

ENDANGERED ARCHIVES PROGRAMME

ROUND 19 RISK ASSESSMENT May 2024

All offers of EAP awards are conditional on a satisfactory risk assessment from the Principal Applicant. There may be other conditions in the offer letter, and these must also be resolved before a final offer can be made. This document must be completed by **all** applicants who have received an offer within two weeks of receiving the offer.

You may use this facsimile to prepare the revisions to the proposal form (if needed) as well as the answers to the risk assessment. All responses should be submitted via the portal. Any correspondence with the office must have your EAP reference in the subject field of the email.

The form is in two parts:

- **Part 1** is a risk assessment and must be completed by all applicants. Please answer the questions as we have asked them. A generic risk assessment is not acceptable. We need to see that you have considered what might hold up your project and what you can do to make it run as you set out in your proposal.
- **Part 2** must be completed by all who had other conditions to meet. We are asking you to reproduce the conditions as you understand them, and give details of the solutions you propose.

Please re-read your application and check any updates to the information you provided in October 2023. Please ensure all information provided here is accurate to the best of your knowledge, and any that uncertainties are set out with realistic solutions.

Family name of principal applicant					
Revised amount requested (£)		Duration (months)		Intended start date	

PART 1: RISK ASSESSMENT

Please use the following boxes to identify all risks that you anticipate, and describe measures you will put into place to minimise or eliminate the disruption to the project.

Risks relating to:	What are the risks and how do you plan to minimise or eliminate these risks?
Travel – international	
Travel – domestic	
Purchase of equipment	
Recruitment of personnel and training	
Access to archives	
Other safety protocols including public health	
Potential additional costs	
Other risks	

PART 2: CONDITIONS

If you have been given any other conditions please write them out in the left hand box and provide details of how you have addressed these conditions in the right hand box.

Condition from May 2024 letter	How this has been addressed?
1.	
2.	
3.	

Use this box to provide any further information you would like to communicate to the Panel.

If you find that you cannot provide the required information and solutions by the deadline given you will be able to reapply in the next round, due to be announced in September 2024 for a July 2025 project start (earliest start date).

All Grant Agreements for Round 19 must be finalised by the end of July 2024. The first payments for all grants are made in June or July regardless of the start date of the project.

Please get in touch as soon as possible if you have any questions about this process: ruth.hansford@bl.uk sam.vanschaik@bl.uk .

APPENDIX 6