For office use only

NIMC Ref No:

Date rec’d:

**Collecting for the Future Programme** **Application Form 2025-2026**

|  |
| --- |
| The NI Museums Council’s (NIMC) **Collecting for the Future Programme** is funded through the Esmé Mitchell Trust and administered by NIMC.  It is advisable that you discuss your application with the NI Museums Council Development Officer - Museums and Collections by emailing [eva.lynch@nimc.co.uk](mailto:eva.lynch@nimc.co.uk), in advance of submission.  The responsibility lies with the applicant to clearly demonstrate how their application meets the criteria. See the **Collecting for the Future Programme Guidelines** for more information.  Please expand any section within the form should you need to do so. |

**APPLICANT DETAILS**

|  |  |  |
| --- | --- | --- |
| **Museum name** | **Museum address and postcode** | |
|  |  | |
| **Contact name** | **Position** | |
|  |  | |
| **Contact email** | **Contact telephone number** | |
|  |  | |
| **Amount applied for (clearly state VAT)** | | |
| **£** | | |
| **Does your museum have an up-to-date Safeguarding Policy that has been approved by the governing body?** (We require all grant recipients to comply with this requirement) | | YES/NO  (Please delete as appropriate) |

# SECTION ONE: Project Details

|  |
| --- |
| 1. **Item / List of Items** (attach separate list if necessary) |
|  |
| 1. **Description of item or group** (max. 500 words) |
|  |
| 1. **Date of item** |
|  |
| 1. **Maker** |
|  |
| 1. **Provenance** (e.g. current ownership; date acquired by current owner; history of the item’s ownership etc.). Please ensure that you demonstrate that you have observed due diligence with regard to provenance. |
|  |
| 1. **Photograph** Please attach a recent photograph of the item to your application. This can be emailed separately or inserted here |
|  |

# SECTION TWO: Condition

|  |
| --- |
| 1. **Has the museum representative named on p.1 personally inspected the item(s)?** |
| Yes/No |
| 1. **Condition** (Attach condition assessment report if available) |
|  |
| 1. **Conservation** (If purchased do you have any plans for conservation?) |
|  |

# SECTION THREE: Valuation and Price

**MAKE SURE THAT WHEN YOU ADD UP (A) the Grant Applied for and (B) the Match Funding that they equal (C) the overall costs of the project**

|  |  |  |
| --- | --- | --- |
| **Please outline your project funding summary** | | |
| 1. **Purchase Price (before discount)** | | **£** |
| 1. **Auctioneer’s Commission (if any)** | | **£** |
| 1. **Valuation**   On what basis do you perceive the purchase price to be appropriate? (this may include, for example, auction records, recent valuations, etc.) | |  |
| 1. **Museum Discount Secured?** | YES/NO  (Please delete as appropriate) | **(C)**  **Final Price after discount**  **£** |
| 1. **Amount You Are Applying to this Fund For** (Max £1,000) | | **(A)**  **£** |
| 1. **Amount Applied for as % of Final Price** | |  |
| 1. **VAT Status**   **Is the museum VAT registered?**  Please note: VAT-registered museums should show all costs and claims exclusive of VAT. Those not registered for VAT should show all costs and claims inclusive of VAT. | | YES/NO  (Please delete as appropriate) |
| 1. **Match Funding**   What financial resources will be contributed to this project? Indicate whether this includes/excludes VAT. Add your own headers if required. | | |
| Contribution from core budgets | | £  % |
| Partnership funding (other grant sources) | | £  % |
| **Total Match Funding** | | **(B)**  **£**  **%** |

# SECTION FOUR: Acquisition Details

# 

|  |  |
| --- | --- |
| **Vendor name** | **Vendor address and postcode** |
|  |  |
| **Auction Sale** | **Date of Auction** |
| YES/NO  (Please delete as appropriate) |  |
| **Catalogue**  Give online catalogue web address. | **Lot Number** |
|  |  |
| **Proposed Purchase Date**  If different from auction sale date | |
|  | |

# SECTION FIVE: Collections Development, Care, Management and Use

\* Criterion that will be scored.

|  |  |
| --- | --- |
| 1. Please describe the relevance of the item to your Collections Development Policy\* |  |
| 2. Please describe how this item represents the culture and artistic achievements and experiences of this place thereby enriching and strengthening your collections\* |  |
| 3. Please describe how this item demonstrates strategic collecting in partnership with museum users and communities\* |  |
| 4. Please describe how the item(s) will be made accessible to the public (exhibition, publication, online, etc) \* |  |

|  |  |
| --- | --- |
| 5. Is it likely that any other Accredited Museum would be interested in acquiring the item? | YES/NO  (Please delete as appropriate) |
| 6. If yes, provide details of the institution and whether you have consulted it in relation to the purchase. |  |
| 7. Will the Museum be the sole owner of the item(s) once purchased? | YES/NO  (Please delete as appropriate) |
| 8. Please confirm that the item will be accessioned as part of the Museum’s permanent collection? | YES/NO  (Please delete as appropriate) |
| 9. How will you document the item? |  |
| 10. Appropriate security measures in place? |  |
| 11. Where will it be stored? |  |
| 12. Websites / social media likely to be used to promote the acquisition and information about the item/ collection of items. |  |

# SECTION SIX: Agreement

All successful applicants will receive a formal Grant Letter of Offer and must agree to the following terms:

* Use the award for the approved purchases only
* Inform us immediately if you are unable to spend all or part of the fund
* All information supplied in the application form, and in any accompanying documents, is true and accurate
* Information provided in the application form, and any accompanying documents, may be made available to other departments/agencies for the purposes of preventing or detecting fraud
* Complete the NI Museums Council’s **Project Completion** Form and submit once the purchase is completed.
* To submit a **Post Project Evaluation** within 3 months of completion of the project. (A template is available from NIMC on request).
* **To acknowledge NIMC** on all print and online marketing materials using the wording and logo we will provide.
* To **forward a copy of all receipts, statements and invoices** if requested to do so to NI Museums Council within the requested time period.

**Please note**

The deliberate submission of falsified information will lead to the NI Museums Council withdrawing the application, or if a grant had already been awarded, to ask for repayment of any funds already paid. Such a situation will also have implications for any future applications the organisation may submit.

**Endorsement**

**Accreditation Mentor’s Endorsement** *to be completed only by museums with an Accreditation Mentor, as required under the Museum Accreditation Scheme*

I endorse this acquisition as appropriate to the applicant museum and its Collections Development Policy

|  |  |
| --- | --- |
| Signature of Accreditation Mentor | |
|  | |
| Print Name | Date |
|  |  |

**Declaration**

This must be completed by the CEO, Chair, Director, Manager of the museum, or Head of Museum Service.

Please sign and date to confirm:

* You have read and accept the terms of the agreement
* All information provided in the application is true and correct to the best of your knowledge
* I confirm that this item will be accessioned as part of the Museum’s permanent collection.

|  |  |
| --- | --- |
| Signature | Date |
|  |  |
| Print Name | Position |
|  |  |

# Completed Applications

We will only accept applications submitted using our grant application form. Typed signatures will not be accepted. Please send your completed application forms by email to [info@nimc.co.uk](mailto:info@nimc.co.uk)

# Deadline

This is a rolling scheme with applications accepted through-out the 2025-2026 financial year.

# Sending applications by email

* Ensure that your subject line does not contain any full stops or commas
* Ensure that attachment do not contain any full stops or commas within their name for example in a date (file extensions are acceptable for example .docx)
* We can accept Word, Excel and PDF files

# Acknowledgment

We will acknowledge receipt of your application within three working days. If you have not heard from us after this time, please contact us immediately.