



National Fund for Acquisitions Guidance for Applicants

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EH1 1JF

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Email h.williamson@nms.ac.uk

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Collections Management Department
(address as above)

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Fax 0131 247 4312
Email c.mcintyre@nms.ac.uk

The NFA application form can be found on the NMS website together with Guidance for Applicants and the latest annual report of the Fund. Three methods of application are available: you can complete the online application form using Adobe Reader or request the application form to be emailed to you as a Word document or you can print the paper form, complete it and post or fax to the address above.

The website address is:
<http://www.nms.ac.uk/nationalconnections>

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1 What is the National Fund for Acquisitions?

The National Fund for Acquisitions (NFA) is provided annually by Scottish Government and administered by National Museums Scotland. The amount of money available each year is £200,000 (figure current at financial year 2009/10). The Fund helps museums, galleries, libraries and archives in Scotland to purchase objects for their collections. NMS is committed to progress through partnership. Through its administration of NFA funding NMS aims to help non-national museums, galleries, libraries and archives throughout Scotland to develop and strengthen their collections for the benefit of all.

2 Who is eligible for support?

Museums, art galleries, specialist libraries and archives in Scotland are eligible to apply provided they are open to the public and not run for profit. Museums and galleries must have achieved Museums, Libraries and Archives Council (MLA) Accreditation. Museums which have achieved Phase 2 Registration will continue to be eligible to apply until completion of Accreditation assessment. Friends organisations and nationally funded museums, galleries and libraries are not eligible for NFA support.

3 What is eligible for support?

Grants may be made to assist the purchase of an object or group of objects that conforms to the applicant's collecting policy (see paragraph 4 for exceptions).

Transport costs may constitute the bulk or indeed all of the funding needed to acquire objects relating to technology or industry. In respect of this type of material the NFA may therefore award grants towards such costs as dismantling, emergency restoration, transport and reassembly where these are closely connected to the acquisition process.

4 What is not eligible for support?

- Objects that are the subject of a binding agreement to purchase or that have already been acquired and paid for
- Objects, or coherent groups of objects, where total eligible costs are less than £100, with the exception of Treasure Trove where there is no lower limit (see paragraph 9)
- Commissioned works of fine or applied art
- Reproductions
- Conservation costs
- Museum, gallery or library equipment
- Framing or display materials
- Valuation charges
- Delivery costs (for exceptions see paragraph 3)

- Insurance costs
- VAT unless the applicant is unable to reclaim VAT

Please note that Appendix 1: Other Sources of Funding lists grant giving bodies that may be able to assist with some of the above.

5 How much is available?

The maximum level of grant on any single application will normally be 50% of total eligible costs. In assessing the level of assistance, account will be taken of any other sources of funding of a national character, for example, Heritage Lottery Fund, National Heritage Memorial Fund, The Art Fund, Beecroft Bequest or the Friends of the National Libraries.

Applicants should attempt to negotiate a museum discount (usually 10%). Any discount given should be stated on the application form.

Applicants may apply to the Fund as many times as they like. However, we aim to fund as many different organisations as possible and in order to ensure a fair distribution of funds, the maximum amount available to each organisation in a single financial year will normally be 15% of total annual grant (£30,000 in financial year 2008/09).

For objects where the total purchase price is less than £5,000, at least 25% of the total costs must be forthcoming from local sources, whether from the applicant's own resources or from contributions made by private individuals, locally administered charitable trusts, etc. For objects costing £5,000 or over, consideration will be given to reducing the level of 'local' commitment required except that in no case should this be less than 10%.

6 How are applications assessed?

Each application is assessed by a relevant expert adviser from the staff of National Museums Scotland, the National Galleries of Scotland or the National Library of Scotland. Advisers will base their recommendations on evidence given in the application under the following headings:

- significance of the proposed acquisition
- relevance of the acquisition to the applicant's collecting policy
- whether the price quoted for the acquisition is a fair one
- evidence of public benefit demonstrated by proposals for display, learning/public programmes, study or research, or loan to other organisations

The expert advisers' reports form the basis of decisions on funding. Other factors taken into consideration are:

- the level of funding currently available
- how much funding may already have been awarded to the applicant in the current financial year

When applying to the NFA it is important to bear in mind that funding is limited and, as such, is inevitably insufficient to meet demand. Competition for funding is therefore high and applicants must argue the case for the significance of the proposed acquisition in the context of their permanent collections as strongly and robustly as possible.

NFA staff are available to give advice on making application (see names and contact details on page 2). Applicants are advised to get in touch as early in the application process as possible.

7 How long will a decision on application take?

NMS aims to provide a substantive response to applications within 15 working days. The National Fund for Acquisitions does not work to a committee cycle which means that there are no deadlines for applicants and decisions on applications are made on a case by case basis.

8 How does the NFA deal with applications for objects to be purchased at auction?

At least five working days are required prior to sale to allow NMS and its expert advisers to assess applications for objects to be purchased at auction. Applicants should contact NFA staff by telephone at the earliest opportunity when considering bidding at auction. Do not wait until other details have been confirmed. Remember that while an application can be withdrawn at any stage in the process, if submitted too late it may not be possible for NFA staff to obtain the necessary expert advice and decision on grant in the time available. The potential acquisition must be inspected by the applicant or their agent before the sale.

The NFA grant offer will be expressed as a percentage up to an agreed maximum bid. Buyer's premium and agent's commission (if applicable) will be taken into account in the sum allocated from the NFA and these must be specified separately on the application form. VAT on buyer's premium will be included in grant only in cases where applicants cannot reclaim VAT.

9 How does the NFA deal with applications for Treasure Trove?

The NFA welcomes applications from museums that have made successful bids for material claimed by the Crown. Funds permitting, grants of 50% of the reward sum will be made for objects allocated to museums by the Queen's and Lord Treasurer's Remembrancer. Application must be made before the reward to the finder is paid and should include a copy of the letter of award from the Crown Office. The minimum purchase price of £100 does not apply to applications for Treasure Trove material. For more information on Treasure Trove visit www.treasuretrovescotland.co.uk or contact Stuart Campbell (0131 247 4355) at

Treasure Trove Unit
c/o National Museums Scotland
Chambers Street
Edinburgh
EH1 1JF
info@treasuretrovescotland.co.uk

10 How does the NFA deal with applications for wreck material?

Under the provision of section 236 of the Merchant Shipping Act 1995, all items of wreck found within, or brought within, UK territorial waters (12 mile limit) must be reported to the Receiver of Wreck. Even if ownership can be proved, the salvor is still required to notify the Receiver of Wreck of the recovery. Museums applying to the NFA for funds to purchase wreck material must first ensure that it has been reported by the salvor/vendor. You can do this by contacting the Receiver of Wreck at the Maritime and Coastguard Agency (MCGA):

Receiver of Wreck
Spring Place
105 Commercial Road
Southampton
SO15 1EG
02380 329474
row@mca.gov.uk

For more information visit the MCGA website at
[www.mca.gov.uk/emergencyresponse/receiver of wreck](http://www.mca.gov.uk/emergencyresponse/receiver%20of%20wreck)

11 Ethics relating to acquisition

When making application to the NFA, applicants should be guided by the Museums Association's Code of Ethics for Museums (2008), in particular core museum principle five which states that museums must acquire items honestly and responsibly. For more information see the full Code of Ethics at www.museumsassociation.org and the Museums Association publications Acquisition: Guidance on the ethics and practicalities of acquisition (2004) and Ethical Guidelines 2 - Disposal. See also Combating Illicit Trade: Due diligence guidelines for museums, libraries and archives on collecting and borrowing cultural material published by the Department for Culture, Media and Sport (2005).

12 How is NFA grant paid?

Grant will be offered in writing and will be subject to standard conditions (see paragraph 13). When the object has been acquired and paid for, a second printed form (Form B) must be submitted to the NFA Manager within three months of the date of the letter of award. Evidence (usually a receipted invoice or a copy of the

cheque sent) that payment has been made in full by the institution to the vendor is required before partial reimbursement from the NFA can be made. In every case payment will be made to the purchaser and not to the vendor. Completion of Form B will signify the purchaser's acceptance of the conditions attached to the grant. Failure subsequently to comply with the conditions of the grant may mean that the purchaser will be liable to repay the grant.

Reimbursement of VAT cannot be made where this can be recovered by the applicant, or by any body connected with the applying institution. In those cases where institutions or their connected bodies cannot reclaim VAT, this may be included in the grant.

13 What conditions are attached to the receipt of NFA grant?

Any publicity or display material such as press releases, labelling, published catalogues, etc, concerning the acquisition should indicate that it was supported by the National Fund for Acquisitions.

No object acquired with NFA help may be disposed of without the prior approval of the Director of NMS. In all cases where disposal, for whatever reason, of an object is being considered the Director of NMS must be informed of the circumstances and no action should be put in hand until an appropriate direction has been given.

Any object acquired with NFA help which is sold, damaged, lost or accidentally destroyed must be reported immediately to the Director of NMS. In the event of sale, total loss or destruction, a share of any insurance settlement, compensation or payment received in respect of the sale or loss must be paid to the NFA, being:

- (a) the total sum received, if that is less than the amount of grant,
- (b) in the case of grant towards restoration costs to the object in question, a sum equal to the amount of grant if the sum received is equal to or greater than the amount, and
- (c) in any other case, a proportionate part of the sum received being that part of the sum which bears the same proportion to the total as the amount of grant bore to the purchase price of the object in question, provided that in no case shall the payment to the National Fund for Acquisitions be less than the amount of grant.

Objects acquired with NFA assistance must be displayed in a manner consistent with the purchaser's application for grant. They should be readily available for public viewing in a normal museum context, or in a reserve collection of that museum, or in an appropriate context in a library or record office.

14 Can objects purchased with the support of the NFA be loaned?

NMS actively encourages organisations to lend acquisitions that have been supported by the NFA. Information on lending objects can be found at:

www.nms.ac.uk/national_connections/services_to_museums/collections_on_loan

15 How can I make a complaint?

If you are unhappy with any aspect of the service you have received from NMS or the decision that has been made about your application and you wish to make a complaint please contact the NFA Manager. If you prefer you can write to:

Jane Carmichael
Director of Collections
National Museums Scotland
Chambers Street
Edinburgh
EH1 1JF

j.carmichael@nms.ac.uk

We will acknowledge your letter or message within 7 working days. If you are not satisfied with the response you receive please write to:

Dr Gordon Rintoul
Director
National Museums Scotland
Chambers Street
Edinburgh
EH1 1JF

g.rintoul@nms.ac.uk

16 How do I apply to the Fund?

This section of the guidance gives information and tips on answering specific questions on the NFA application form. If the answer to your query is not included here, please telephone or email a member of NFA staff who will be able to help you.

Question 3 MLA Accreditation number

To be eligible for NFA support your museum must be accredited by the Museums, Libraries and Archives Council (MLA). Please give your accreditation number and indicate whether your museum holds full or provisional accreditation. Please note that museums that have achieved Phase 2 Registration will continue to be eligible to apply until completion of Accreditation assessment.

Question 4 Brief description of object(s)

Please give a very brief description of the potential acquisition for reference purposes. A full description should be given at question 16.

Question 5 Price

Prices must be stated in £ sterling. Applicants may be asked, at their own cost, to provide an independent valuation. Applicants should attempt to negotiate a museum discount where possible (usually 10%) and any discount given should be stated on the form.

If buying at auction applicants must state the maximum hammer price (ie, maximum bid), buyer's premium and agent's commission (if applicable) as separate figures.

In the case of grants where all or part of the total acquisition price relates to the cost of dismantling, emergency transport or re-assembly, applicants must provide documented estimates of costs.

Question 6 Amount requested from NFA

The applicant must state how much is requested from the NFA and give details of any other grants that are being applied for in respect of the acquisition (eg, Heritage Lottery Fund, The Art Fund). Please refer to paragraph 5 of the Guidance for Applicants for information on the minimum amount of local funding that must be contributed to the purchase in order to qualify for NFA funding.

Where an applicant is submitting multiple applications at the same time, a summary sheet should be attached listing the items for which grant aid is sought, the purchase price of each item and the amount of support requested from NFA.

Question 8 Image(s) enclosed

Images of the potential acquisition(s) must be included with your application. These may be in hard copy or digital media. In the case of hard copy images, two copies of each image must be supplied.

Question 10 Please confirm that you or your representative have inspected the potential acquisition and give a brief comment on condition

Objects for which grant is sought must be inspected by a representative of the applicant institution before a decision on grant can be made. If a condition report is available it should be attached to your application. Please note that you may be asked to provide a condition report.

Question 13 State any time limit on sale and confirm that the purchase has not already been made

Please let us know if you need a decision within a particular timescale and telephone or email NFA staff before submitting your application so that the relevant expert adviser can be alerted and every effort made to meet your deadline.

Question 14 Curator to be contacted in the event of any query regarding this application

Please give name, telephone number(s) and email address. If the curator in charge of the acquisition is likely to be away while the application is under consideration, please give the name of a colleague who has been fully briefed to answer any queries concerning the acquisition. This will avoid any unnecessary delay in processing your application.

Question 16 Full description of the proposed acquisition (category, material, condition, provenance, date, etc)

A full description of the potential acquisition must be given here, including medium, condition, provenance, date, etc. For fine and applied art acquisitions please remember to include dimensions since the size of an artwork can be relevant to its valuation.

Question 17 Reasons for purchase and proposals for public viewing

Reasons for making the proposed acquisition must be provided in full and its relevance to your organisation's collecting policy should be stated. Details of any potential conservation requirements should also be included. Other factors taken into account when assessing applications include evidence of public benefit demonstrated by proposals for display, learning/public programmes, study or research, or loan to other organisations. For hard copy applications, please use continuation sheets if necessary. Additional documents can be included with your application where relevant.

Remember that funding is limited and your case for acquisition should be argued here as strongly and robustly as possible. Refer to paragraph 6 How are applications assessed? for guidance on the points you need to cover in this section.

Appendix 1: Other sources of funding

There is a range of other funding bodies that can support acquisition, including Heritage Lottery Fund, National Heritage Memorial Fund, The Art Fund, Beecroft Bequest and Friends of the National Libraries. NFA can partner each of these organisations in funding packages; see paragraph 5 for guidance on percentage of local funding required for NFA eligibility. Heritage Lottery Fund and Museums Galleries Scotland offer funding opportunities for project work relating to acquisitions.

Heritage Lottery Fund

For information about HLF's grant programmes visit www.hlf.org.uk or contact:

HLF Scotland
28 Thistle Street
Edinburgh
EH2 1EN
0131 225 9450
scotland@hlf.org.uk

National Heritage Memorial Fund

For information about NHMF's grant programme visit www.hlf.org.uk or contact:

National Heritage Memorial Fund
7 Holbein Place
London
SW1W 8NR
0207 5916042

The stated distinction between HLF and NHMF is that HLF is concerned with conserving and understanding the past while NHMF acts quickly as a fund of last resort to save British heritage at risk.

The Art Fund

For information about The Art Fund visit www.artfund.org or contact:

Francesca Geens
Head of Grants
The Art Fund
Millais House
7 Cromwell Place
London
SW7 2JN
020 7225 4815
fgeens@artfund.org

Beecroft Bequest

The income deriving from the investment of this bequest is distributed as grant-in-aid to art galleries and museums in the British Isles for the purchase of pictures and works of art (furniture or textiles can be considered) not later than 18th century in date. Aid is restricted to museums and galleries with an annual gross revenue expenditure of £1,000,000 or less. The maximum amount available in a single grant is £5,000. For more information visit www.museumsassociation.org or contact:

Georgie Stagg
Museums Association
24 Calvin Street
London
E1 6NW
020 7426 6953
georgie@museumsassociation.org

Friends of the National Libraries

The Friends of the National Libraries help libraries in the UK to acquire books, manuscripts and archives. For more information visit www.friendsofnationallibraries.org.uk or contact:

Honorary Secretary
Friends of the National Libraries
c/o Department of Manuscripts
The British Library
96 Euston Road
London
NW1 2DB
020 7412 7559
secretary@fnlmail.org.uk

Museums Galleries Scotland

For guidelines, application forms and information about Museums Galleries Scotland's grant programmes visit www.museumsgalleriesscotland.org.uk or contact:

Tracy Millar
Grants Development Manager

Museums Galleries Scotland
1 Papermill Wynd
McDonald Road
Edinburgh
EH7 4QL
0131 550 4115
tracym@musemsgalleriesscotland.org.uk

Appendix 2: Expert advisers to the National Fund for Acquisitions

Below is a list of the expert advisers who are consulted on NFA applications. They can be contacted prior to application if you require advice on the proposed acquisition. Please remember that contact with expert advisers does not result in notification of your application to NFA staff. Applications and all enquiries relating to the application process must be directed to NFA staff.

NATIONAL MUSEUMS SCOTLAND

Telephone main switchboard on 0131 225 7534
Email addresses are in the format j.smith@nms.ac.uk

Scotland and Europe

Dr David Caldwell	Scottish post-medieval archaeology; arms and armour
George Dalgleish	Scottish decorative arts; Scottish banknotes; Jacobite material
Godfrey Evans	European applied art, sculpture and arms and armour
Rose Watban	European ceramics, glass and jewellery; contemporary craft
Post vacant	Numismatics
Stephen Jackson	Furniture
Fiona Anderson	Dress and textiles
Stuart Allan	Military history
John Burnett	History of sport; toys and games
Dorothy Kidd	Scottish social and domestic history
Elaine Edwards	Scottish country life collections

Science and Technology

Dr Alison Morrison-Low	Scientific instruments; history of photography; lighthouse material
Alastair Dodds	Aviation; road, rail and maritime transport
Klaus Staubermann	Technology, industry and engineering
Rowan Brown	Mechanical, electrical and civil engineering
Alison Taubman	Telegraphy, telephony and printing
Tacye Phillipson	Computer technology

World Cultures

Dr Bill Manley	Mediterranean archaeology
Dr Kevin McLoughlin	Artefacts from China, Japan, Korea, Central Asia and Tibet
Friederike Voigt	Artefacts from Iran, Turkey and the Indian cultural area
Chantal Knowles	Artefacts from Oceania, North America, Central and South America and Africa

Natural Sciences

Andrew Ross	Palaeontology
Dr Andrew Kitchener	Mounted mammal and bird specimens
Sankurie Pye	Mollusca
Peter Davidson	Mineralogy

Archaeology

With few exceptions, archaeological acquisitions are made through the Treasure Trove process. Because artefacts have already been allocated to applicant museums by the Treasure Trove panel there is no requirement for additional expert advice. However, if applicants wish to seek advice on particular objects they should contact:

Dr Alison Sheridan	Neolithic
Trevor Cowie	Bronze Age
Alan Saville	Palaeolithic and Mesolithic
Dr Fraser Hunter	Iron Age and Roman
Martin Goldberg	Early Historic including Viking material

NATIONAL GALLERIES OF SCOTLAND

Telephone main switchboard on 0131 624 6200

Email addresses are in the format j.smith@nationalgalleries.org

National Gallery of Scotland

Helen Smailes	British painting and sculpture up to c1920
Christopher Baker	English works on paper (ie watercolours, drawings, prints) up to c1920
Valerie Hunter	Scottish works on paper up to c1920
Aidan Weston-Lewis	Italian or Spanish painting and works on paper up to c1920
Dr Tico Seifert	Paintings, prints and drawings by Dutch, Flemish and German artists up to c1920
Dr Frances Fowle/ Michael Clarke	Paintings, prints and drawings by French artists up to c1920

Scottish National Gallery of Modern Art

Keith Hartley	} Artworks dating from c1920 to the present
Philip Long	
Patrick Elliott	
Alice Strang	

Scottish National Portrait Gallery

James Holloway, supported by Nicola Kalinsky, Stephen Lloyd and Julie Lawson	} Portraits in any medium from any period
Dr Sara Stevenson	Photography

NATIONAL LIBRARY OF SCOTLAND

Telephone main switchboard on 0131 623 3700

Email addresses are in the format j.smith@nls.uk

For a more detailed list of subject specialisms go to www.nls.uk/info for users/staff and departments

Manuscripts

Email manuscripts@nls.uk which will ensure that your enquiry is attended to promptly by the most appropriate curator available.

Printed books

Brian Hillyard, Rare Book Collections Manager, supported by Senior Curators, Anette Hagan, Graham Hogg, Joe Marshall, Eoin Shalloo and Helen Vincent. Email rarebooks@nls.uk or telephone 0131 623 3899 which will ensure that your enquiry is attended to promptly by the most appropriate curator available.

Diana Webster
Chris Fleet
Almut Boehme

Maps and atlases (especially Scotland)
Maps of Scotland before 1900
Scottish Music