

**THE LEICESTERSHIRE ARCHAEOLOGICAL &
HISTORICAL SOCIETY**
THE GUILDHALL, GUILDHALL LANE, LEICESTER. LE1 5FQ.
Registered Charity No 503240



President:
Robert Rutland

ACQUISITION FUND GUIDANCE NOTES

- 1. The emergency fund exists to support the purchase of historic items by accredited organisations (see conditions) that have significant value to the Heritage of Leicester and Leicestershire. This can include historic and archaeological objects (including Treasure), paintings, archival material (including photographic) and other materials that are considered to be relevant.**
2. All bids will be considered, but applicants should present a clear case for the significance of the items and demonstrate why they are asking LAHS for the money (i.e. There is no equivalent fund in their organisation).
3. Given the nature of the fund there is no limit to the amount of each application or the number of times one organisation can apply. Each application will be considered on its merits.
4. Grants will be awarded after consideration by a committee and applicants will be notified as soon as possible.
5. In some circumstances the LAHS reserves the right to purchase the items themselves and loan to an appropriate body, i.e. The Record Office.
6. Where objects are purchased using LAHS funds, they should remain publicly accessible within the purchasing organisation or an equivalent. If this becomes impossible then LAHS reserves the right to request the full amount of funding be returned to them (see conditions of grants, section 2).

Process for applications

- 1 All requests should be channelled through the Head of Dept. at the respective Museum Service or the Record Office or Chairperson if a voluntary organisation.
2. All requests must be presented to the committee using the Acquisition Fund Application Form (available on the LAHS website's Grants page), and submitted via email to acquisitions@lahs.org.uk
3. Applicants must include documentation which proves they meet the criteria as an eligible organisation. (i.e. Museums Accreditation certificate)
4. Requests for funding will be dealt with as speedily as possible, but it is vital that the applicant provide a deadline and allow the committee as much time as possible to consider the request.
5. Items purchased by the fund should be properly acknowledged in their documentation and any display label, using the following wording and our logo (available on LAHS website's Grants page).

'Acquired with the support of the Leicestershire Archaeological and Historical Society'.

Conditions of grants

The applicant must agree to the following conditions before any grant is awarded (you will be asked to sign a declaration).

1. Eligible Applicants

Awards will only be granted to museums and galleries fully accredited under the Arts Council England Scheme, or record repositories and libraries accredited under the Archive Service Accreditation Scheme.

An eligible institution must maintain a permanent collection in suitable conditions for the benefit of the public; more specifically it should have:

- A permanent collection covered by legal safeguards to prevent its dispersal.
- Unless administered by a local authority or university, institutions should be governed by a charitable trust ensuring the future security of the collection so that, in the event of the closure of the museum, the collection would pass to another institution with similar aims and safeguards.
- Premises suitable to the organisation's needs, providing adequate gallery space for the display of the permanent collection and secure storage facilities, efficient security systems, environmental controls, and a formally-adopted collections development policy.
- Guarantee of sufficient long-term funding to enable the museum to continue to operate. The organisation itself must not form part of a profit sharing institution.
- Regular opening hours providing reasonable public access, including access for disabled visitors, for at least six months in the year.

The Beneficiary will keep all grant awarded objects on permanent public display or readily accessible to the public in a reserve collection.

2. Transfer of ownership

a) Where an object's purchase value is made up of 50% or more by the LAHS grant. These must not be sold, pledged, charged or otherwise disposed of without the prior written consent of the LAHS. These objects must not be treated as part of the general assets of the Beneficiary.

b) The Beneficiary must give LAHS 60 days' notice of its wish to sell or dispose of an LAHS Funded Object. **If sold, LAHS reserve the right to ask for the grant awarded (or an amount equal to the percentage of the object's purchase value made up by the grant) to be returned to them in full.**

3. CARE OF OBJECTS

The Beneficiary will take due and proper care of objects purchased with a LAHS grant and maintain and keep them in clean and good repair in a physically secure environment free from injury and from deterioration from their condition when acquired (otherwise than by reasonable use and wear).

The LAHS cannot accept responsibility for establishing or verifying the provenance of assisted Objects or whether or not an item is genuinely what it is claimed to be. The Beneficiary shall take all reasonable steps to establish the above prior to purchase.