Please read guidance notes and regulations carefully.

**Closing Date: 30 November 2020**

**NOTES AND REGULATIONS**: PLEASE READ CAREFULLY.

1. Financial support 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.
2. Specific grants are available for research into the Roman occupation of Scotland ([Sir George MacDonald Grant](https://www.socantscot.org/grant-prize/sir-george-macdonald-grant/)), to assist in the preparation of additional data and presentation of material for publication by the Society ([Angus Graham Grant](https://www.socantscot.org/grant-prize/angus-graham-grant/)), to enable experts to visit other museums, collections, or materials of archaeological science at home or abroad ([Gunning Jubilee Gift](https://www.socantscot.org/grant-prize/gunning-jubilee-gift/)), for the restoration and repair of buildings of historical and antiquarian interest ([The Dalrymple Donaldson Fund](https://www.socantscot.org/grants-awards/the-dalrymple-donaldson-fund/)), and for Young and Student Fellows specifically ([Young and Student Fellows Grant](https://www.socantscot.org/grant-prize/young-fellow-bursaries/)) see our website for details.
3. All applications for grants are to be made on this 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.*
4. The closing date for receipt of all applications at the Society's offices is **30 November**. Late applications cannot be considered.
5. 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 and 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.
6. 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 and Awards Committee. Individual projects are unlikely to be supported for more than three consecutive years.
7. Members of the Grants and 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 and Awards Committee Convener timeously and individuals will be required to leave the room when decisions on such projects take place.
8. Applicants do not have to be Fellows of the Society, nor do they have to be British or EU citizens.
9. Travel and accommodation costs **must** be priced economically; the Society does not currently have large sums to disburse and the Grants and Awards Committee will examine expenses in detail.
10. 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 and Awards Committee will expect to see quotations/budgets from other sources for comparison.
11. 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.
12. Grants will not be awarded to directly pay the salary of persons holding existing appointments.
13. Applicants are responsible for securing all necessary permissions and insurance for their project, normally prior to claiming funds from the Society.
14. 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.
15. Applicants **must** ensure that they are aware of their responsibilities concerning the conservation and storage of archive material and finds.
16. The Society encourages the use of social media platforms (twitter hashtag #socantscotresearch) to inform about grant-funded projects. Please advise the Director of any hashtags, usernames etc. to be followed and promoted by the Society (@socantscot) during the project.
17. 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](http://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).
1. Short reports on archaeological fieldwork **must** also be submitted for publication in *Discovery & Excavation in Scotland* (*DES*) to (or see 19 below): The Editor, DES, Archaeology Scotland, Suite 1a, Stuart House, Eskmills, Station Road, Musselburgh EH21 7PB, by **15 November**.
2. 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. See Peter McKeague at Historic Environment Scotland for details (peter.mckeague@hes.scot).
3. It is Council Trustees’ wish that all fieldwork, where possible, has at least one Open Day to encourage public knowledge and interest.
4. 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.
5. 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 and Awards Committee. Where this timescale may occasion difficulties, applicants **must** notify the Society Director timeously.
6. 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.
7. 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.
8. The Society **must** be acknowledged in all publications and promotions 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*.
9. The Grants and 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.
10. 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.
11. 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, email: grants@socantscot.org

|  |  |
| --- | --- |
| *NAME OF PROJECT*: |  |
| Total grant requested from the Society: | **£** |
|  |  |
| Name of specific grant applied for (where applicable): |  |
|  |
| *PERSONAL DETAILS* |
| Surname of Applicant(s) | Forename | Title |
|  |  |  |
| Institution/Society (if applicable) |  |
| Address: |
| Postcode: |
| Email: |  | Tel: |  |
|  |
| Are you a Fellow of the Society? (this information is for our records only, unless applying for the Young and Student Fellows Grant) |  |
|  |
| Present employment (please highlight all that apply):  |
| commercial | academic | student | volunteer/unwaged | retired | other |
| If other detail here: |  |
| Postgraduate research students: please indicate your grant status, University, and thesis title. |
|  |
| Brief *Curriculum Vitae* |
|  |
| Most recent project(s) for which you were a director: |
|  |
| Are any of these unpublished? If so please provide information on current status and projected publication dates and location: |
|  |

|  |
| --- |
| *PROJECT DETAILS* |
| Project Title: |  |
|  |
| Location: |  |
| Web address(es) for any resources pertaining to the project: |  |
| Bibliographic information on publications directly relevant to the project: |
|  |
|  |
| Canmore number(s) of main site(s) involved (where applicable) |  |
|  |
| Duration of current proposal: |  |
| Duration of entire project: |  |
|  |
| Names of other senior partners (including institutions) in the project and names of others such as surveyors, illustrators, specialists, etc. to be funded by the Society grant: |
|  |
| Reference information on up to three key outputs by the applicant(s) on related research (such as publications): |
|  |

|  |
| --- |
| Please report any guidance received on appropriate standards and methods of dissemination and archiving (including digital archiving and Open Access): |
|  |
| Please give brief outline of publication plans for this project: |
|  |

|  |
| --- |
| Description of the project: Please present the overall aims of the project and **detail the** **specific programme of work and outcomes** for which support is requested.  |
| Use only the space provided (**maximum** 500 words at 12 point): |
|  |

|  |
| --- |
| Please explain, where applicable, how the project relates to theScottish Archaeological Research Framework (ScARF): [www.scottishheritagehub.com](http://www.scottishheritagehub.com)  |
| Use only the space provided (**maximum** 500 words at 12 point): |
|  |

|  |
| --- |
| *FUNDING DETAILS* |
| Outline total budget for the year in which support is requested. Please then **emphasise and detail** what the Society’s funds are being requested to support: |
|  |
| Total Budget: | £ |
| **Total sought from the Society of Antiquaries of Scotland:** | **£** |
| If other sources are being approached for funding for this project please detail here: |
| Source | Amount | Result or date expected |
|  |  |  |

|  |
| --- |
| If funding has been previously sought for this project (including from the Society of Antiquaries of Scotland), please detail here: |
| Source | Date | Amount | Result of application |
|  |  |  |  |
| Other grants awarded in last 5 years to the applicant(s) (from the Society and elsewhere): |
| Source | Date | Amount awarded |
|  |  |  |

|  |
| --- |
| *REFEREE* (see notes and regulations) |
| Name: |  |
| Post/employment/other: |  |
| Address:Post Code: |
| Email (**required** where available): |  |
| Tel: |  |
| Relationship to applicant: |  |
|  |
| Tick to acknowledge referee has been approached by applicant and agreed to be contacted by the Society: |  |
|  |
| **Signature of applicant(s)**  | **Date** |
|  |  |

*Please return completed and signed (electronic signature acceptable) forms to:*

The Director, Society of Antiquaries of Scotland, National Museums Scotland, Chambers Street, Edinburgh, EH1 1JF, email: grants@socantscot.org