

Area Board Grant Detail Mere Historical Society

Started on: 13/11/2013 19:55:13

ID: 412

Current Status: Application Received

To be considered at this meeting:
05/02/2014 South West Wiltshire

Current Case Notes

09/01/2014 09:29:30 Applicant confirms that 'cataloguing' costs covers the expense of hiring somebody to do the cataloguing.

16/12/2013 16:16:32 Have asked for clarification on 'cataloguing' (expenditure), as to what exactly this includes.

25/11/2013 11:02:10 Further update provided by applicant: The SWWAB supported the first phase of cataloguing in 2011. We were using a borrowed laptop, and using Excel as a first stage, planning then to convert these entries to MODES which is our preferred programme. It is what we use at the Museum. At that time it was not possible to use MODES directly, partly because it would have been very costly. Once the records were complete and transferred to the Museum computer, where the catalogue will eventually sit alongside the Museum catalogue (where MODES is licensed to be used), the Hist. Soc. archive catalogue could be converted - a long and unwieldy process. However now, when this second phase is being planned, it seems that things have changed and it is now possible for the Hist. Soc. to have a copy of Modes on its own laptop for the cataloguing process. The computer used has to be portable as the archive is a) not in the Museum and b) an unsuitable place to work and c) has to be transported to the cataloguer's office (she is free-lance - there are very few professional MODES cataloguers).

22/11/2013 14:46:10 Further clarification provided by applicant: - We chose the Acer Aspire laptop from the vast range available based on the performance and specification it offered at an attractive price and from a major manufacturer. We feel that this would meet the relatively simple needs of this project and provide a suitable system for the coming years. - We picked the Acer Aspire laptop as the screen size is 15in so easier to work with, and the space available for a numeric keyboard is much easier for keying in catalogue numbers. - While the laptop is being used to do the cataloguing it will be in the care of the cataloguer, Jacqueline Ramsay. Once this is complete, it will be returned to the Archivist and will be kept in the Archive Cabin in the gallery of the URC, where the archive is housed. - There is no existing equipment. Project was awarded funding by the Area Board in 2011 for cataloguing so I have asked the applicant for further details: - what was achieved through the original funding? - why is a laptop required at this stage rather than the current system in place?

21/11/2013 10:24:26 Application received

1. Which type of grant are you applying for?

Community Area Grant

2. Amount of funding required?

£501 - £5000

3. Are you applying on behalf of a Parish Council?

No

4. If yes, please state why this project cannot be funded from the Parish Precept

5. Project title?

To catalogue Mere Historical Society's local history archive

6. Project summary:

Mere Historical Society holds an archive of around 15000 items documenting Mere's history, variously assembled by successive historians for over 100 years. It is now housed in a recently-constructed, purpose-built 'cabin' in the unused gallery of the United Reformed Church, Mere, all items stored in archival-quality polyester pockets within acid-free boxes. 5000 items were catalogued in 2011-12 as a trial project using a borrowed computer. The Society now wishes to catalogue the remaining 10000 items so that the archive can be used, and to purchase a laptop to enable this to be done in situ, now and in the future.

7. Which Area Board are you applying to?

South West Wiltshire

Electoral Division

Mere

8. What is the Post Code of where the project is taking place?

BA12 6DD

9. Please tell us which theme(s) your project supports:

Heritage, history and architecture

If Other (please specify)

10. Finance:

10a. Your Organisation's Finance:

Your latest accounts:

12/2012

Total Income:

£2796.20

Total Expenditure:

£4927.17

Surplus/Deficit for the year:

£2130.97***

Free reserves currently held:**(money not committed to other projects/operating costs)**

£2852.30

Why can't you fund this project from your reserves:

a) £750 from the reserves have been made available to help fund this project. b) The reserves are also needed to fund the expanding archive in the future. ***Deficit of £2130.97 but provision of £2507.50 made against 2012 expenditure in earlier year. Net surplus £376.53

We are a small community group and do not have annual accounts or it is our first year:

10b. Project Finance:

Total Project cost		£6568		
Total required from Area Board		£3218		
Expenditure (Itemised expenditure)	£	Income (Itemised income)	Tick if income confirmed	£
Cataloguing	5978	Donation	yes	2000
Acer Aspire V3-571 laptop	480	Mere Historical Society	yes	750
Microsoft Office	110	Lecture Hall Trust grant	yes	500
		Mere Films grant	yes	100
Total	£6568			£3350

11. Have you or do you intend to apply for a grant from another area board within this financial year?

No

12. If so, which Area Boards?

13. Please tell us WHO will benefit and HOW they will benefit from your project benefit your local community?

Everyone, regardless of their age, gender or background, who is engaged in family history research, or research into other aspects of the history of Mere (e.g. farming, industry, trades and businesses, schools, churches, mills, streets and houses etc.) will be able to consult the archive catalogue online, or in hard copy at the Library, to identify documents of interest to them. They can then request copies of these documents from the Archivist if this is appropriate, or can apply to consult documents in person at the Library where the Archivist will make them available. From time to time, Mere Museum will draw on the contents of the archive to produce local history exhibitions. By these means the archive will fulfil its twin purposes which are to enrich Mere people's knowledge of their own history and rich cultural heritage, and to preserve this expanding cultural resource as a legacy for the future. The easy availability of this archive will help to 'foster a sense of belonging' and a feeling 'of being part of a local community' which in turn should contribute to the building of strength and resilience within that community. There cannot be many small towns that have their own, easily accessible local history archive, and it should be a source of pride for members of that community. Its existence may well encourage those who are currently carrying out family or local history research relating to Mere, wherever they now are in the world, to deposit copies of their work in the Archive, thus further enriching it.

14. How will you monitor this?

The Society's website will be able to record the number of 'hits' the catalogue receives. The Archivist will keep a record of how many enquiries arising from the catalogue are made about material in the archive, and how many items are added to it.

15. If your project will continue after the Wiltshire Council funding runs out, how will you continue to fund it?

The requested funds are to complete the catalogue and to purchase a laptop computer for this purpose. Continuation of the catalogue as new items are added and further storage materials required, will be funded from the Society's reserves. It is expected that the laptop computer will give many years of cataloguing service.

16. If this application forms part of a larger project (eg. building of new village hall), please state what this project is and approximately how much the overall project will cost.

17. DECLARATION

Supporting information - Please confirm that the following documents will be available to inspect upon request:

Quotes:

yes I will make available on request 1 quote for individual project costs over £500 & 2 quotes for project costs over £1000 (Individual project costs are listed in the expenditure section above)

Accounts:

yes I will make available on request the organisation's **latest accounts**

Constitution:

yes I will make available on request the organisation's Constitution/Terms of Reference etc.

Policies and procedures:

yes I will make available on request the necessary and relevant policies and procedures such as Child Protection, Safeguarding Adults, Public Liability Insurance, Access audit, Health & Safety and Environmental assessments.

Other supporting information (Tick where appropriate, for some project these will not be applicable):

yes I will make available on request evidence of ownership of buildings/land

And finally...

yes The information on this form is correct, that any award received will be spent on the activities specified.