

Information For Applicants

Housing and displaying objects

Permanent location

Grant aid is awarded on the understanding that the items in question are of particular significance to the applicant's collection and will be maintained in suitable conditions on a permanent basis.

Grant aid is awarded in the context of specific collections and sites whose eligibility has been established. The proposed location of an acquisition must therefore be declared at the time of application. Details of provision for care and access will be requested at the first application and will continue to be monitored.

Applications will only be considered from institutions which will both own and house the item in question. It will normally be acceptable for objects to be kept at any of the official branches of the museum, record repository or library service provided that normal conditions with regard to curatorial supervision, security and environmental safeguards apply.

Particular care must be taken where museums are used for events or functions to ensure that museum objects, particularly furnishing items, are protected from possible damage resulting from the consumption of food, alcohol or cigarettes etc.

The Purchase Grant Fund's support must be clearly shown in all forms of display and publicity.

The Purchase Grant Fund does not assist with the purchase of items which are intended:

- for circulating, exhibition or loan services where these conditions cannot be guaranteed and where the objects will be regularly exposed to the hazards of handling, transportation and environmental changes
- to be displayed out of doors where they will be exposed to risk of damage or loss through vandalism or the environment
- for long term display at premises not governed by the applicant authority and/or which would not be considered eligible in their own right

Temporary loans

The temporary loan of objects from the permanent collection is at the discretion of the curator responsible for the collections. The Purchase Grant Fund expects, however, that the loan of items acquired with its help will be limited to venues which can provide the same, or better, levels of physical and environmental security and curatorial input as the permanent location.

If the function of the building is not primarily that of a museum the items must be:

- displayed within a designated self-contained area which can provide suitable museum conditions and can be secured from the rest of the building
- subject to regular supervision and inspection by curatorial staff
- protected by adequate security devices, for example regular warding by staff whose specific duty it is to safeguard the objects
- readily accessible by the public:
 - the venue should be open for the major part of the week
 - access and opening times should be well publicised
 - access (including disabled access) should be easily available and not dependent on appointments or special assistance

Premises considered unsuitable for display include: foyers and corridors of public buildings; university corridors and faculty rooms; historic house conference or reception centres without museum facilities; council offices such as Mayors' parlours, council chambers, robing rooms; regimental messes; commercial premises; indoor shopping centres; town squares.

These criteria are intended as guidelines and Purchase Grant Fund staff are prepared to discuss individual points with prospective applicants.