

Making a good application: handy hints

A properly directed, well researched, argued and presented application saves time all round and reduces the risk of disappointment.

ASK

- always ring for an initial discussion and if in doubt at any stage

Consider: is a grant necessary? worth your time?

Check the requirements

- approach the right source: do you and your proposed purchase come within the fund's terms of reference?
- are you able and prepared to meet all the terms and conditions?

Allow maximum time

- contact all potential sources of help without delay, especially if you want to bid at auction
- submit applications in time to meet any deadlines (yours or those of the funds)

Give the information requested

- read the questions and follow the instructions
- complete the application form fully
- remember to include supporting material: good quality images, valuation, condition report, provenance details, catalogue entry

Make a strong case

- argue a full but concise case for the acquisition. Why do you need this particular piece?
- don't assume knowledge or be afraid to state what seems to be the obvious
- remember that clear presentation is important

Get the best deal

- don't let enthusiasm for the object cloud objectivity
- research and seek advice on the price; get an independent valuation if appropriate
- seek a museum discount
- investigate the possibility of the tax advantages of a private treaty sale

Keep everyone informed

- where else are you seeking funds? what is the outcome?
- how did you get on at auction?
- have circumstances or timescales changed or have there been any developments?
- do you still need a grant?
- **be there** to answer our queries - or give an alternative contact

Afterwards

- remember to claim the grant
- respect the grant conditions
- acknowledge support