# **Records at Risk Application Form**

1. Name of Applicant Organisation

2. Name and position of lead contact

3. Telephone number and email address

4. Address

5. Current location of collection / data, whether it is in the direct custody of the applicant, and the date range of the material.

6. Applicant organisation’s status e.g. custodian or collecting institution.  
If relevant, please explain the ownership of the collection (e.g. owned/donation/deposit), and provide details of the owner if the collection is deposited.

7. Please describe why you believe the collection is significant, with known details of its existing and potential levels of use, current degree of access, and existing metadata documentation.

Please use bullet points if that is useful way of presenting your information (maximum 250 words).

|  |
| --- |
|  |

8. Please describe the immediate threat or vulnerability faced by the collection, its physical or digital condition format and extent, and how will this, impact on future access to the collection (maximum 250 words).

|  |
| --- |
|  |

9. Please described your proposed course of action and, if your application was successful, what the impact would be on the records and on your organisation (maximum 250 words):

|  |
| --- |
|  |

10. Please explain why the collection cannot be funded internally by the applicant’s or record creator’s parent organisation, which other funders are you applying to, and when you expect to hear back from them (maximum 250 words):

|  |
| --- |
|  |

11. Please explain how it is intended to assess and plan future public access to the records covered by this application (maximum 250 words):

|  |
| --- |
|  |

12. Please outline the total funding being requested, with some breakdown of anticipated costs:

1. The maximum funding awarded will be £5,000 (but may be less)

|  |
| --- |
|  |

Supporting Documents

Applicants can attach relevant supporting documents with their completed application. In particular, you may wish to attach a letter of commitment from the head of your organisation setting out how future public access might be arranged, or a letter of support such as an academic reference on the research value of the records. Please list any enclosures below.