

How to apply

Closing dates for applications each year are 1 April and 1 October, and trustees' meetings will normally take place two months later.

Please note:

The closing dates are dates by which applications must be received at The National Archives.

Processing of applications takes time and applications received after the closing dates cannot be considered until the next round of applications. Applicants are therefore advised to submit proposals as early as possible.

In order to ensure funds are available throughout the year it may be necessary to defer applications to the next round even though they were submitted before the closing dates.

Grants are not intended to be of a continuing nature and further grants are not normally made for the same project. New projects from the same institution however are eligible for consideration although previous awards are taken into account.

Application forms and free copies of the most recent annual report are available from the secretary at the following address:

The Secretary
National Manuscripts Conservation Trust
C/o The National Archives
Kew, Richmond, Surrey
TW9 4DU

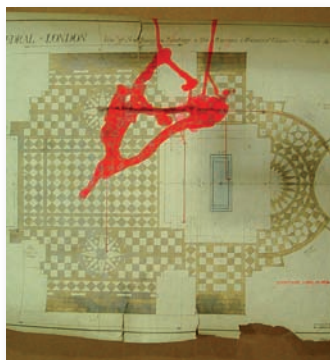
Tel: 0208 392 5218

Fax: 0208 487 9201

Email: nmct@nationalarchives.gov.uk

Website:

www.nationalarchives.gov.uk/preservation/trust/



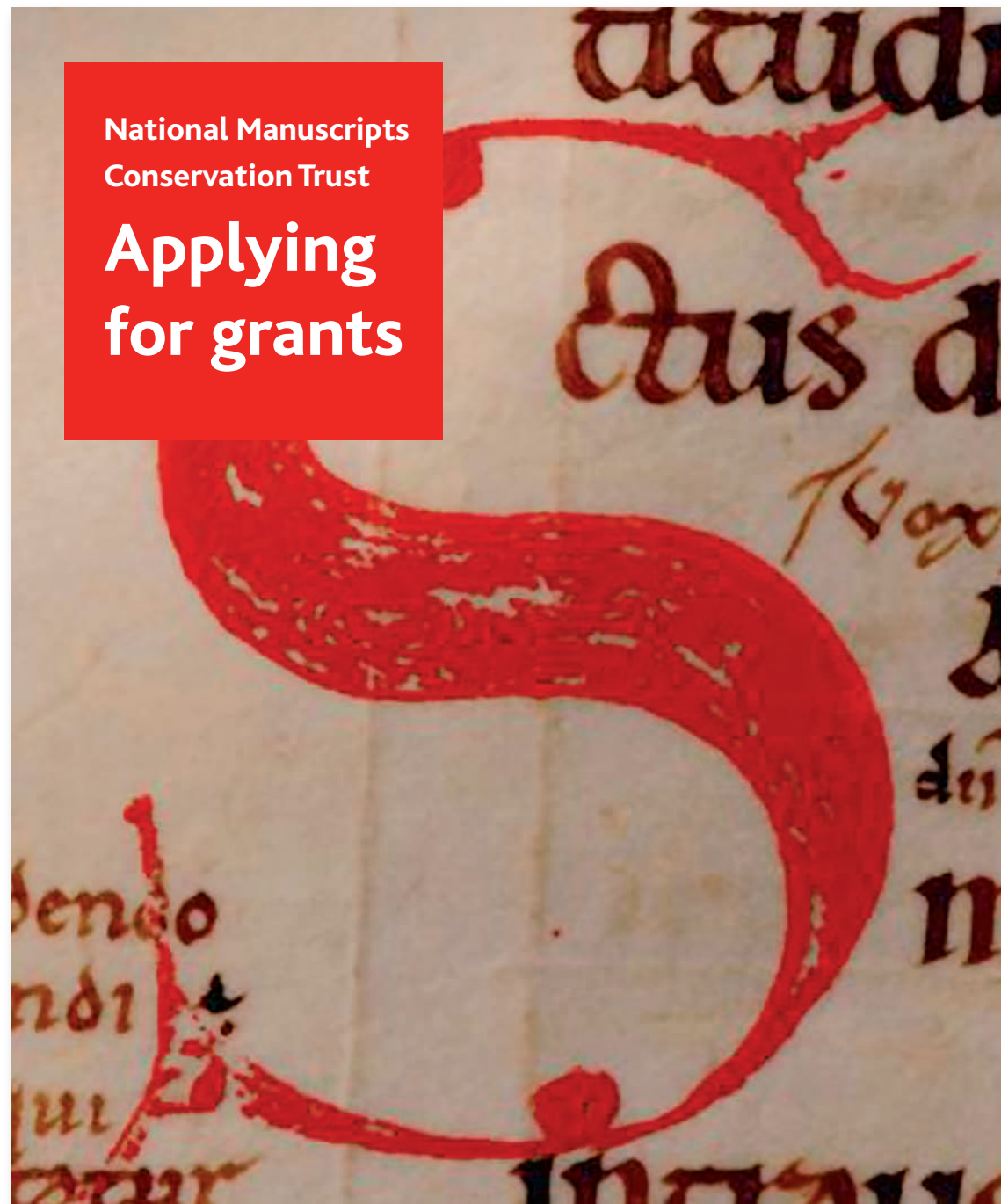
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St Paul's Cathedral Foundation – Preservation for the Architectural Archive of St. Paul's Cathedral
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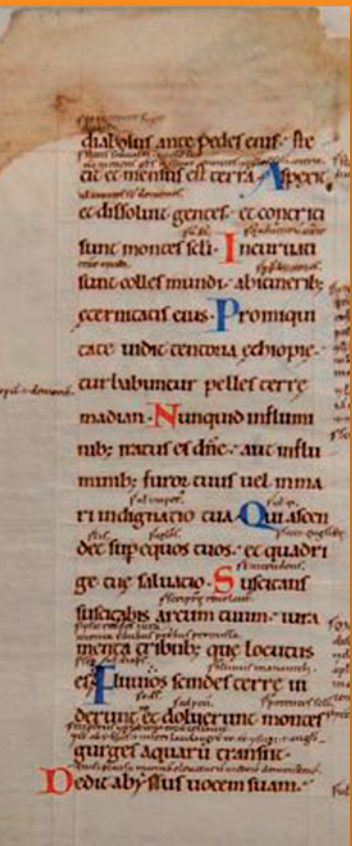


The National Archives

**National Manuscripts
Conservation Trust**

**Applying
for grants**





What is not eligible?

- Public Records
- Printed material
- Photographs
- Audio-visual material

The National Manuscripts Conservation Trust (NMCT) was set up in 1990 by the British Library and the Royal Commission on Historical Manuscripts, with funding from the Office of Arts and Libraries and from private benefactors, to provide financial assistance to owners and custodians in the United Kingdom in preserving the nation's written heritage.

Since April 2004 the awards have been administered by The National Archives in Kew. We can advise applicants to NMCT on matters relating to potential applications, including specific preservation policies and strategies and to best practice in preservation.

Who can apply?

a. Record offices, libraries and other similar publicly funded institutions including local authority, university and specialist record repositories

and

b. owners of manuscript material which is conditionally exempt from capital taxation or owned by a charitable trust

provided that

- *reasonable access is allowed to members of the public*
- *suitable storage conditions are available*
- *there is a firm commitment to continuing good preservation practice*

How much grant aid is available?

Grants are normally considered for projects costing no less than £1,000 or more than £50,000.

Subject to funds being available the trustees are looking for a firm commitment of between 10 and 50% of the total estimated cost as the applicant's contribution.

Projects will normally be supported for no more than three years.

What costs will the grants cover?

Grants will be made towards the cost of repair, binding and other preservation measures, including preservation microfilming or digitisation.

Grants may cover the cost of contract preservation and conservation or the salaries and related expendable materials required for the project. They are not intended to cover capital costs or equipment.

Grants towards the cost of arranging and listing manuscripts will normally only be available for making inventories or summary lists as the first stage in conservation.

Further details of the range, scope and extent of grants awarded are given in the trust's latest annual report, which is available on request from the secretary.

