

National Fund for Acquisitions

Application Form A

Please return this form when completed to the

National Fund for Acquisitions
Collections Management Department
National Museums Scotland
Chambers Street
Edinburgh EH1 1JF

Tel 0131 247 4106/4073

Fax 0131 247 4312

Email nfa@nms.ac.uk

Please complete this form using the typewriter tool. Save it, then email this with your images to nfa@nms.ac.uk

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

Post code	
Telephone No.	Fax No.

- 2 Name and address of authority to which grant should be paid.

Post code	
Telephone No.	Fax No.

- 3 MLA Accreditation/Registration Number.

	tick as appropriate	<input type="checkbox"/> Full	<input type="checkbox"/> Provisional
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- 4 Brief description of object(s).

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- 5 Price. If buying at auction give separate figures for maximum hammer price, buyer's premium and agent's commission (if applicable). All prices must be given in £ sterling.

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6	Amount requested from NFA	£
	Amount requested from other national sources (eg HLF/Art Fund)	£
	Local/own funding	£
	Total cost	£

7 Name and address of vendor, auction house or contractor.

Name

Address

Post code

8 Image(s) enclosed:

tick as appropriate Yes No

Images are required whenever possible and may be submitted electronically. If using hard copy please submit two copies of each image

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

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

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

12 Has the proposed purchase been approved by your Committee?

tick as appropriate Yes No Not applicable

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

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

Name

Telephone No.

Email

15 I have given a full description and reasons for purchase below.

Signed

Name in block capitals

Job title

Email

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

17 Reasons for purchase and proposals for public viewing, including

- the significance of the proposed acquisition
- relevance to your organisation's collecting policy
- proposals for display, learning/public programmes, study or research and/or loan to other organisations

NOTE: It is important to complete this section as adequately as possible. See Guidance for Applicants. Supporting material may be attached. Applications which do not give a full description of the object(s) and justification for purchase will be returned.

If you have any questions regarding this form please contact Hazel or Clare on nfa@nms.ac.uk