

PRELIMINARY APPLICATION

Notes on completing the application form July 2008

General

All applications must be submitted in English. The application must be submitted electronically as an email attachment to:

endangeredarchives@bl.uk

The application must arrive by the deadline set and late or incomplete applications will not be considered.

Where national or state records are being copied then the Programme will need confirmation at the detailed application stage that the appropriate governmental department had been consulted. Where it is intended to remove official records from the country of origin, even temporarily for the purposes of copying or treatment, then explicit written approval for this will have to be obtained from the highest governmental level.

- Q1** Your application must have a single principal applicant who has the main intellectual input into, and ownership of, the research. This is the person with whom the Programme will correspond about the application.
- Q2** Where the extent of the work or material involved is not fully known then it may be more appropriate to apply for a pilot grant to undertake a survey. It is expected that a pilot project will lead to a future major project.
- Q4** The duration of the project should be stated in months.
- Q5** The start date needs only to be provisional at this stage. If the application is awarded then the start date will be confirmed prior to the issue of the award documentation. Please bear in mind when setting the project timetable that, if invited to submit a detailed application, you will be informed of the outcome of your application in May. July would be the earliest start date to allow for the necessary paperwork to be completed and the initial tranche of funding to be transferred.
- Q6** Costs should be rounded to the nearest pound sterling.
- Q8** Check the box in **either** Q8a or Q8b, **not both**.
- Q9** The host institution should be a university, archive or similar institution to which the grant will be awarded. The institution will be expected to administer and account for the funds, provide any facilities that may be required to complete the project and to abide by the Terms and Conditions of award. It is expected that the Principal Applicant will normally be employed by the Host Institution.

If you are not attached to an institution then you should apply as an Independent Researcher by completing Q10.

- Q10** This question should be completed only if you are not attached to an institution and are applying as an Independent Researcher. This means that the funds will be awarded direct to the principal applicant who will be responsible to the British Library for accounting for all expenditure. Independent Researchers will be expected to have relevant prior experience and a track record of delivery in previous projects. Independent Researchers will be required to submit receipts with their Final Report for all items of expenditure over £100.
- Q11** Please complete this question if you have applied to the Programme previously for a research grant but have been unsuccessful. You will need to provide details of how this application is different from the original application. Before applying again, you should consider carefully the reasons why your application was originally unsuccessful and how you can effectively revise it.
- Q12** You should provide details here of the archives which will be receiving the copies and/or original material.