

Audrey Henshall Legacy Fund Grant Terms and Conditions

On receipt of a grant offer, a formal letter of acceptance is required in which the applicant agrees to abide by our grant conditions. These are outlined below:

1. Applicant has secured all necessary permissions for the project prior to it commencing.
2. 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.
3. Applicant **must** ensure that they are aware of their [responsibilities](#) concerning the proper recording of fieldwork, post-excavation as well as the conservation and storage of archive material and finds.
4. For grants supporting field survey and excavation, the Society expects:
 - Recording and analysis of recovered finds, irrespective of period
 - A short report on archaeological fieldwork **must** be submitted for publication in *Discovery & Excavation in Scotland* (DES)
 - 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, National Museums of Scotland, Chambers Street, Edinburgh EH1 1JF)
 - Deposition of digital data, documentary and/or photographic archive with [Historic Environment Scotland](#) (HES), John Sinclair House, 16 Bernard Terrace, Edinburgh, EH8 9NX
 - 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). Where the Society is the main funder for a project, it is expected that the Society will be offered first option to publish/disseminate the final report/results and granted an Open Access waiver (peer review dependant)



- Information about any fieldwork and post-excavation should be submitted to Local Authority archaeology services and HES by using the online [OASIS database](#) where applicable. This can also be used to submit DES reports. Contact Peter McKeague at Historic Environment Scotland for details (peter.mckeague@hes.scot).
- 5. It is the Society's wish that all fieldwork, where possible, has at least one Open Day to encourage public knowledge and interest. The Society can help promote any such an event, please forward details (ideally with 10 working days' notice) to grants@socantscot.org.
- 6. The Society regularly champions the research that it funds, through articles on our website, in our online and print newsletters, at our events, 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 and/or events if approached by the Society. For example, this could include providing images from your work, writing quotations for a press release, supplying text for an article or delivering a talk at an Online Fellows' Meeting.
- 7. If sharing news about your research on social media, please tag the Society, so we can see your post and share it with our audience. For further information please contact our Communications and Events Officer at sally@socantscot.org.
- 8. If speaking about your research at a public event, please contact the Society ahead of time so that we can share it with our audience. For further information please contact our Communications and Events Officer at sally@socantscot.org.
- 9. Applicants **must** send a report of their work and at least two electronic images with image credits suitable for posting on the Society's website, meaning that you have secured appropriate permissions, **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. This will be used to share research on the [Society-funded Research](#) webpages, newsletters, etc.
- 10. Applicants **must** submit accounts with relevant receipts and supporting information, to the Society **no later than one year after acceptance of the grant**.



11. Where there are any difficulties with the original timescale or project plan, applicants **must** notify the Society as soon as possible to gain agreement from us for an extension.
12. The Society **must** be acknowledged in all publications and promotions (including events) resulting from any project to which it has contributed funds.
13. 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.
14. 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/>.

All communications and questions regarding Grants and Awards should be sent to the Head of Research, Dr Helen Spencer FSAScot by email to grants@socantscot.org, or in writing to the Society of Antiquaries of Scotland, National Museums Scotland, Chambers Street, Edinburgh, EH1 1JF.