

The Museums, Libraries and Archives Council

Preservation of Industrial and Scientific Material (PRISM) Grant Fund

Application Form

Details of applicant organisation

1.

i	Please provide the full name of applicant organisation. If appropriate also provide a shortened version of the full name where this is commonly used as an alternative (e.g. "Sir John Soane's Museum" is commonly referred to as "Soane's Museum").
ii	Please provide the full name of governing body overseeing this application (e.g. Nottingham City Council is the governing Body for the Brewhouse Yard Museum).
iii	If the applicant organisation is a registered charity then please provide the Charity Number.
iv	If the applicant organisation is a MLA Accredited/Registered museum then please provide the MLA Registration Number. RD
v	Please provide contact details for the main point of contact in the applicant organisation dealing with this application. Please include full name, postal address, telephone number and e-mail address.



Details of object(s) to be acquired and/or conserved

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i	Name of the object
ii	Maker's name
iii	Date of manufacture
iv	Place of manufacture
v	Present condition
vi	Dimensions and weight
vii	Present location of object(s) and contact name and telephone number in case an inspection is necessary



Acquisition Grants

3. Applicants applying for Conservation Grants should skip to Section 4.

i	Name and address of present owner
ii	Proposed location where the object(s) will be kept if acquired. Please be clear if this will be the principal museum named above or a branch or outstation
iii	Please provide information about the security of tenure at the new premises (the length of lease for example)
iv	If the object is offered for sale by auction, have you personally examined it at the sale room, and what steps have been taken to verify its authenticity? If you are not present at the auction who will bid for it on your behalf?
v	Purchase price. It is expected that applicant will have attempted to obtain a museum discount. Please quote both the original asking price and price after discount (excluding VAT if you will be able to reclaim it). Original asking price: Price after discount:



vi	If the object is being bought privately (i.e. not through a dealer or at auction), will either inheritance tax or capital gains tax be payable on the sale?
vii	Can you reclaim VAT?



Conservation Grants

4. Applicants applying for Acquisition Grants should skip this section.

Please note that all the topics in this section must be addressed either on the application form, or through the enclosures (see section 6). There is no need to duplicate information. However, please cross-reference where the information can be found by noting at the relevant point below its location within the enclosures.

i	When and how did your institution acquire the object(s) to be conserved?
ii	Please describe the proposed conservation work.
iii	Who will carry out the conservation work and where? Please provide a full address, telephone number and email address.
iv	Is the Conservation Practice or Conservator included on the conservation register maintained by Icon, the Institute of Conservation (Please check by telephoning 020 7785 3804, or visit www.conservationregister.com , or email register@icon.org.uk).



v	Who in the applicant organisation will primarily be responsible for specifying and supervising the conservation work?
vi	Estimated date for commencing conservation.
vii	Estimated date for completing conservation.
viii	Conservation grants are available for 12 month projects only. Please provide a breakdown of the estimated cost of the project, listing list only those costs which are eligible, including volunteer labour at the notional rate (see PRISM Fund Guidance notes for details).
	Total:
ix	Please specify the environmental conditions of storage and/or display to which the object will be returned.
x	Have you applied to another funding body for a grant towards the project? If yes, what was the outcome?
xi	Can you reclaim VAT?



Financial information

5. Please state amounts and whether they are currently secured.

In order to qualify for a **maximum 50%** grant, you must be able to raise matching funding. At least half of which must come from your own charitable income funds or other sources of grant aid. The means to acquire matching funding must be evidenced at the time of submission.

i	Total amount of eligible project costs:		
ii	Total amount of matching funding:		
	<u>Source</u>	<u>Amount</u>	<u>Secured</u> <u>Yes/no</u>
	Non-local sources (please specify):		
	Local sources (please specify):		
	Your own funds:		
Volunteer labour (at a notional rate of £50 per person per day):			
iii	Total amount requested from PRISM Fund		

Enclosures

6. Please provide the following as enclosures along with this completed application form.

i	<p><u>At least two</u> good quality photographs of the objects. In the case of documentary material photographs may not be necessary, but a summary of their contents should be provided instead.</p>
ii	<p><u>Two copies</u> of a supporting statement explaining the significance of the object to be acquired or conserved, and its importance to the history of science or technology at a national or local level.</p> <p>Also include a copy of your collecting policy where application and an explanation of how the object complies with your collecting policy.</p>
iii	<p><u>Two copies</u> of the estimate for the conservation works. The estimate should clearly indicate who the supplier of services is.</p>
iv	<p><u>Two copies</u> of the estimate for the transportation costs. The estimate should clearly indicate who the supplier of services is.</p>

Declaration

7. This section is to be completed by the Chairman of the Administering Committee or Officer with appropriate delegated authority. Please note that this form can be returned by email and in such cases no signature is required at this stage. In the event of an award being made an original signature will be required from the person named below on an Acceptance of Offer.

i	<p>I declare that the proposed project has the support of the applicant organisation and that information given in it is correct to the best of my knowledge.</p>
	<p>Name:</p> <p>Signature:</p> <p>Position:</p> <p>Date:</p>

When completed, 2 copies of this application form with **2 copies** of enclosures (supporting statement and any estimates for work to be done) and **2 sets** of pictures (if applicable) should be returned to:

Sarah Waldron
 Designation & PRISM Fund Assistant
 The Museums, Libraries and Archives Council (MLA)
 Grosvenor House
 14 Bennett's Hill
 BIRMINGHAM
 B2 5RS

Or one copy of the form, the enclosures and the pictures to:

prism@mla.gov.uk