

Grant Conditions

All grants awarded by the National Manuscripts Conservation Trust (Registered Charity no. 802796) are subject to the following general conditions:

1. NMCT must be informed in advance if archive or manuscript conserved with the help of a grant from the NMCT is to be sold, pledged, charged or otherwise disposed of.

The grantee must give the NMCT not less than 60 days prior notice of its wish to sell or otherwise dispose of any archive or manuscript. If the NMCT-assisted object is disposed of with the consent of the NMCT, the Beneficiary acknowledges that the NMCT may exercise its right to receive from the Beneficiary an amount in cash equal to our grant or 10% (ten per cent.) of the proceeds of the sale, whichever is the greater.

The Beneficiary must pay whatever the NMCT decides is appropriate in the circumstances.

2. Any works proposed in future which materially affect the item/collection that is the subject of a grant must be submitted to us before the work begins.
3. The Trustees of the NMCT or their representatives may inspect the manuscripts in question at any stage from the submission of the application to the completion of the conservation work.
4. Awards from the NMCT must be spent solely on the programme of work approved by the Trustees. Any proposed departure from the approved project must be referred to the NMCT for prior approval. Any part of the grant that is not required for the approved purpose is to be refunded to the NMCT.
5. In the event that the final cost of the project is less than stated in the original application, the final instalment will be reduced accordingly to ensure the NMCT's grant does not exceed the percentage originally awarded. Applicants whose projects fall into this category must notify the NMCT as soon as they become aware that the final cost will be less than originally anticipated.
6. Grants will normally be paid in two equal instalments: 50% when the grant is awarded and the applicant has confirmed agreement to any grant conditions, and 50% when the project is complete and the Trustees have received a satisfactory final report.
7. Payment of the final 50% of the grant will only be made on receipt of a satisfactory final report using the NMCT's final report form (downloadable from NMCT website). Reports should be sent by email in Word format to info@nmct.co.uk.
8. The recipient of this conservation grant acknowledges that the NMCT expects the project to be completed within a maximum of five years, starting with the date of the payment by the NMCT to the Recipient of the first 50% of the grant.
9. If the conservation project is not completed within five years, the Beneficiary acknowledges that, 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%.
10. The NMCT's grant should be acknowledged in any exhibition, publicity material) in connection with the project (including websites, blogs and newsletters and in any conference presentations or posters about the project.

11. Copies of before, after and in progress photographs should be provided to illustrate how an award has been used. These photographs may be used in future NMCT publicity material.

Additional conditions may be applied on individual project. Any such conditions would be set out in the grant offer letter.

If the NMCT's conditions of grant are not complied with the NMCT reserves the right to cancel the offer of grant, or to claim repayment of the grant if already paid.