

## **HLF Our Heritage Application**

### **PROJECT ENQUIRY FORM : STORIES OF NORTH-WEST ESSEX**

#### **2a What is the heritage that your project will focus on?**

Collections of Saffron Walden Museum – heritage of North-West Essex

Specifically, around 150,000 objects and specimens and associated information telling the story of Uttlesford district (north-west Essex) – its geology and landscape, natural environment, ancient and recent human history and culture.

#### **3b Describe what your project will do**

##### **‘Stories of North-West Essex’ – inspiring people by developing the use of our collections**

Following the recent move of the Museum’s collections into our new purpose-built off-site store at Shirehill, Saffron Walden, and development of a Collections Volunteer team, we want to maximise these resources to provide significant and tangible public benefits

##### **Heritage Outcomes**

1. Extensive and varied museum collections (around 150,000 objects and specimens) relating to NW Essex and the wider region will be better managed, and made far more accessible and usable
2. Interpretation of the collections and associated information will be significantly improved and revised, by the development of ‘Stories of NW Essex’ and the outreach programme, leading to production of a display brief for the Museum’s galleries
3. Some particular areas of the collections, e.g. geology and rocks, minerals and fossils, will benefit from specialist identification and assistance with interpretation, opening up new possibilities for future use and research. Agricultural collections represent another important aspect of the district’s history but are in need of research and are under-represented in the museum’s displays. The large collection of documents and ephemera could contribute to many narratives but these will only emerge in the course of cataloguing and research.

##### **People Outcomes**

4. Volunteering opportunities and work experience placements will be created, estimated at 1,280 volunteer days over the 2-year period for the project
5. Skills and interests developed in cataloguing, research, IT and digital imaging

6. Greater engagement and development of knowledge in the collections and the subjects they cover, increasing their enjoyment and 'sense of place'
7. Access to the collections for all potential users will be radically improved through digitisation and piloting of on-line searching, using discrete groups of objects to support the outreach programme. This will require an upgrade to the Modes Complete software, but help the Museum to reach wider audiences.

### **Community Outcomes**

8. Involvement of a wider community of people with the Museum collections and future development of the Museum, through volunteering and the outreach programme
9. Enhancing our offer to schools and more remote areas of our large and mainly rural district through learning and outreach
10. Enabling the Museum to move forward with the next stage of its Forward Plan – to extend and re-display the museum, attract more users and income, making it resilient and more responsive to its community and visitors

### **4a When do you expect your project to start and finish?**

Start: June – Sept 2017

Finish: June 2019

- Year 1:
- Collections –inventory on computer (basic, new locations) for everything
  - Specialist identification work on geology and other selected collections
  - Curatorial staff - start putting together some story lines, oversee project
  - Project Collections Officer (f/t)– providing access and supervision for volunteer and work experience cataloguers, working with curatorial staff (subject specialists), cataloguing large archaeological backlog and incoming excavation archives
  - Digitisation Assistant (p/t) – capturing and processing digital images of collections, training volunteers to assist with digital imaging
  - Assess best options for putting collections on-line and ways of providing access to suit identified target audiences
  - Learning & Outreach Officer - embed programme with schools, plan outreach and pop-up events and evaluation of stories for 2018
- Year 2: Collections – continue with inventory on computer

Curatorial staff working with Designer, to select storylines, objects and specimens for further research and more detailed cataloguing

Outreach programme to test ideas and carry out public consultation, delivered by Learning & Outreach Officer with support from curatorial staff

Pilot on-line collections via website, and other activities to make collections accessible (e.g. workshops at Shirehill store, activities at other venues)

Cataloguing book collections: project with Saffron Walden Town Library Society (local studies collection) to co-ordinate cataloguing across both Museum and Town Library Collections and provide on-line access to both collections for local history researchers

Display brief produced – ‘the story of NW Essex’ – and supporting materials for use on-line, in traditional printed form, for schools and general interest, and for re-display of Museum galleries

#### 5a How much is your project likely to cost?

Activity	£
Staff: 1 x Collections Project Officer for 2 years incl. on costs (Sc 6) to document archaeology and other collections supervise volunteers at store, assist with researching stories and providing access	65,000
Staff: part-time 18 hrs pw Digitisation Assistant for 2 years including on-costs (Sc 4) to capture and process digital images of objects and specimens	25,000
Additional IT equipment incl A3 scanner, materials, cameras, software, PC, work station, chairs	5,000
Equipment and materials for pop-up displays, events, learning and consultation	5,000
Specialist support to help identify and research collections, train staff and volunteers (geology; other collections?)	5,000
Designer to work with curatorial staff on developing story lines (Year 2)	10,000
Cost of Volunteer input calculated on HLF formula @ £50 per day	64,000
Volunteer programme expenses (training sessions and materials, refreshments)	£1,000
<b>Total</b> including cost of volunteer input	<b>180,000</b>
Less funds anticipated from other sources*	81,500
<b>Balance requested from HLF</b>	<b>98,500</b>

#### \*Other Sources of Income

Source of matching funding	£
Council (from accrued archaeological deposition charges) minimum*	5,000
Museum Society contribution	7,500
Volunteer contribution calculated @ £50 per day (1,280 days)	64,000
Small grants from various sources, e.g. Curry Fund (geology) and/or others?	5,000
<b>Total</b> including volunteer contribution, <b>45% of total project cost</b>	<b>81,500</b>

\* Hope this may rise to £7,500 but depends on timing and rate of deposition by archaeological contractors which is outside the Museum's control

**In addition, Uttlesford District Council** are providing **an extra £13,630 per year** (growth item) for the Museum budget from 2017-18 to re-establish the Learning & Outreach Officer post (vacant since Oct 2015) as a permanent post. **Saffron Walden Museum Society Ltd** have paid **£1,000** for a project to digitise the Museum's series of 19<sup>th</sup>- century illustrated accession registers, so that the registers can be accessed on computer at the Shirehill store by multiple users. Entries from accession registers 1904- onwards have been entered onto spreadsheets by volunteers so that these are also available and searchable by staff and volunteers on computer.