

## NOTES TO ASSIST IN COMPLETING NMCT APPLICATION FORM

These notes give you guidance on the information that you should include in your application. If anything is unclear please do contact Nell Hoare on [info@nmct.co.uk](mailto:info@nmct.co.uk).

### THE MATERIAL

- Ownership of the material that is the subject of the application. If the applicant institution does not own the item(s) you must provide a letter from the owner indicating their agreement to and support for your application.
- For more information on eligibility please see our website.

### APPLICANT INSTITUTION (Section 3)

- Brief details of the history of the institution applying for the grant.
- Its objectives and subject scope, and any restrictions on use (e.g. members only); its relationship to other similar institutions and collections; times when open to members of the public.
- Details of the annual income and expenditure of the institution.
- a description of the conditions in which the material is, or will be housed (e.g. type of shelving, temperature and humidity controls, security arrangements).

### THE PROJECT (Section 4)

- a description of the material to be preserved, including an explanation of its intrinsic merit and its importance in a national context.
- an indication of the present and expected use of the material.
- if a large project is proposed, or if more than one type of material is included in the application, an indication of the relative priority of each part of the work.
- How did you select the items that are the subject of this application for treatment?

### PROPOSED TREATMENT (Section 4.4)

**This is a most important section** – the proposed treatment will be assessed by conservators who advise NMCT Trustees on the appropriateness or otherwise of the treatment. You should include a full conservation treatment proposal which gives:

- a description of the present condition of the material.
- the conservation work to be carried out, indicating the reasons for the various treatment choices and what it is hoped will be achieved by the treatment.
- Selection of images of the items (as a guide, four images).
- You should also give information about the future storage/housing of the items
- And finally (Q 4.5) tell us about the access benefits that will result from the project

### PROJECT MANAGEMENT AND STAFFING (section 5)

- If staff are to be specially employed for the project please include details of salaries to be paid, superannuation and national insurance costs.
- Give qualifications and experience of any people who will be specially employed (note that the NMCT would expect conservators to be accredited).

- a timetable for the project, including a breakdown of the costs for each year, if relevant, giving the date on which it is hoped to begin and finish the work, if known..
- We are interested to know whether there will be any training element, for example for early career conservators, experienced conservators who will augment their skills through this project or volunteers.

#### **PROJECT COSTS AND FUNDING (Section 6)**

- Tell us why the work cannot be paid for from the institution's own resources
- Give a detailed breakdown of project costs, including conservation materials.
- If the project has several phases please indicate the estimated total cost of the work as well as the cost of the phase towards which you are applying for funding.
- Amount of grant you are seeking
- Statement of how any grant made will be spent, for example on employing temporary staff to do the work; on employing temporary staff to relieve permanent staff so that they can do the work; on external contractors, etc.
- The contribution that will be made by the applicant
- Details of any committed contributions from other sources
- Details of any related applications to other funding bodies. *Note that if the project for which you seek NMCT funding is the subject of an application to NLHF your application must have been awarded a Stage 1 pass by NLHF before we can consider it.*

#### **NOTE:**

- The NMCT does not give grant towards capital costs or equipment.
- You can apply for up to 100% of the total cost of the project, however do bear in mind that the NMCT's funds are under great pressure so if you can secure funding from other sources and so reduce the grant you seek from us the chances of success are likely to be greater.
- Most grants tend to be in the range £500-£10,000. Some larger grants are awarded – up to c£20,000 - but the funds we have available means that few can be awarded at this level.
- If the conservation project is not completed within five years then, depending on the particular reasons for the delay, the NMCT has the power to rescind its award. This may include cancellation of the second 50% of the grant and even repayment by the Beneficiary to the NMCT of the first 50%.