

# CAHG Case Study

## Community Archives and Heritage Group

### Hadleigh & Thundersley Community Archive

16th April 2013

# Experiences of Hadleigh & Thundersley Community Archive

- Thanks to Sue for the invitation
- Our archive, SEECA,
- Your archives, you
- What we hope to cover

# HLF Application Structure

- The All Our Stories programme:
- Three people needed
- Full copy is about 17 pages of PDF
- Blue important, Red more so

# HLF Application Structure: Our Experience

- We used ~2,500 words: six areas
- Pre-discuss with contact in HLF
- The form is long, so work from WP
- Word processor, to count + spell

## Section 1:

- Identify the heritage focus and ...
- Say how you'll explore and share
- Print declaration, sign and send
- Project Title  
memorable + achievable

# Section 1: Our Experience

- Note bid ref, e-mail, password,
- Organise who has access
- Design a reasonable timetable
- Invest in the 100 word “lift pitch” - what you can say in 20 seconds

## Section 2: Details of organisation, its status

- Details of contact person
- Organisation's purpose, structure
- Who, what, how, why: 200 words per
- Bank account details

# Section 2: Organisation

## Our Experience

- Constitution = HLF ideal
- Comply with the constitution
- Do bank account before needed
- Use dual signatory bank account



## Section 3:

### What does your project focus on?

- Explain the project in 200 words
- Why is it important to community?
- Tick boxes for activities planned
- Careful: activities you can deliver

## Section 3 (cont 1)

### Describe activity in 200 words

- Each class of activity 200 words
- Each activity within class 200
- How shared with others 200
- WHY is it good? WHAT achieved?

## Section 3 (cont 2)

- How will you celebrate? 200 words
- How will you report success?
- Choose media e.g. Blog, Twitter
- Project must finish in under a year

## Section 3

### Our Experience

- Help others to help you
- One job = at least two purposes
- Chose free, easy = Blog, Twitter
- Timetable project to finish in time

## Section 3

### Our Experience

- Prior project's good outcomes!
- Prepare finance accounts early
- Linked Twitter, Blog & archive
- Recycled knowledge

## Section 4 - Costs

- Explore costs: answers in S.3
- Sharing costs: answers in S.3
- Celebration / Digital story costs
- Table of costs; actuals to compare

# Section 4 – Costs

## Our Experience

- Include other grant(s) in costing
- Build total delivery and costs:
- **Budget to include VAT !**
- Some free items, e.g. archive

# Section 5

## Further Information

- About your team; not application
- Is focus on **a** group or **X** groups?
- Say which groups by ticking boxes
- If not a special group, tick this box



# Section 6

## Required Documents

- Use drop-downs: docs go to HLF
- Constitution includes: organisation name, aims, limits on funds spent
- Date of constitution, Chair signed?
- Accounts for last financial year

# Section 6: Organisation

## Our Experience

- Constitution to match HLF ideal
- Comply with the constitution
- Bank account before needed
- Use dual signatory bank account

## Section 7 - Declaration

- Info in S. 3 not for public?
- Terms of grant /managing grant
- Start within a year of award
- **DO NOT start until 2nd HLF OK**

## Section 7 (cont 1)

- Terms of grant last 10 years
- You can apply, it's your risk
- You agree HLF use of information
- HFL can check info. / documents

## Section 7 (cont 2)

- Project within your powers
- You can accept and repay grants
- Misleading statements: just don't
- Don't start till **2<sup>nd</sup>** OK from HLF

## Section 7 (cont 3)

- Signer of declaration: not contact,
- Has authority to (e.g. chair)
- Authorised signer for partnership
- Property owner signs {not lead partner}

## Section 8: Submission

- Review for **clarity / achievability**
- View upload {click draft print button}
- Save PDF of application
- Keep back-up useable copies

# Summary

- Read the instructions and dates
- Work as a team to draft the text
- Apply for what you can achieve
- Save PDF, make 1-pager for PR



# Summary of aspirations . .

- Contacts with new recruits
- Deliver novel publications
- Build community pride

<http://www.hadleighhistory.org.uk>

<http://hadleighaosthundersley.wordpress.com>

**@CunningMurrell**

# Experiences of Hadleigh & Thundersley Community Archive

- No plan gets delivered exactly
- Challenges are opportunities
- Events with dual purposes
- And now, one more thing!



# Opportunity to explore further: 2:15 p.m - 3:30 p.m Open Forum

- Thanks for listening!
- What would most help you?
- Can you help us?
- The Open Forum is a chance to ask, debate and suggest.