Final Report

On completion of a project funded by The National Manuscripts Conservation Trust a final report is required. Once the satisfactory final report has been approved by NMCT, the outstanding 50% of your grant will be paid.Please complete this form and email it to info@nmct.co.uk

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**Institution of applicant**:

**Title of Project:**

**NMCT reference number**:

**Name of lead contact and job title**:

**Address**:

**e-mail**:

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*Background to project*

Please give details about the completed project, its history, objectives and scope - you may be able to cut and paste this from your original application (max 250 words)

*Description of treatment*

Including what quantity of manuscripts/material was conserved during the project. Please describe how the collection was conserved/preserved. Describe methods, materials used and any enclosures. If this differs from the treatment stated in your application please highlight this and give details. (max 750 words)

*Financial Summary*

Set out project costs in application compared to actual costs incurred

*Outcome and benefits*

Please tell us how this grant has helped you to provide more access to the collection (e.g. access to researchers, e-access, exhibitions). If the project resulted in training benefits (for interns, staff or volunteers) please summarise these briefly. If the project has resulted in any wider benefits for your collections or the service, do tell us. 250 words

*Digital Images*

Please provide images (at least 5MB each via WeTransfer or similar file transfer system) of the completed project together with short captions for each image plus a note of the credit line that should be used. By providing images you are agreeing that they may be used for promotional purposes by NMCT, for example in the Annual Report and website. As a guide, please send up to a dozen images that best ‘tell the story’ of the conservation project (please do NOT send your complete image archive for the project!).

*Final Instalment of your grant*

Once the Trustees have seen and approved this final report a BACS payment will be made to cover the final instalment of your grant.

**Please give details of the bank account and any payment reference**

|  |  |
| --- | --- |
| A/c Name:  |   |
| A/c number:  |  |
| Sort:  |  |
| Payment reference, if any: |  |

Your name and job title:

Signature (please add scanned signature):

Date:

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DATA PROTECTION

Your application, reports and correspondence relating to this project will be retained in the NMCT archive.

We would like to 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.

If you WOULD like to receive our annual report/information about our grants tick here: ☐