) summary box list cataloguing

The BAC fully endorses the Archives and Records Association (ARA UK and Ireland) Pay Review Group standards for ensuring that archive staff are appropriately paid. Grant recipients must incorporate them when planning budgets and delivering their project. Read the [ARA Pay Review Group](https://www.archives.org.uk/images/Pay_Review_/20201001_Pay_Review_Group_-_freelancer_guide_-_final_Board_approved_-_rev_for_publication.pdf) guidance.

During the project there must be input either from a professionally qualified archivist either in the applicant organisation or from a partner body. Where the applicant organisation has no professionally qualified archivist, guidance must be sought from a professionally qualified archivist during the project. Applicants do not have to have awarded [Archive Service Accreditation](https://www.nationalarchives.gov.uk/archives-sector/archive-service-accreditation/) status. However, applicants who state they are either working towards Accredited Status or are aware of the principles of Archive Service Accreditation will enhance their applications.

* The organisation with custody of the collection(s) to be catalogued must have a published or proposed access policy. They must have presence on [The National Archives’ *Discovery* database](https://discovery.nationalarchives.gov.uk/) by the end of the project.
* The catalogued records must be publicly accessible (without charge in the case of publicly funded institutions). There must be a reasonable expectation that this will continue for a minimum of 10 years.
* Collections where their ownership is clear are eligible. These can include those in the ownership of the business and collections that it holds on deposit with a heritage organisation (including those held on open-ended deposit agreements). Grant awards will however require material to be publicly accessible for a minimum period of 10 years. Records where the owner is unknown are not eligible for this grant.
* The collection(s) to be catalogued must be held in secure storage conditions that makes reasonable provision for the long-term preservation of archives
* The applicant need not be a member of BAC. Applicants are encouraged to [join the BAC](https://businessarchivescouncil.org.uk/join_us/) to receive the benefits membership will bring.

1. **What are the assessment criteria?**

Further to previous points, 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 and budgets, with realistic and achievable 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

**6. What are the timetables and required outcomes for awarded applicant?**

**The deadline for receipt of applications is 4pm on 24 June 2022**.

* The decision of the Panel will be made and announced in August 2022.
* BAC will provide the sum of the full grant upfront at the beginning of September 2022 which shall be the date of commencement of the project.
* The deadline for completion of the project will be 31st March 2023.

At the end of the project the successful applicant should have submitted the following:

* **Catalogue descriptions:** If the catalogue is online, submit the web-link, if not, then email a copy. The applicant must also submit their catalogue to [The National Archives (TNA)’ *Discovery* database](https://discovery.nationalarchives.gov.uk/). In September 2023, BAC will monitor access to the catalogued descriptions and evidence of submission to the TNA.
* **Up to three social media posts:** with copyright-consented images for the BAC to Tweet or Retweet
* **Project report:** in Word or PDF format with images and content suitable for publication on BAC’s website. The report should inspire others through illustration of business archive highlights and learning outcomes. See previous winners’ reports for guidance on content.

**B: Completing the Application Form**

Give brief, concise answers with examples, using bullet points to help you. Obtain supporting evidence to refer to and enclose with the form.

Seek advice to help you write your application from an archive service. See [The National Archives](https://www.nationalarchives.gov.uk/archives-sector/finding-funding/how-to-fundraise/) or [Archives NRA Listserve](https://www.jiscmail.ac.uk/cgi-bin/webadmin?A0=archives-nra) for information and training opportunities on writing archive bids.

The following notes are to help you complete questions under the supporting statement (section 2) on the application form. The numbers below relate to the question numbers on the application form. Refer to enclosures of evidence in your answers.

**2.1 & 2.2**

Describe the collection(s) proposed for cataloguing and outreach activities, for example business sector. Briefly describe the records - their scope, size, date range(s), records types and formats.

Specify the records which are to be worked on. 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. Supporting evidence such as montage of images of the collection(s) may benefit your application

**2.3**

This section impacts most on the success of your application. Give reasons why the material is important and unique. Emphasise what ‘value for money’ grant funding would bring. 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 and wider benefit to which the collection relates. Explain the context of research/use 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 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. If funding has previously been applied for, please mention this and briefly explain the outcome.

**2.5**

This fund is open to organisations where there is no professionally trained archivist. However, a 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 once catalogued (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 and an outline of the project plan. Include match-funding i.e. outline all costs beyond the grant’s payment towards individuals’ cataloguing time. A separate enclosure of evidence in a project plan with budget breakdown is recommended.

**2.9**

Explain how the legacy of the project will be sustained. Detail potential future activities, events or partnerships planned beyond the project.

**C: Submission and Enclosures**

Check that you have answered all sections of the application form. Ensure that the form is no longer than three sides. Send the **completed form in Word or PDFand evidence enclosures by email** to Natalie Attwood at[**natalie.attwood@rothschildandco.com**](mailto:natalie.attwood@rothschildandco.com) **by 4.00pm on 24 June 2022**. The emailed form should include a digital signature or scanned hard copy with the signed back page authorising the application.

**Enclosures are strongly recommended. They should be limited to no more than four attachments.** Refer to enclosures in the answers you provide in section 2.

Enclosures might include:

* photographic evidence: images of examples of standout items in the collection (especially if there is a lot of visual material)
* evidence of demand such as summaries of past requests numbers of enquiries received about it
* letters of support for the project from potential users or an academic assessment or recommendation
* letters of support for the project from the business (or individuals associated with the business) demonstrating engagement with the archive
* evidence of previous funding supplied by the owner or business or previous requests for funding
* evidence of ownership such as a letter, agreement etc
* **project plans with timelines and budgets are recommended**
* relevant archive procedures and policies (i.e. procedures for cataloguing digital material)

**D: Disclaimer Note and Confidentiality**

Data Protection Act 2018 (incorporating UK GDPR): you must seek written consent from third-party individuals before enclosing their personal details in your application.

BAC will not acknowledge receipt of submitted applications unless otherwise requested.

Applicants who have not heard the result of their applicant by 12th August 2022 should assume that they have been unsuccessful on this occasion. BAC will provide feedback to unsuccessful applicants on request only.

The decision of BAC’s Cataloguing Grant Panel is final.

The BAC will distribute submitted applications by email to the appointed judges own work or personal email as advised by each judge. The BAC will not divulge any details from applicants’ submissions to any third party without prior consent.