APPLICATION FORM

Please read the advice on our website ([www.nmct.co.uk](http://www.nmct.co.uk)) before completing this form. Our application deadlines are 1st April and 1st October every year.

Submit your application (in Word format) and enclosures **by em**ail to: [info@nmct.co.uk](mailto:info@nmct.co.uk)

1. Summary

**Name of applicant institution** *(or lead applicant in the case of a joint bid):*

**Project title:**

**Items to be conserved (inc. date):**

Planned start and completion dates: From To

**Total Project Cost: £**

**Amount of grant you are seeking: £**

2. Contact information

**Name, job title and address for lead contact:**

Email: Phone:

3. Applicant Institution

3.1 **Brief details about your institution** – its history, objectives and scope (up to c200 words)

**3.2 Is the applicant institution an Accredited Archive Service?** Yes No

[www.nationalarchives.gov.uk/accreditation](http://www.nationalarchives.gov.uk/accreditation)

3.3 Has it been inspected by TNA in the last 5 years with

no significant changes of accommodation? Yes No

3.4 Provide an outline of your current archive storage conditions and any plans for developments or improvements. Provide summary environmental data for the past year (attach an extra sheet if necessary*).*  *If the answer to the question 3.2 or 3.3 is Yes, this question may be omitted*

4.0 The Project

4.1 **Project Title**:

4.2 **Collection(s) to be conserved and its significance in a national context** *(up to c200 words; please include the date(s) of the items to be conserved)*

4.3 Ownership and cataloguing

**Is the material owned by the applicant institution?** Yes No

*If not please give details of the owner and supply a letter indicating their support for this application and their agreement to NMCT’s terms and conditions of grant.*

**Is the material catalogued?**  Yes No

If yes, is it available online? Yes No

If yes please give URL:

If no, is a copy available in the

National Register of Archives? Yes No

4.4 **What number/quantity of manuscripts will be conserved? How were they selected for conservation?** (e.g. conservation survey, high use etc) (up to 100 words)

**4.5 Proposed treatment**.*It is most important to provide* ***FULL details*** *of the conservation treatment You should include* *detailed conservator’s report on proposed treatment, materials to be used, reasons for choice of specific treatment and what you hope to achieve from it. Please include information about future housing/storage and how you hope to make the objects in question available to the public.*  *–*  *Please* ***provide images*** *that show the current condition of the items.*

**4.6 Outcomes and benefits** *Please tell us how the conservation project will help you provide more access to the collection*

5.0 Project Management and Staffing

5.1 **Who will manage the project?**

**5.2 How many staff will the project employ and for how long?**

**Conservator(s) (please give names):**

**Is/are the conservator(s) accredited?** Yes No

*The NMCT normally expects conservators working on, or supervising, grant-aided projects to be accredited (see* [*www.conservationregister.com*](http://www.conservationregister.com)*).*

**5.3 Other staff** (please specify):

**5.4 Will any volunteers be involved in the project?** If so how many and what would their role(s) in the project be?

**5.5 Will there be a training element to this project** (e.g. an internship, training of volunteers etc)? Please give brief details

6.0 Project Costs and Funding

**6.1 Please explain why it has not been possible to conserve the collection using existing resources**

**6.2 Please give a detailed breakdown of total project costs, including materials** (*below or on a separate sheet) AND indicate how much you are seeking in grant.*

*If the project has more than one phase please make this clear in your breakdown, indicate for which phase you are seeking support and give a timescale for all phases*

**6.3 How much funding to you have available from other sources** (own budget, trusts & foundations etc.)?

**IF you have applied for HLF funding for this project please indicate whether you have a Stage 1 pass or a Stage 2 pass.** *Note that applications cannot be considered until a Stage 1 pass has been achieved.*

**6.4 Is your institution VAT registered?**  Yes No

If yes, please EXCLUDE VAT from your costings and grant request

It helps us to know how you found out about NMCT, was it:

[www.nmct.co.uk](http://www.nmct.co.uk) TNA website NMCT leaflet/annual report

Other (please specify):

**Checklist of enclosures**

Please check that you have enclosed the following with your application:

1. Full conservation treatment proposal if you have NOT included it in the relevant box above
2. Images of the items to be conserved, showing their current condition (as a guide, 4 images)
3. Summary environmental monitoring data for the past year if available.
4. Copy of any finding aid to the material if not available online or in NRA
5. Evidence of support for the application (and acceptance of NMCT’s terms and conditions) by the owner of the material, if the deposited collection is not owned by the applicant.

**Declaration**

I declare that I have authority to submit this application and that the information I have given in this application is true and complete:

Name: Job title:

Signature (scanned): Date:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

DATA PROTECTION

Your application, reports and correspondence relating to this project will be retained in the NMCT archive. We will use the contact details you have provided to send you a copy of our annual report and occasional mailings about our grants.  We will never give this information to anyone else.

**I WOULD like to receive NMCT’s annual report/information about NMCT grants: ☐**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*NOW - Please email your application (in WORD format) and your enclosures to: info@nmct.co.uk*

If you have any queries about your application or completing this form that are not answered by our website, please feel free to contact Nell Hoare at [info@nmct.co.uk](mailto:info@nmct.co.uk)