This form should be used by all organisations, with the exception of those in receipt of exchequer funding (e.g. National museums). It replaces the forms for non-national organisations and those with Designated collections.

It is divided into the following sections:

1. About you
2. Overview of loan
3. Risk management
4. Items to be covered
5. Confirmation of requirements
6. Signed undertaking

The [*Guidelines for non-national institutions*](http://www.artscouncil.org.uk/supporting-arts-museums-and-libraries/supporting-collections-and-cultural-property/government-indemnity-scheme#t-in-page-nav-2)willhelp you complete your application. Providing the required information, including all necessary supporting information will help us process your application as quickly as possible.

Completed forms should be sent to government.indemnityscheme@artscouncil.org.uk. The deadline for applications is **three months** before the requested start date.

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| 1. **About you**
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| **1.1 Borrowing organisation** |
| **Name of Institution:***This is the legal entity we will issue the indemnity to. Multi venue organisations will have the opportunity to specify the site in section 2.* |  |
| **Address:** |  |
| **Museum Accreditation number:** *(*[*https://www.artscouncil.org.uk/supporting-arts-museums-and-libraries/uk-museum-accreditation-scheme/about-accreditation#t-in-page-nav-4*](https://www.artscouncil.org.uk/supporting-arts-museums-and-libraries/uk-museum-accreditation-scheme/about-accreditation#t-in-page-nav-4)*)**NB Accreditation is not a requirement of GIS; this data makes it easier to process your information in a consistent way.* |  |
| **Designated collection Status:** | Please tick if applicable:[ ]  Holder of Designated collections |
| **Is your institution a new applicant?:** | [ ]  Yes[ ]  No[ ]  Not sure |

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| **1.2 Contact for this application:** |
| **Name** |  |
| **Job title** |  |
| **Email** |  |
| **Telephone** |  |

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| 1. **Overview of loan**
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| **2.1 Display venue**  |
| **Where will the loans be displayed?** | [ ]  The same location as 1.1[ ]  Somewhere else |
| **If ‘Somewhere else’, please name the venue:** |  |
| **Address** |  |
| **What type of venue is it?** | [ ]  Exhibition space [ ]  Store[ ]  OtherIf ‘Other’ please specify:       |
| **Name of gallery / store / other** *If applying for multiple loans, please identify which loan is in which location.* |  |

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| **2.2 Purpose of loan** |
| **Type of loan** | [ ]  Exhibition (items borrowed for temporary display)[ ]  Loan renewal (previously indemnified items on long-term display / study)[ ]  Long-term loan (items intended for display alongside borrower’s permanent collection or made available for study)[ ]  Short-term loan (e.g. potential acquisition)[ ]  Study/Research (to further public understanding/appreciation)[ ]  Touring exhibition (temporary display travelling to multiple venues) [ ]  Other If ‘Other’, please specify:       |
| **Exhibition / loan title**  |  |
| **Existing or previous GIS reference(s):***e.g. for amendments and renewals* |  |
| **Overview of the exhibition or loan***Brief description of content, intended audiences, outputs and outcomes. c300 words* |  |
| **Start of indemnity cover***Include periods of transit, storage, set-up and dismantling.* | dd mm yyyy | **End of indemnity cover***Please note cover for long-term loans is arranged for a maximum of three years. This can be renewed.*  | dd mm yyyy |
| **Start of display**  | dd mm yyyy | **End of display** | dd mm yyyy |

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| **2.3 Overview of items** |
| **Number of items** *Items for this application only* |  | **Total number of items** *(if applicable)* *Includes all items for this reference, to date* |  |
| **Total value of items to be covered (sterling)***If objects are valued in another currency, please give an approximate Sterling equivalent, and complete the table below for each currency.* | £       |
| **Complete this table for each currency** *NB use the same currency as the initial valuation throughout the indemnity process.* | Originating currency *(e.g. USD; EUR)* | Total amount *(original currency)* | Exchange rate *(e.g. 1 EURO = 0.8897 GBP* | Source of exchange rate | Date |
|  |  |  |  | dd mm yyyy |
|  |  |  |  | dd mm yyyy |
|  |  |  |  | dd mm yyyy |

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| **2.4 Public benefit** |  |
| **Please explain how the loan will contribute to public understanding and appreciation** *Tick as many as apply* | [ ]  Display and interpretation in public space[ ]  Associated learning activities[ ]  Engagement activities[ ]  Showcasing new interpretation or research[ ]  Enhancing understanding of your collections[ ]  Other, If ‘Other’, please specify:       |
| **What measures are you taking to minimise the carbon footprint of your exhibition / loans?***This answer will not form part of your indemnity. We are seeking to improve the available data on the impact of the Scheme* | [ ]  Hire transport crates[ ]  Reuse display mounts or cases[ ]  Ensure full transportation loads[ ]  Reuse soft wrapping[ ]  Sea travel[ ]  Minimise courier use[ ]  Seek UK-based loans[ ]  Virtual courier apps[ ]  OtherIf ‘Other’, please specify:       |

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| 1. **Risk Management**
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| **3.1 Movement of items** |
| *See Annex D and E* |
| **Will the transport comply with Annex E?**  | [ ]  Yes[ ]  No |
| **Are overnight stops foreseen?**  | [ ]  Yes[ ]  Yes, only for some consignments (in case of multiple consignments)[ ]  No, direct journey from lender’s to borrower’s venue [ ]  Not sure at the present time, details of the transport not finalised  |
| **If yes, will overnight storage facilities be ACE approved?**  | [ ]  Yes[ ]  No |
| **Other information***(for example special arrangements for single consignments above £130 milllion. If this information is not available at the time of the application, this can be submitted at a later stage)*  |  |

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| **3.2 Security conditions** |
| *See Annex D, E and F* |
| **Has your venue been assessed by Arts Council in the last three years?** | dd mm yyyy Yes, last assessment date[ ]  No[ ]  I am not sure  |
| **If ‘Yes’, what areas did this assessment cover?**  | [ ]  Whole venue[ ]  Proposed display area for this exhibition only [ ]  Store [ ]  Other parts of the building but not the proposed display area [ ]  Other If ‘Other’, please specify:       |
| **Have the security arrangements changed since this visit?** | [ ]  Yes[ ]  No[ ]  I am not sure If ‘Yes’, Please specify:       |
| **What security measures have you put in place for the items on display?** | [ ]  Display cases[ ]  Mirror plates and security screws[ ]  CCTV[ ]  Monitored alarms[ ]  Barriers, please specify:      [ ]  Staffing[ ]  OtherIf ‘Other’, please specify       |
| **Please explain or add any further information in support of your proposals.** |       |

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| **3.3 Environmental conditions – loans renewals**  |
| Complete 3.3 if your application is for a Loan Renewal. For all other applications, please go to 3.4*See Annex D, E and F* |
| **Have you submitted a State of the Environment report (SOTE) within the last 12 months?** | [ ]  Yes[ ]  No |
| **If ‘Yes’, are the environmental conditions for this loan the same as those covered by the SOTE?***If this loan was not covered by the most recent SOTE or conditions have changed, please tick No.* | [ ]  Yes[ ]  NoIf ‘yes’, please proceed to Section 4.If ‘no’, please complete the remainder of Section 3 and identify what has changed since the most recent SOTE. |

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| **3.4 Environmental conditions** |
| *See Annex D, E and F* |
| **What RH, temperature, lux and UV levels do you intend to maintain throughout the loan?***If appropriate for the materials you are welcome to refer to the GIS bands: 40-65 RH; 16-24°C; no UV; <50 / <200 Lux.*  | Temperature:      RH:      Lux:      UV:       |
| **How did you decide on these levels:***For example, type of material; requirement of lender; long-term acclimatisation; conservation evidence.* |  |
| **How will you monitor whether you are meeting these conditions throughout the whole loan period?**  | [ ]  Transport vehicles have RH/T°C monitoring [ ]  Spot monitoring is undertaken for Lux / UV[ ]  Continuous monitoring is undertaken [ ]  OtherIf ‘Other’, please explain:       |
| **Calibration dates** | RH/T equipment calibrated: dd mm yyyyDate Lux/UV equipment calibrated: dd mm yyyy |
| **How will you maintain these conditions throughout all stages of the loan?***Tick all that is applicable* | [ ]  RH/T°C control [ ]  Exposure to sunlight has been minimised[ ]  Ultraviolet radiation has been minimised[ ]  Blackout blinds[ ]  Controlling heat from light sources [ ]  Heating[ ]  Air handling units[ ]  Full air conditioning plant[ ]  Humidifiers[ ]  Dehumidifiers [ ]  Glazed and backed frames [ ]  Cased / micro environments[ ]  Visitor flow [ ]  OtherIf ‘Other’, please specify:       |
| **These will be maintained 24 hours a day, 7 days a week for the duration of the loan?** | [ ]  Yes[ ]  No |
| **The difference between the highest and lowest reading in any 24-hr period will be no more than 10% for RH and 4° for temperature.** | [ ]  Yes[ ]  No |
| **Please explain or add any further information in support of your proposals.** |  |

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| 1. **Items to be covered**
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Please list all loans which are to be indemnified.

Do not include items valued at

* £1000 and under if you are in England
* £300 and under if you are in Scotland
* £500 and under if you are in Wales

And / or

* Items on loan from national institutions.

Do use a separate sheet for each owner.

A template is supplied overleaf. However, you may provide a list in your own format (i.e. an export from your management system). This must be in portrait format.

Please supply high resolution images for items meeting the following criteria:

* Oil paintings valued £60,000 or over
* Works on paper valued £30,000 or over
* All other objects, including photographs valued at £15,000 or over

You can find a copy of the image template here: <https://www.artscouncil.org.uk/supporting-arts-museums-and-libraries/supporting-collections-and-cultural-property/government-indemnity-scheme#t-in-page-nav-2>

For Loan Renewals images are only required if values have changed since the last application.

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| **Items to be covered – One sheet per lender** |
| Owner name: |  |
| Owner’s address:Or c/o agent if acting on behalf of the owner |  |

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|  | **Unique object reference number** | **Title / Item** | **Date** | **Maker** | **Materials** | **Dimensions** | **Valuation****(incl currency)** |
| 1 |  |  |  |  |  |  |  |
| 2 |  |  |  |  |  |  |  |
| 3 |  |  |  |  |  |  |  |
| 4 |  |  |  |  |  |  |  |
| 5 |  |  |  |  |  |  |  |
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| 1. **Additional requirements**
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In the event of an incident, we will review all documentation. Incomplete or missing documentation may result in a claim being refused.

Please confirm that the following are in place by the indemnity start date and can be provided upon request:

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| Due diligence checks have been carried out to ensure only ethically acceptable items are borrowed. | [ ]  I agree |
| Loan agreements with conditions precedent for all loans are in place. | [ ]  I agree |
| Loan agreements with conditions precedent for all loans will be in place before the indemnity starts | [ ]  Yes |
| Evidence of maintenance of environmental conditions | [ ]  Yes |
| All valuations have been reviewed and agreed as ‘fair market’ value by a curator or director with appropriate responsibility. | [ ]  Yes |

You are not required to submit evidence of these with your application.

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| 1. **Undertaking**
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**To:** The Secretary of State

In consideration of the giving by you of any undertaking to indemnify under section 16 of the National Heritage Act 1980 (or any statutory modification or re-enactment thereof) for the loss of, or damage to, any object belonging to an institution, body or person while on loan to us (hereinafter called ‘the object(s)’ or ‘object(s) loaned’), we hereby undertake:

 (i) to facilitate public access to the object(s) as detailed in our application or to examine, study or analyse the object(s) in such a way that this will contribute materially to public understanding or appreciation of the object(s), for example by using consequent results, findings or conclusions to enhance interpretation or explanation to the public of the object(s) or by bringing into the public domain the results, findings or conclusions;

 (ii) to manage, safeguard and care for the object(s) in the same manner that this institution would manage, safeguard and care for objects or items in its own collection(s) which are similar to the object(s) loaned;

 (iii) to provide a level of environmental control appropriate to the care of the indemnified objects, and to comply with any further arrangements which Arts Council England may recommend to us;

 (iv) to comply with the security, transport and food and wine conditions for the time being set out in Annexes D, E and F of the document entitled *Government Indemnity Scheme – Guidelines for non-national institutions* and any further such arrangements which Arts Council England may recommend to us while the object(s) are on loan to us or while being taken to or returned from the place where the object(s) are to be or have been kept while on loan to us;

 (v) to scrutinise and assess valuations submitted by potential lenders so that valuations submitted to you are a fair estimate of the value that the object(s) to be indemnified might reach if sold on the open market at the time of the loan;

 (vi) to provide or procure the best possible evidence in the circumstance of the condition of the object(s) as received into our care and control, bearing in mind such factors as the value of the object(s) and its susceptibility to damage, the distance between our geographical situation and the object’s current location and the resources required to make a formal condition report and to make a record of the condition of the object(s) as received back out of our care and control and to forward such records (including any interim records) to you in the event of any claim;

 (vii) to meet the cost of any claim made under any section 16 undertaking up to a limit of

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| Organisations with Designated collections | Other non National organisation |
| 1. to meet the cost of any one or more claims made under any such section 16 undertaking up to a limit of £25,000 per year or such lesser amount as may remain after the amount borne by us in the year (being our financial year) of any claim(s) in respect of loss of, or damage to, any objects loaned out by us has been deducted while recognising that the purpose of this minimum liability is to encourage appropriate and effective care, responsibility and stewardship for both loans out and loans in and to eliminate small claims on the Secretary of State;
 | 1. £300 for each object which has a specified value under the indemnity of less than £4,000;

or1. £300 plus 1% of the said specified value for each object which has a specified value under the indemnity of £4,000 or more;
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 (viii) to notify the Arts Council immediately in writing of the loss of, or damage to, any of the indemnified objects, and of any proposed variation in the arrangements for public access, the security or transport arrangements or environmental control provisions adopted in relation to the objects loaned;

 (ix) to provide a condition report following any damage to any of the objects;

 (x) to take note of, and endeavour to comply with, any guidance issued by you to us in respect of borrowing by us of objects which are likely to be the subject of section 16 undertakings; and

 (xi) to take steps to confirm to the best of our knowledge that the owner(s) of the object(s) loaned has legal title to it and that such object(s) have not been wrongfully taken or illegally exported.

 (xii) to acknowledge the Government Indemnity Scheme by using the following wording in exhibition literature and in all credits: “This exhibition has been made possible by the provision of Government Indemnity, arranged by Arts Council England.”

 For and on behalf of………………………………………………………………….

(being a person authorised to sign on that behalf)

Signature: .............................................................................................................

Name: ...................................................................................................................

Position held in institution: ....................................................................................

Date: ......................................................................................................................