

**BUSINESS ARCHIVES COUNCIL**

EMERGENCY GRANT FOR BUSINESS ARCHIVES

APPLICATION FORM

**Application form (in *Word*) and supporting enclosures should be sent by email to BAC Secretary:** secretary@businessarchivescouncil.org.uk

Applications will be considered within ten working days of receipt. The award decision will be made by the BAC’s Honorary Officers.

Important: ONLY EXCEPTIONAL CASES WILL BE CONSIDERED. Before completing this form please make contact the Crisis Management Team for Business Archives (visit: <http://www.managingbusinessarchives.co.uk/getting_started/business_archives_at_risk/> first for contact information). Proof of ownership, research value, match funding and guarantee of arrangements for future public access to records in question are essential.

1 Applicant details:

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| --- | --- |
| 1.1) Name of applicant organisation: | 1.2) Telephone number: |
| 1.3) Name and position of lead contact: | 1.4) Email address: |
| 1.5) Address: |
| 1.6) Location at which collection is stored (if different): |

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| --- |
| 1.7) Applicant organisation’s sector (highlight relevant status): Business Public sector body University  Charity Other (please give details) |

2 Supporting statement:

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| 2.1) Title of collection(s): |
| 2.2) Please briefly describe the collection(s) and series under emergency (e.g. scopes, extents, physical formats, date ranges) |
| 2.3) Please summarise the importance and research strengths of the collection(s):**(mandatory requirement: please enclose documentary evidence under section 4 enclosures as to letter of support for example academic reference for research/wider value):** |
| 2.4) Please explain the emergency, contact made with the Crisis Management Team and outline any deadlines which put records at risk: |
| 2.5) Please outline the costs to be considered by the BAC (please include VAT) and what match-funding is available.

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| Aspect | Cost with VAT | To be met by BAC or match-funded (give name of funder) |
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| 2.6) Explain why it has not been possible for the owner to fund emergency work on the collection within its current capacity and what match funding is available **(mandatory requirement: please enclose documentary evidence under section 4 enclosures):** |
| 2.7) Please explain how the emergency case will involve professional input from a qualified archivist / conservator (and help support cross-domain or partnership working if applicable): |
| 2.6) Please provide the name of the owner and explain the ownership of the collection (e.g. owned/donation/deposit) **(mandatory requirement: please enclose documentary evidence under section 4 enclosures):** |
| 2.7) Specify the access arrangements for the collection once emergency work has been completed **(mandatory requirement: please enclose documentary evidence under section 4 enclosures):** |
| 2.8) Outline the intended emergency project timeline, parties and spend:

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| --- | --- | --- |
| Date/month(s) | Activity/parties | Spend |
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3 Signature:

|  |  |
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| 3.1) Signature of applicant: | 3.2) Position: |
| 3.3) Name of applicant (block capitals): | 3.4) Date:  |

4 Enclosures:

Applicants should enclose relevant supporting documents with their completed application. **Mandatory enclosures: proof of ownership, letter of support for example academic reference on research value, proof that the owner cannot fund the work and evidence that future public access will be arranged. Please list any enclosures below:**

|  |  |  |
| --- | --- | --- |
| Item  | **Question to which enclosure relates** | **Supporting documents** |
| 1 |  |  |
| 2 |  |  |
| 3 |  |  |
| 4 |  |  |

**\*\*APPLICATIONS MUST NOT EXCEED FOUR SIDES A4 (NOT INCLUDING THIS FINAL PAGE SECTION 4)\*\***