

The National Archives

Applying for Grant Aid

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The National Archives offers advice to owners and custodians of manuscripts on sources of funding, in both the public and private sectors, for purchase, cataloguing, conservation, new or improved accommodation and digitisation or electronic networking projects. This leaflet is addressed primarily to the custodians of manuscripts in local, university and specialist record repositories.

The National Archives also acts as an independent adviser to public funds, which distribute grant aid for these purposes.

Sources of grant aid covered by this leaflet are as follows. While this table indicates the main areas of activity for the funds concerned, many funders are happy to consider projects with a wider remit than these basic areas, and the objectives listed here are not exhaustive.

| Public sector funds | Objectives | | | | |
|-------------------------------------------------------------------------------------------------|------------|--------------|-------------|----------|-------------------------|
| | Purchase | Conservation | Cataloguing | Building | Digitisation/Networking |
| MLA/V&A Purchase Grant Fund | Y | N | N | N | N |
| PRISM Fund | Y | Y | N | N | N |
| National Fund for Acquisitions | Y | N | N | N | N |
| National Heritage Memorial Fund | Y | N | N | N | N |
| Heritage Lottery Fund | Y | Y | Y | Y | Y |
| Awards for All | N | Y | N | N | N |
| National Manuscripts Conservation Trust | N | Y | N | N | N |
| Wellcome Trust, in partnership with The British Library / Research Resources in Medical History | N | Y | Y | N | Y |
| European Community | N | N | N | Y | Y |
| Private sector funds | | | | | |
| Friends of the National Libraries | Y | N | N | N | N |
| National Art-Collections Fund | Y | N | N | N | N |
| Charitable trusts | Y | Y | Y | Y | Y |
| Business and private sponsors | Y | Y | Y | Y | Y |

General considerations

All grant-awarding bodies tend to look more favourably on applicants who are committing their own financial resources to a project and who have approached other likely sources of funding. Some make this a mandatory requirement for a grant. When applying attention should be paid to the terms of reference or rules, as set out in the leaflets or application forms of the different grant-awarding bodies.

All grant-awarding bodies expect applicants to obtain value for money. Proposals should be carefully costed and where possible prices negotiated downwards in the public interest.

Raising a large sum of money can require a good deal of time and effort by the applicant. Public appeals are especially time-consuming in relation to their financial return. Experience suggests that careful targeting of appropriate grant-making bodies and benefactors in the first instance is an effective way to proceed.

If purchasing material applicants should be ready to present a clear summary of:

- The date, type and condition of the items
- Their historic, artistic, literary or scientific importance
- Their local, regional or national significance
- Their value for research or display
- Their relationship to other material already held
- Their provenance if known
- The cost and how it has been negotiated.

Government purchase grants

Museums, galleries, record repositories and specialist libraries whose purchase funds are not directly provided by the state are eligible for government aid to acquire objects, including manuscripts and archives relating to (a) the arts, literature, history and the human sciences, and (b) the natural sciences and technology. In England and Wales grants of the latter category are administered by the Museums, Libraries and Archives Council (MLA) and of the former by the Victoria and Albert Museum on behalf of MLA. In Scotland the National Fund for Acquisitions, which offers grants in both categories, is administered by the National Museums of Scotland.

For further details apply to:

Purchase Grant Officer
MLA/V&A Purchase Grant Fund
Victoria and Albert Museum
London SW7 2RL
Tel: 020 7942 2536/7/8
Fax: 020 7942 2539

E mail: purchasegrantfund@vam.ac.uk

URL: http://www.vam.ac.uk/resources/purchase_grant/?version=1&ion=purchase_grant

Purchase Grant Officer
Museums, Libraries and Archives Council
16 Queen Anne's Gate
London SW1H 9AA
Tel: 020 7273 1457
Email: prism@mla.gov.uk
URL: <http://www.mla.gov.uk/>

Fund Administrator
National Fund for Acquisitions
National Museums of Scotland
Chambers Street
Edinburgh EH1 1JF
Tel: 0131 247 4106
Fax: 0131 247 4308
Email: h.williamson@nms.ac.uk
URL: <http://www.nms.ac.uk/nms/about/fund.asp?m=1&s=11>

In most cases the maximum grant is 50% of the purchase price, subject to set limits. To qualify for the maximum grant a proportion of the cost must be raised from the applicant's own or privately donated sources (except in Scotland, this proportion is 25% of the total cost).

Some additional comments on the MLA/V&A Purchase Grant Fund:

- As a basic requirement record repositories and libraries should have adopted the *TNA Standard for Record Repositories* (2004), and museums and galleries be registered under the MLA accreditation scheme.
- Eligibility is assessed on the first application and continues to be monitored.
- The minimum price of purchase is £500 and the maximum £300,000. In exceptional cases items costing more than £300,000 may be considered.
- If buying at auction, buyer's premium and agent's commission are considered part of the eligible costs.
- The exact level of grant is subject to a number of factors such as availability of funds, whether the material is considered to be reasonably priced, the level of support from other sources and the comparative strength of the argument made for the acquisition.
- The maximum grant is normally 50% of the purchase price. In exceptional circumstances grants of up to 80% of the purchase price may be considered.
- Although applicants may approach the Purchase Grant Fund any number of times, the maximum amount which can be awarded to any one institution in one year is £80,000. Applicants should be aware, however, that each case is considered on its own merits in competition for limited funds.
- Local financial commitment is essential. Grants are calculated at the rate of £4 for every £1 of locally raised funding up to a maximum of 50% of the purchase price. Local sources might include the applicant's own funds, special appeals, contributions by friends' organisations, local business or private donations. The balance may be sought from other nationally-administered grant giving bodies such as the National Heritage Memorial Fund, the Heritage Lottery Fund and Friends of the National Libraries.

National Heritage Memorial Fund

The National Heritage Memorial Fund (NHMF) awards grants towards the purchase of historical manuscripts. It is a fund of last resort and will only make grants when all other available sources of funding including the applicant's own resources are seen to have been exhausted. To qualify for support an item or collection has to be of outstanding historical, literary or artistic interest such that there would be a sense of loss to the national heritage if it were not secured. There must also be a demonstrable risk of loss or dispersal before any grant is made. The Fund's trustees have to be satisfied in the interests of the nation that the price is right. In the case of private treaty sales they may call for an independent valuation at their own expense.

The Fund, unlike the government's purchase grant funds, is able to assist the national museums and libraries when their own purchase funds are exhausted. It does not specify either a minimum or a maximum level of support, nor does it earmark any funds for manuscripts, which are considered among applications of all kinds for the Fund's support.

The NHMF is also responsible for the distribution of the heritage share of the proceeds from the National Lottery via the Heritage Lottery Fund (HLF).

For further details apply to:

The National Heritage Memorial Fund
7 Holbein Place
London SW1W 8NR
Tel. 020 7591 6000
Fax. 020 7591 6001
URL: <http://www.hlf.org.uk/nhmfweb/aboutthenhmf>

Heritage Lottery Fund

The Heritage Lottery Fund (HLF) provides grants for all kinds of revenue and capital projects which safeguard and enhance public access to a wide range of local, regional and national heritage assets, including manuscripts and archives. It welcomes applications that will make a difference to communities by helping to protect and open up important records such as local history archives, photographic collections, compilations of oral histories, manuscripts and archives of all kinds. Grants can be given for the acquisition, cataloguing and conservation of manuscripts and archives and for larger capital projects such as new buildings or improved accommodation.

Heritage Grants

This programme offers grants of £50,000 or more to organisations which aim to look after and enhance the UK's heritage; to increase involvement in heritage activities; and to improve access to and enjoyment of heritage. Applicants are expected to provide a minimum of 10% partnership funding of the total project costs for grants of up to £1million, this rises to 25% for a grant of over £1 million. Partnership funding can be a mixture of cash and 'in kind', for example, time, materials, premises. Non-profit organisations including local authorities, educational institutions, voluntary associations and charities are all eligible to apply. Commercial organisations can apply but are considered a low priority for funding.

Your Heritage

This programme offers small capital and revenue grants between £5,000 and £50,000. It does not consider applications for projects costing less than £5,000 or costing more than £100,000. In general it gives priority to projects whose total costs are less than £100,000. There is an element of partnership funding but in some cases this can be 'in kind', for example, time, materials, premises rather than cash. This scheme has a simpler application process and aims to give decisions on cases in three months. Non-profit organisations including local authorities, educational institutions, voluntary associations and charities are all eligible to apply. Private owners can apply, but only for projects that will increase access to, and learning about the heritage.

For applications costing between £500-£5,000 (£10,000 in England) see the section on **Awards for All** .

For further details the HLF has development teams in each region and home country. Look on the HLF <http://www.hlf.org.uk> for details of your development team

Big Lottery Fund

The Big Lottery Fund is the biggest lottery distributor and was launched in 2004 to replace the Communities Fund and the New Opportunities Fund. The programmes of the Big Lottery Fund aim to support the following outcomes: people having better chances in life, with better access to training and development to improve their life skills; stronger communities, with more active citizens working together to tackle their problems; improved rural and urban environments, which communities are better able to access and enjoy; and healthier and more active people and communities. BIG runs a range of strategic programmes, some of which cover the UK and some focused on specific home countries. There may be the potential for archives to bid for BIG's programmes where projects meet these outcomes.

For further details see <http://www.biglotteryfund.org.uk/>

Awards for All

Awards for All is a programme set up to help small groups by providing grants of £500-£5000 (from April 2006 up to £10,000 in England). It is supported by the Heritage Lottery Fund, the New Opportunities Fund, the Community Fund and the arts and sports lottery distributors in England, Scotland, Wales and Northern Ireland. The main aim of the programme is to fund projects which involve people in their community, bringing them together to enjoy arts, sports, heritage and other community activities. To apply an organisation must not have an income of more than £15,000 (£20,000 in Scotland). Whilst the majority of record holding institutions may not be eligible, friends' organisations and local and family history societies may well be to fund a number of different projects and initiatives that could support and promote an interest in local record offices and their collections.

For information about this grant programme and contact details for the nine regional offices in England and the offices in Scotland, Wales and Northern Ireland see the Award for All website <http://www.awardsforall.org.uk>

Archives Advisory Lottery Service

The Archive Lottery Advisory Service is jointly sponsored by The National Archives and the Museums, Libraries and Archives Council under the aegis of the National Council on Archives to support archive services throughout the United Kingdom in making applications for lottery funding. It has produced a guide called *An Introduction to Fundraising for Archives* which is available online or from the address below.

For further details contact:

Louise Ray, Archive Lottery Adviser
National Council on Archives,
c/o The National Archives,
Kew,
Richmond, TW9 4DU

Tel: 020 8392 5347

Fax: 020 8392 5345

Email: louise.ray@nationalarchives.gov.uk

URL: http://www.ncaonline.org.uk/archive_lottery_service/introduction

National Manuscripts Conservation Trust

In November 1989 a National Manuscripts Conservation Trust (NMCT) was established to provide up to 50% matching grants towards the conservation or preservation of manuscripts, documents or archives of national importance. Grants may be made to record offices, libraries etc not funded by the Exchequer, and to private owners whose manuscripts are conditionally exempt from capital taxation.

For further details apply to:

The Secretary
National Manuscripts Conservation Trust
C/o The National Archives
Kew
Surrey TW9 4DU
Email: nmct@nationalarchives.gov.uk
URL: <http://www.nationalarchives.gov.uk/preservation/trust>

Research Resources in Medical History

Research Resources in Medical History is a scheme organised by the Wellcome Trust to support the preservation of material of interest to medical historians and improve access to these and other medically important collections. The scheme focuses on the history of medicine and any collections associated with this field. There is no restriction to any particular material, project type or historical period.

Any collection supported by the scheme must be readily accessible to researchers. Funding provided must benefit the specific project and cannot be made on a recurrent basis. Institutions are expected to demonstrate commitment to the ongoing support of newly created or augmented research resources, and must maintain them in suitable storage conditions. This scheme is currently being re-evaluated, greater emphasis being placed on preservation and less on cataloguing.

For further details apply to:

Research Resources in Medical History
The Wellcome Trust
The Wellcome Building
183 Euston Road
London NW1 2BE
Tel: 020 7611 8888
Fax: 020 7611 8545
Email: rrmh@wellcome.ac.uk
URL: <http://www.wellcome.ac.uk/node2344.html>.

European Community

There are many funding initiatives in the European Community that could provide grants for capital projects and programmes for archives in the United Kingdom. The Museums, Libraries and Archives Council monitors developments in Europe.

For further information on current funding opportunities you should contact:

Tynan Rodger
Museums, Libraries and Archives Council
16 Queen Anne's Gate
London SW1H 9AA
Tel: 020 7273 1452
Fax: 020 7273 1404
Email: tynan.rodger@mla.gov.uk
URL: <http://www.mla.gov.uk>

Friends of the National Libraries

The Friends of the National Libraries, a voluntary organisation consisting mainly of private individuals, was founded in 1931 in order to help acquire for the nation printed books, manuscripts and archives, in particular those that might otherwise leave the country. The Friends operate by making grants towards purchase, by eliciting and channelling benefactions, and by organising appeals and publicity.

There is no stipulation of proportional contributions from the applicant institution, and in appropriate cases the Friends may make an outright purchase on its behalf.

Written applications are preferred, and should be addressed to:

Michael Borrie
Hon Secretary, Friends of the National Libraries
c/o Department of Manuscripts
The British Library
96 Euston Road NW1 2DB
London NW1 2DB
Tel: 020 7412 7559
Email: secretary@fnlmail.org.uk
URL: <http://www.friendsofnationallibraries.org.uk/index.shtml>

National Art-Collections Fund

This is a private body which gives grants towards the purchase by British institutions of works of art including illuminated manuscripts and others of value primarily for their artistic content.

For further details apply to:

National Art-Collections Fund
Millais House
7 Cromwell Place
London SW7 2JN
Tel. 020 7225 4800
Fax: 020 7225 4848
Email: info@artfund.org
URL: http://www.artfund.org/main_site/1_0home.asp

Charitable trusts and foundations

A number of charitable trusts and foundations have been known to make grants towards the purchase, cataloguing or conservation of manuscripts and towards the improvement of accommodation. In particular they have been attracted to supporting large appeals for notable manuscripts or collections.

The best overall guide is the *Directory of Grant-Making Trusts* published periodically in association with the Charities Aid Foundation. This guides gives contact details for the trusts, lists their general objectives, their operating rules and the scale of annual grants. Some make grants only to other registered charities, which may include, for example, university and cathedral libraries and certain friends organisations. Others have no such restrictions.

Many charitable trusts may have long waiting lists of applicants and are unable to respond to urgent requests but may be able to give consideration if speed is not of the essence. The importance of a clear, well-presented and well targeted application cannot be over-emphasised.

Within their own particular fields of interest the following are among trusts known recently to have supported manuscript applications (B=building C=conservation L=Listing P=purchase):

Dulverton Trust (P), Fitch [Marc] Fund (L), Getty Jnr [J Paul] General Charitable Trust (BCP), Leverhulme Trust (L), Pilgrim Trust (BCLP), Rayne Foundation (P), Rhodes Trust - Public Purposes Fund (L), Wellcome Trust (L), Wolfson Foundation (CPB)

Local and specialised trusts, as well as those operating nationally or more generally, should not be overlooked. The following websites contain information on charities and foundations that support archival projects:

Association of Charitable Foundations - <http://www.acf.org.uk/>
Charities Direct - <http://www.charitiesdirect.com>

The National Archives is always prepared to be named as referee in any approaches to trusts or other grant awarding bodies considering applications in respect of manuscripts.

Business sponsorship

A number of larger companies have charitable committees or trusts which may be included in the *Directory of Grant-Making Trusts*, but smaller businesses and other local concerns including tourist boards and civic trusts have made grants towards the purchase, cataloguing and exhibition of manuscripts.

In the right circumstances matching awards might be made by the Business Sponsorship Incentive Scheme (BSIS) for the arts, of which further particulars are available from:

Arts and Business
Nutmeg House
60 Gainsford Street
London SE1 2NY
Tel: 020 7378 8143
Fax: 020 7407 7527
URL: <http://www.aandb.org.uk>

Local business sponsorship counts towards the 25% of purchase costs which an applicant must raise in order to attract a 50% grant from the government purchase grant funds in England and Wales.

As with applications to charitable trusts the Commission is willing to be named as referee in any approaches to business sponsors.

Further Reading

Lomax, Joanne; Palmer, Susan; Jefcoate, Graham and Kenna, Stephanie. *A guide to additional sources of funding and revenue for libraries and archives*, 2nd Edition (British Library, 1999) - ISBN 0-7123-0857-1 Price £17.50 (including UK postage and packing, overseas postage extra). Available from Turpin Distribution Services Ltd, Blackhorse Road, Letchworth, Herts SG6 1HN. Tel: 01462 672555 Fax: 01462 480947 Email: turpin@rsc.org

Directory of Grant Making Trusts, £75.00 plus p&p. Available from the Directory of Social Change, 24 Stephenson Way, London NW1 2DP, Tel: 020 7209 5151, URL: <http://www.dsc.org.uk>

For further information contact National Advisory Services, The National Archives, Kew, Richmond, Surrey TW9 4DU, Telephone 020 8876 3444 x 2619, Email: nas@nationalarchives.gov.uk