

Grant Application Guidance

Closing Dates 30 November 2023 and 30 April 2024

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.

As well as the open call for grants there are also specific named grants 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](#)), for scientific analyses, including radiocarbon dates, relating to Neolithic and Iron Age Scotland ([Dr Euan MacKie Grant](#)) 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 dates for receipt of all applications at the Society's offices are the **30 November and the 30 April** each year. Late applications cannot be considered until the following closing date.
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 (with the exception of the Young and Student Fellow Grant), 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 for their project prior to applying for 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 King'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 regularly champions the research that it funds, through articles on their website and in their online and in print newsletters, through press opportunities and on social media. As a recipient of a Society grant, it is expected that you will be willing to contribute to the production of content if approached by the Society. For example, this could include images from your work, quotations for a press release, or text for an article.

Social media is another great way to promote your project. When mentioning your grant funding on Twitter or Facebook, please tag the Society and/or ScARF or Dig It! so we can see your post and share it with our audience and use hashtag #SocAntScotResearch where appropriate.

For further information please contact our Communications Officer at sally@socantscot.org.

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, **no later than one year after acceptance of the grant**. 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 Society **no later than one year after acceptance of the grant**. 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 within 12 months after the acceptance of the grant **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.*

The Grants & Awards Committee usually meets twice a year, in mid-January and mid-June, applicants can therefore expect to hear whether they have been successful or not by the 31 January or 30 June each year.

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

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

27. 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/>