

## Application process

Opening Archives: Bringing communities and archives together using digital technology

### Assessment criteria:

Proposals will primarily be assessed on how well they fit the criteria set out in the guidance notes and how the project seeks to achieve the following outcomes

- A wider range of people will be involved in heritage (National Lottery Heritage Fund mandatory outcome for all funded projects).
- An archive was enriched by communities adding their lived experience and different perspectives to the collections or process of collecting.
- Digital technology is used to build, broaden or deepen collaboration and/or make an archive more accessible.
- All those involved in the project learned more about archives and archiving and developed new digital and other skills.

We will also consider what resources are needed; the project plan; the budget; and the approach to community engagement.

In addition, we are keen to ensure that the final 10-15 projects that are shortlisted have a good geographical and regional spread across England (i.e., urban, rural, coastal, north, south, midlands). We also encourage applications that engage or are led by groups which are currently under-represented in the archives and heritage sector and will prioritise applications from those involving people who self-identify as sharing one or more protected characteristics defined by the Equality Act 2010.

### Assessment process:

All applications will initially be assessed by a 3-person panel from The Audience Agency against the criteria. A long list will then be presented to a steering group who have been recruited from across the heritage, archive and wider cultural sector. All panel members will be asked to register any conflict-of-interest before each round of assessments. If any conflict-of-interest is

flagged, the panel member will be asked to absent themselves and the other panel members' scores will be averaged to compensate.

### Decision making:

A final shortlist of around 10-15 projects will be selected and an announcement made in September 2021. There is an overall budget pool of £40,000 that we will distribute across the selected projects depending on the amount they request. We may ask applicants to revise their budget should the panel feel that the breakdown of costs is over or under-estimated or if there are opportunities to pool resources.

### Evaluating your project:

A key outcome of this programme will be collecting and sharing learning from across all of the action research projects. This will require successful projects to complete short reporting and monitoring forms along the way. We'll also check in with you occasionally and help you to publish information and stories that emerge from your projects. There will be learning events taking place online, and in-person should Covid-19 restrictions allow, that we will expect supported projects to take part in. Further details of these will be made clear once the final projects have been selected.