

National Fund for Acquisitions

Application Form

Please email this form when completed to 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

Postcode

Telephone

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

Postcode

Telephone

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

£
£
£
£

£

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

Name

Address

Postcode

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

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

- 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

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

Name	Job Title
Telephone No.	Email
Address	
Postcode	

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

Name	Job Title
Telephone No.	Email
Address	
Postcode	

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?

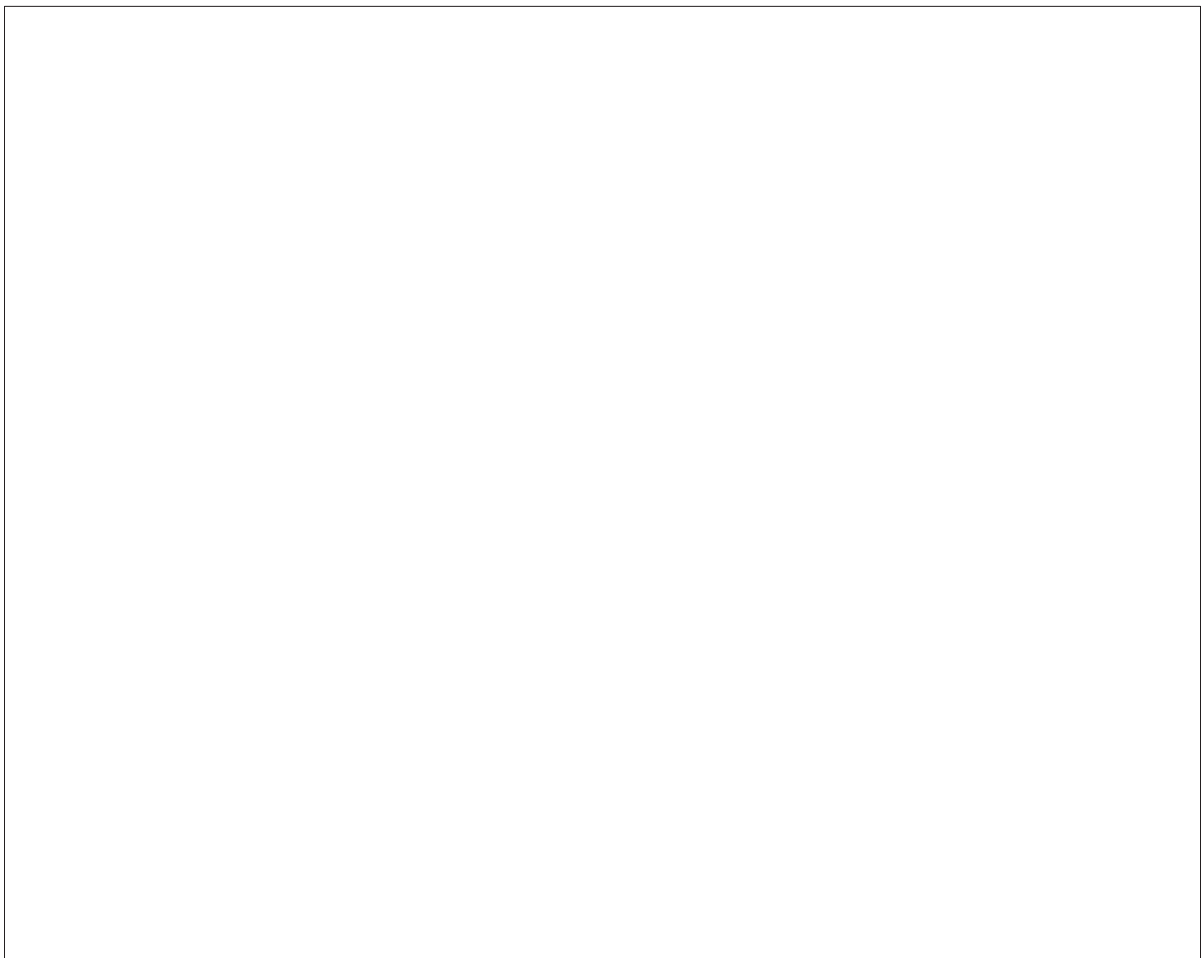
b) How is the proposed acquisition relevant to your organisation's collecting policy?

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?

A large, empty rectangular box with a thin black border, intended for the applicant to provide their 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

A large, empty rectangular box with a thin black border, intended for the applicant to provide any additional information in support of their application, including documents and links.