

**Application Form**

**2025 - Round 16**

**- This is a single organisation application**

**- This is a partnership application**

*Please delete as appropriate*

*Ensure that you read the guidance thoroughly before starting to complete the application form.*

*Please note the form should be completed using 12pt font and single line spacing.*

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| **Section A** | **Applicant Details** | |
| 1. **Name of the collection:** | | |
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| **2. Name and address of applicant organisation:** | | |
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| Tel: | | Fax: |

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| **3. Director or Chief Executive of applicant organisation:** | |
| Name: | Tel: |
| Email: | Fax: |

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| **4a. Main contact for applicant organisation:** | |
| Name |  |
| Job Title |  |
| Address (if different from above) |  |
| Tel no |  |
| Email address |  |

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| **4b. Are you the coordinating partner of a partnership application?** | Yes ¨ No ¨ |

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| **5. Museum(s) managed by applicant organisation and their** **Accreditation details.** *Please list below. For partnership applications please list all the members of the partnership. This information will be used to check eligibility.* | | | | |
|  | Museum name | Accreditation Status  (full or provisional) | Reference  number |
| *e.g.* | *James Bond Museum* | *Full* | *007* |
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| **6. Declaration and permission to consult Accreditation records:** | |
| I authorise that my Accreditation records held by Museums Galleries Scotland may be examined for the purpose of this application and I declare that the information given on this application form and the supporting information enclosed are to the best of my knowledge accurate. | |
| **Signed:** |  |
| **Name:** |  |
| **Position:** |  |
| **Date:** |  |

*Please note the application should be signed by the Head of the Museums Service or the Director or Chief Executive of the applicant organisation.*

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| **Section B** | **Application Summary**  *Please note that it is recommended that you prepare this summary after completing the rest of the application. Please use 12pt single line spacing.* |

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| **7.** Please provide a summary **description of collection** covered by your application. Please refer to the definition of collections in the Applicant Guidance *(Please note that you should submit no more than 250 – 300 words)* |
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| **8. Summary of your case for recognition** (no more than two sides of A4). Please give an overview of how the collection meets the recognition criteria and the objectives of the scheme and summarise the evidence and supporting information you have submitted with your application.  *Please note that all Recognition Committee Members will read this summary whereas not all may read your Main Application (Section C.)* |
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| **9. Please note** *- (a) applies to applications from one organisation – (b) to partnership applications*  (a) Please use the space below to **describe the rest of your collection** and explain how it relates to the collection you are applying for.(No more than one side of A4).  (b) If partnership application, please describe how the collection you are applying for is distributed amongst the partners and how it relates to their other holdings. (No more than one side of A4). |
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| **10.** What do you consider will be the **benefits to your collection, the public, or your organisation(s)** of achieving Recognised status for this collection? (No more than one side of A4). |
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| **Section C** | **Main Application – Meeting the Recognition Criteria** |

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| **11.** Please give a detailed description of your collection and demonstrate its significance in terms of both its importance and its quality, using the Recognition Criteria below to frame your case for recognition.  **Recognition Criteria**  **Importance**  Applicants must demonstrate that their collection is of sufficient importance to the appreciation, study, and understanding of its subject to be recognised as of national stature. As such, the collection will be a material record of one or more of the following:   * social, economic, political, or cultural life (including world culture, spiritual, and/or religious life) * developments in science, technology, agriculture, or industry * the natural environment * the history of art or design * the life and works of a person or group     The Collection should be homed within Scotland, and of Scottish, UK and/or international importance.  **Quality**  A significant collection will be greater than the sum of its parts and demonstrate most or all of the following attributes:   * comprehensiveness: of sufficient size and richness of relevant material to enable it to be regarded as representative. * depth: objects are supported by strong associated or contextual information, including through their relationship to other objects of the collection. * uniqueness and authenticity: demonstrating rarity, intactness or integrity of individual items or groups of items. * reputation: an acknowledged key source for study and learning of a given subject; an acknowledged source of public engagement and enjoyment.   **The range of evidence and supporting information** that you should submit is likely to include the categories listed below. Within this, partnership applications must also clearly demonstrate:   * that the collection is acknowledged as a coherent unit by all the partners and key stakeholders * that, as such, it is managed in a coordinated manner across all the partners * it is acknowledged by the partners as a single distributed unit in relevant policy documents   **A.** Description of the collection including reference, as appropriate, to:   * + the subject covered, and assessment of the importance of the collection for the study of this subject;   + assessment of importance in an international, UK, or Scottish context;   + its size, and key categories of material held;   + strengths and weaknesses;   + associated or contextual information, e.g. archives, field records, photographs;   + provenance, where this is a key factor in importance;   + reference to rare or unique items, or groups of items;   + reference, in the case of natural science collections, to the presence of type, figured or cited specimens;   + comparison with related collections elsewhere, whether international, UK, or Scottish.   **B.** Copy of published Collections Development policy (acquisition and disposal policy), and where relevant, information about acquisitions made during, for example, the past 5 years.  **C.** A list of catalogues or other publications that describe or cite the collection.  **D.** Written confirmation or testimony of the quality of the collection from independent experts who are acknowledged authorities in their field.  **E.** Information about:   * research use of the collection; * use of the collection in the context of the museum’s life-long learning programmes and activities; * loans made from the collection.   *Please note that you are allowed up to 20 sides of A4 in 12pt font and single line spacing.* |
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| **Section D** | **Main Application – meeting the objectives of the Recognition Scheme** |

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| **12.** Please state how your current performance and forward plans are meeting two of the five Scheme’s objectives   * To protect and secure the future of the Recognised Collections of National Significance by raising standards in collections care and management and increasing knowledge and understanding. * To inspire and enable access to, public engagement with and learning and research about, the Recognised Collections of National Significance.   and assists in meeting **the additional Accreditation criteria for** **nationally-styled museums**:  These are articulated for the 2018 Accreditation Standard in the following question set (the numbers refer to the Accreditation requirements):  1.3 (b and c) A satisfactory structure for your governance and management:   * Please confirm you employ multiple museum professionals? * What staffing arrangements are in place to support research at your museum? * How do your professional staff provide expert advice to other museums, galleries and collections?   2.1 An approved forward or business plan which covers the current and subsequent planning year   * Which of the following areas does your Nationally styled forward/business plan include? Formal consultation / Outline of process for review and monitoring * Where does your plan demonstrate national aspiration and delivery?   4.2 A policy, approved by the governing body, for developing collections, including acquisitions and disposals   * Please describe how your collection’s national importance and international interest supports your nationally styled name * Tell us about any significant changes in your collection in the past three years. For example, you may have undertaken a collections review, made significant acquisitions or updated your Collections Development Policy   9.1 To provide stimulating learning and discover activities, including exhibitions and programmes based on your collections   * Please provide a copy of your museum display/ exhibition policy * What research support and facilities are available for users? * Please attach a list of research your museum has published in the last three years * Please provide a copy of your published catalogue * Please provide a breakdown showing how many people have used your research facilities in the last 12 months   9.2 To communicate effectively with users and potential users through a range of access, marketing and promotional activities   * Please describe how you ensure that the quality of your facilities, marketing and communications reflects your nationally styled name |
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| **13.** *(Optional question).* If you wish, please provide any **additional information against the any of the requirements of the Accreditation Standard** that updates on or enhances what has already been previously submitted for the purposes of Accreditation. |
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| **14.** Please use the space below to provide any information on how your current performance and forward plans are assisting towards meeting any or all of the remaining three **objectives of the Recognition Scheme**:   * To advocate for, and raise awareness and appreciation of, the Recognised Collections of National Significance, maximising their potential to celebrate Scotland’s culture and heritage - locally, nationally and internationally. * Use the Recognised Collections of National Significance to support the sustainability of the museums that hold, care for, and exhibit them. * To support holders of Recognised Collections of National Significance to increase their contribution to the sector through ambition, collaboration and partnership working. |
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| **Section E** | | **Supporting Information** | | |
| Please use this section to list all appendices included with your application; to identify what they relate to in the Main Application (Section C) and to indicate relevant sections. Please only submit relevant parts of supporting information and highlight key information. | | | | |
| **Appendix**  **no.** | **Title or description of supporting documents** | | **Cross reference/location**  **of relevant sections** | **Sections of supporting evidence which are relevant to your application** |
| *e.g.* | *Collection management plan/policy* | | *Responses to Question 10 (pp 6, 10, 14), Q12 & Q13...* | *Page 21 paragraph 14 Collections care* |
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*Please keep your entire application to a size that will fit a single standard A4 Box file.*

*Please submit one digital version of this form and one hard copy of your completed application form and supporting information by* ***5pm on Friday 28 November 2025*** *to:*

*Jacob O’Sullivan*

*Collections and Interpretation Manager*

*Museum Development Manager – Collections & Interpretation*

*Museums Galleries Scotland*

*33 Castle Street*

*Edinburgh EH2 3DN*

*Email:* [*jacobos@museumsgalleriesscotland.org.uk*](mailto:jacobos@museumsgalleriesscotland.org.uk)