

## APPENDIX 6

### RISK ASSESSMENT

April / May 2025 (Round 20)

Risk Assessment, Conditions and Clarifications. All offers are conditional upon a satisfactory risk assessment from the Principal Applicant, to account for any changes that might have occurred since the beginning of the application process. There may be other conditions, and these must also be resolved before a final offer can be made. This form must be completed within two weeks of receiving the offer. You must complete this form by Friday 16 May 2025.

You may use this facsimile to prepare the revisions to the proposal form (detailed application – 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 only by applicants who were given other conditions to meet. We are asking you to reproduce the conditions, using the wording you were given, and to give details of the solutions you propose.

Please re-read your application and check for any updates to the information you provided in October 2024. Please ensure all information provided here is accurate to the best of your knowledge, and that any uncertainties are set out with realistic solutions.

<b>Family name of Principal Applicant</b>					
Revised amount requested (£)		Duration (months)		Intended start date (mmyyyy)	

#### PART 1: RISK ASSESSMENT

*For each of the categories below, identify all risks that you anticipate, and describe measures you will put into place to eliminate or minimise disruption to the project. Please answer the questions as we have asked them. Be specific: a generic risk assessment is not acceptable.*

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	

Risks relating to:	What are the risks and how do you plan to minimise or eliminate these risks?
Potential additional costs	
Other risks	

### PART 2a: 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 April/May 2025 letter	How this has been addressed?
1.	
2.	
3.	

### PART 2b: CLARIFICATIONS

Did the Panel ask you to clarify any points on your application?

Yes  No

Please give details and your answers here

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 2025 for a July 2026 project start (earliest start date).

All Grant Agreements for Round 20 must be finalised by the end of June 2025. The first payments for all grants are made in June 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](mailto:ruth.hansford@bl.uk) [sam.vanschaik@bl.uk](mailto:sam.vanschaik@bl.uk) .

<sup>i</sup> **Personal Data** Where the British Library uses your personal data to process this form we will do so only in accordance with UK Data Protection Legislation for the purposes of administering the funding request and handling the archives. For the purposes of personal data contained within the Archives directly, the Library processes this data as part of its public task to preserve, archive and make available cultural heritage content. This is in line with our Transparency Notice that can be found online at <https://www.bl.uk/about-us/privacy-policy/transparency-notice-collection-materials>