

Grant Application Guidance - Closing Date 30 November 2022

INTRODUCTION

The Society supports high-quality research and publication relating to Scotland's past by making several grants and awards each year.

Financial support (grant funding) is available to contribute to all aspects of archaeological and historical research within, or directly relating to Scotland, **except** rescue archaeological fieldwork. In the case of historical projects, preference may be shown towards those incorporating an aspect directly related to material culture.

Specific grants are available for research into the Roman occupation of Scotland ([Sir George MacDonald Grant](#)), to assist in the preparation of additional data and presentation of material for publication by the Society ([Angus Graham Grant](#)), to enable experts to visit other museums, collections, or materials of archaeological science at home or abroad ([Gunning Jubilee Gift](#)), for the restoration and repair of buildings of historical and antiquarian interest ([The Dalrymple Donaldson Fund](#)), and for Young and Student Fellows specifically ([Young and Student Fellows Grant](#)). See our website for details.

The Society is proud to be an inclusive, anti-racist, pro-equality and pro-diversity heritage charity. We believe that no one holds a monopoly on Scotland's history and that it should be shared by and for everyone; we are committed to working towards equality and accessibility in the Scottish heritage sector and beyond.

NOTES AND REGULATIONS: PLEASE READ CAREFULLY.

1. All applications for grants are to be made on the form provided (Grant Application Form), please indicate any **specific named grant where applicable**. All application forms **MUST** be signed; a digital signature will be accepted. *No appended material will be considered, and applicants must remain within the prescribed word-limits.*
2. The closing date for receipt of all applications at the Society's offices is **30 November**. Late applications cannot be considered.
3. Referees will only be contacted where thought necessary by the Grants & Awards Committee on assessing the application. It is the **applicant's responsibility** to identify a referee with established expertise in the field and to **ensure that the referee is agreeable to their nomination and able to respond to enquiries from the Society**. The referee should normally not be:
 - A member of the Society of Antiquaries of Scotland Grants & Awards Committee (list available on the Society website at <http://www.socantscot.org/about-us/committees/>)
 - A member of the same institution as the applicant, unless a student applicant's supervisor
 - A participant in, or associate of, the project for which funding is sought
 - An applicant for a Grant in the same year; should this be the case, the referee's own application will normally be disallowed

4. Applicants should be aware that the average size of grant awarded is £2,000 but larger grants can be awarded at the discretion of the Grants & Awards Committee. Individual projects are unlikely to be supported for more than three consecutive years.
5. Members of the Grants & Awards Committee, their close relatives and associates are not debarred from applying for funds from the Society, but conflicts of interest **must** be identified to the Grants & Awards Committee Convener timeously and individuals will be required to leave the room when decisions on such projects take place.
6. Applicants do not have to be Fellows of the Society of Antiquaries of Scotland, nor do they have to be British citizens.
7. Travel and accommodation costs **must** be priced economically; the Society does not currently have large sums to disburse, and the Grants & Awards Committee will examine expenses in detail.
8. Where a quotation/budget for activity to be funded by the Society is provided by the same organisation or a directly affiliated organisation as the applicant the Grants & Awards Committee will expect to see quotations/budgets from other sources for comparison.
9. Any requests for funds relating to radiocarbon or other dating **must** include a full description of the nature and context of the samples to be dated to support their integrity.
10. Grants will not be awarded to directly pay the salary of persons holding existing appointments.
11. All projects funded through Society grants should support people with protected characteristics as defined in the [Equality Act of 2010](#).
12. Applicants are responsible for securing all necessary permissions and insurance for their project, normally prior to claiming funds from the Society.
13. Applicants **must** ensure that all necessary funding to fully complete the project as stated in the application has been acquired or agreed in writing prior to embarking on the project and claiming funds from the Society.
14. Applicants **must** ensure that they are aware of their responsibilities concerning the conservation and storage of archive material and finds.
15. For grants supporting field survey and excavation the Society expects:
 - Recording and analysis of recovered finds, irrespective of period
 - Notification of work to the Local Authority archaeology service (or Historic Environment Scotland where no Local Authority archaeology service exists)
 - A list of finds to be notified to the Queen's and Lord Treasurer's Remembrancer under the requirements of Scottish Treasure Trove Law (via the Treasure Trove Unit, c/o National

Museums of Scotland, Chambers Street, Edinburgh EH1 1JF

<http://www.treasuretrovescotland.co.uk> email: info@treasuretrovescotland.co.uk

- Deposition of digital data, documentary and/or photographic archive with Historic Environment Scotland (HES), John Sinclair House, 16 Bernard Terrace, Edinburgh, EH8 9NX, www.historicenvironment.scot
- Timely publication of the results (the Society expects all field survey and excavation projects to have adequate publication costs factored into their budgets from the outset)

16. Short reports on archaeological fieldwork **must** also be submitted for publication in *Discovery & Excavation in Scotland (DES)* to: The Editor, DES, Archaeology Scotland, Suite 1a, Stuart House, Eskmills, Station Road, Musselburgh EH21 7PB, by **15 Nov** (or see 18 below).

17. All information submitted to Local Authority archaeology services and HES should be completed through the online OASIS database where applicable (<http://oasis.ac.uk/pages/wiki/Scotland>). This can also be used to submit *DES* reports. Contact Peter McKeague at Historic Environment Scotland for details (peter.mckeague@hes.scot).

18. It is the Society's wish that all fieldwork, where possible, has at least one Open Day to encourage public knowledge and interest.

19. The Society encourages the use of social media platforms to inform others about grant-funded projects (e.g. using twitter hashtag #SocAntScotResearch). Please advise the Director of any hashtags, usernames etc. to be followed and promoted by the Society ([@socantscot](https://twitter.com/socantscot)) during the project.

20. Applicants **must** send a brief report of their work or precis of a conference paper (not more than two sides of A4 single spaced in 12-point text) and at least one electronic image where possible (in jpeg or similar format – separate from text) suitable for posting on the Society's website, by **15 November**. This report should include direct reference to how the Society's funding helped meet the objectives of the project.

21. Applicants **must** normally submit accounts with relevant receipts and supporting information, to the Director by **15 November** in the year for which funds were awarded. This will be reported at the following meeting of the Grants & Awards Committee. Where this timescale may occasion difficulties, applicants **must** notify the Society Director in a timely manner.

22. Moneys made available by the Society but not or incompletely disbursed by **31 December** of the year in which the grant is made **must** be returned the following month unless exceptional circumstances have been accepted in writing by the Director of the Society.

23. No further applications from any individual will be countenanced in cases where satisfactory accounts and a report for any earlier grant have not been submitted.

24. The Society **must** be acknowledged in all publications and promotions (including events) resulting from any project to which it has contributed funds. *Where the Society is the main source of funds for a project, it is expected that the Society will be offered first option to publish/disseminate the final report/results and will be considered for an open access waiver.*

25. The Grants & Awards Committee usually meets by end of March and their recommendations considered by Council by end of April, applicants can therefore expect to hear whether they have been successful or not by either late April or May each year.

26. It will be a requirement of any grant award to formally accept in writing these and any other conditions of grant stipulated in the grant award letter.

27. Please type or use black ink and return completed application form to: The Director, Society of Antiquaries of Scotland, National Museums Scotland, Chambers Street, Edinburgh, EH1 1JF, or email your completed application to grants@socantscot.org

28. The Society is committed to protecting personal data. The Society of Antiquaries of Scotland is registered with the Information Commissioner's Office (ICO) as a Data Controller under the Data Protection Act (ref Z1108226). The Society's Data Protection Policy is available here: <https://www.socantscot.org/data-protection-policy/>