

# National Fund for Acquisitions

## Application Form

Please email this form when completed to [nfa@nms.ac.uk](mailto:nfa@nms.ac.uk)

National Fund for Acquisitions, National & International Partnerships Department, National Museums Scotland,  
Chambers Street, Edinburgh, EH1 1JF, 0131 247 4106/4024

**1 Name and address of museum, art gallery, library or archive making acquisition**

<b>Postcode</b>

<b>Telephone</b>
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**2 Name and address of authority to which grant should be paid**

<b>Postcode</b>

<b>Telephone</b>
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**3 Accreditation Number**

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tick as appropriate: **Full**                      **Provisional**

**4 Brief description of object(s)**

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**5 Price. Please show any VAT as a separate figure and state whether your organisation can reclaim VAT. If buying at auction give separate figures for maximum bid (hammer price), buyer's premium, VAT and agent's commission (if applicable)**

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**6 Have you attempted to negotiate a museum discount?**

Tick as appropriate      **Yes**      **No**      **Not applicable**

**If yes, please state original asking price:**

**7 Have you explored other sources of funding in addition to the NFA? If so, please give details**

**8 Amount requested from NFA**

Amount requested from other national sources  
(please state eg HLF/Art Fund)

Amount requested from other national sources  
(please state eg HLF/Art Fund)

Local/own funding

£	
£	
£	
£	

**Total cost**

£	
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**9 Name and address of vendor, auction house or contractor**

<b>Name</b>	
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<b>Address</b>	
<b>Postcode</b>	

**10 Please confirm that you have checked:    Vendor's legal title      Provenance**

*A summary of the provenance must be provided at question 19*

**11 Image(s) attached:      Yes      No**

Tick as appropriate. All applications must be accompanied by images

**12 Present location of object(s). This information is required in case it is necessary for the object(s) to be viewed**

- 13 Please confirm that you, or your representative, have examined the potential acquisition and describe its condition. You may attach a separate condition report

*NOTE: All objects must be viewed by applicant or a representative*

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- 14 Place at which the object will be kept (if other than the principal museum, art gallery, library or archive named above)

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- 15 Has the proposed purchase been approved by your Committee?

Tick as appropriate      **Yes**      **No**      **Not applicable**

- 16 State any time limit on sale and confirm that the purchase has not already been made and that no commitment will be given until the result of this application is known

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- 17 Member of staff to be contacted in the event of any query regarding this application


<b>Name</b>	<b>Job Title</b>
<b>Telephone No.</b>	<b>Email</b>
<b>Address</b>	
<b>Postcode</b>	

- 18 Name, job title and address of person to whom decision letter and grant claim form should be sent, if different from above

<b>Name</b>	<b>Job Title</b>
<b>Telephone No.</b>	<b>Email</b>
<b>Address</b>	
<b>Postcode</b>	

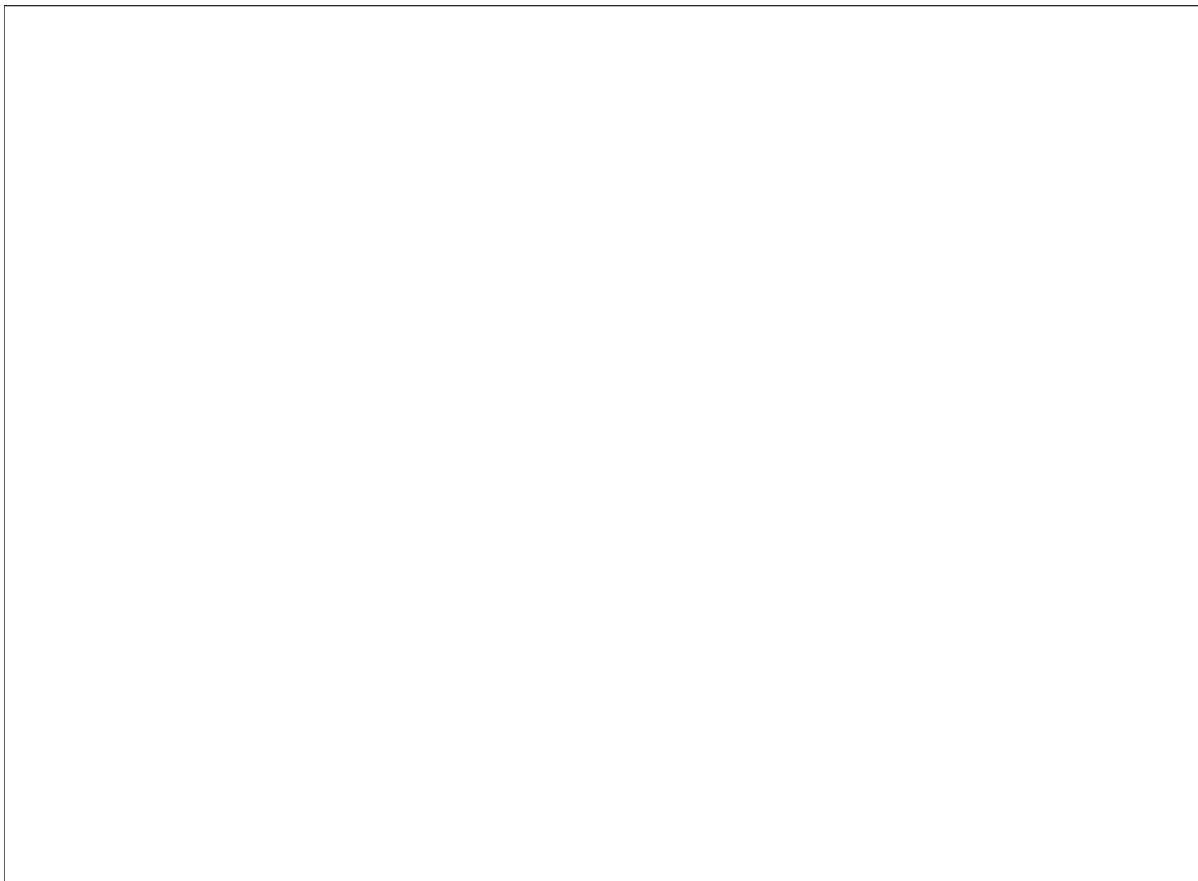
*NOTE: It is important to complete questions 19 and 20 as thoroughly as possible in order to make a robust case for acquisition. See Guidance for Applicants.*

**19 Full description of the proposed acquisition which must include (where appropriate) maker, medium, production date and place, inscriptions/marks, dimensions and provenance**

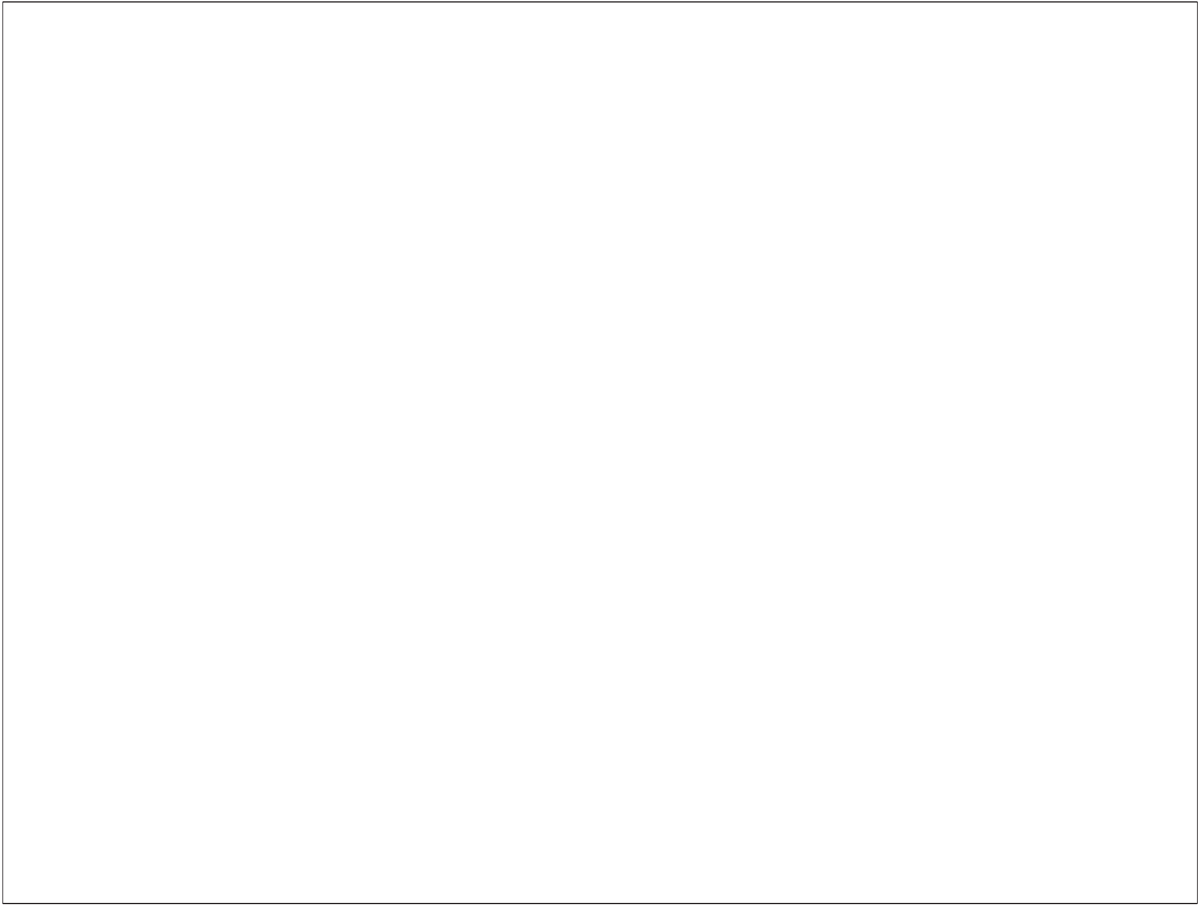


**20 Reasons for purchase and proposals for public programmes**

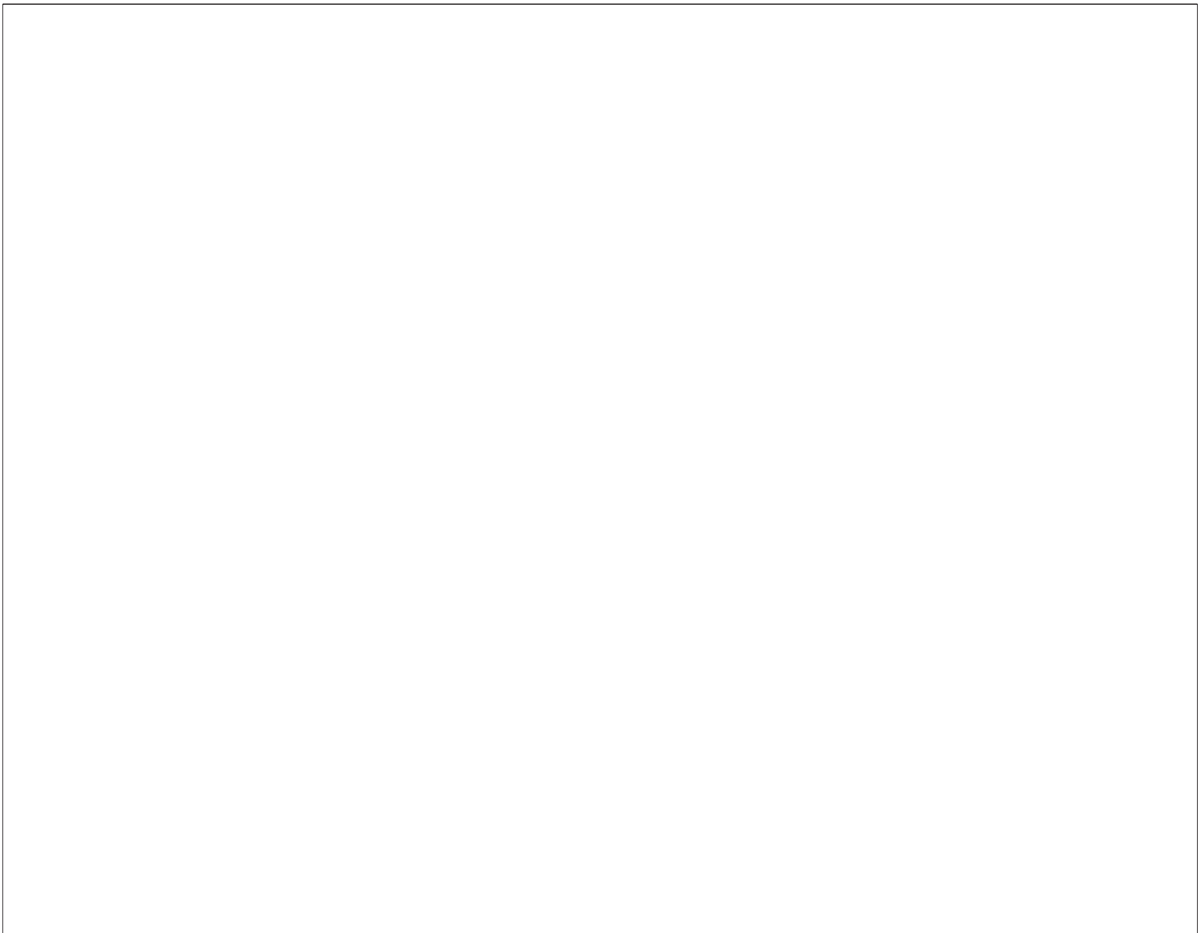
a) What is the significance of the proposed acquisition?



b) How is the proposed acquisition relevant to your organisation's collecting policy?



c) How will the proposed acquisition enhance or develop your existing collection?



- d) What are your proposals for display, learning/public programmes, study/research and/or loans to other organisations?

- e) Please give any additional information in support of your application. You may attach documents and include links