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Evie
Orkney KW17 2NJ
Scottish Charity no: SC030611
enquiries@orkneyarchaeologysociety.org.uk



Orkney Archaeology Society

<http://orkneyarchaeologysociety.org.uk>

Application for Grant Assistance

1. Who are you?

Name/Organisation: _____

Contact person (if different from above): _____

Contact details:	Address: _____
	Tel: _____
	Email: _____

2. Basic details about your track record

Give a short summary of your track record, as it relates to excavation and post-excavation. Please highlight Orkney-based work, publications to date and any successes with regard to interpreting and facilitating access to your excavations. Continue on separate sheets if you need more space.

3. Details of the project for which you are requesting funding

Title:
Duration:
Brief summary:

- Please also attach a full description of the project (no more than 2 sides of A4) including:
- Background & results to date that are of relevance to this application
 - Significance of the project, indicating how it fits into any local or wider research strategies
 - Rationale & objectives
 - Methods
 - Programme

4. What you estimate it will cost

Give a breakdown in as much detail as you can, covering the following areas:
travel; accommodation; salaries; consumables (e.g. stationery/materials); equipment hire;
sub-contracts (e.g. geophysics/aerial photography); post-excavation work; report write-up; in-kind
support; other (please detail).

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5. Where you estimate the money will come from

List the potential funders, including Orkney Archaeology Society, indicating the amount of support you are expecting from each, and highlighting any funding which is already confirmed.

Total (should equal Total at 4. above):
Sum requested from OAS:

6. Declaration

I confirm that all information supplied as part of this application is as accurate as possible, and that it gives a true picture of my/our proposal as pertaining to this application. I confirm that I will abide by the terms and conditions as laid out in the Criteria and Procedure document.

Print name: _____

Role in organisation (if applicable): _____

Signed: _____

Date: _____

7. Payment arrangements

We only pay grants by BACS transfer either direct on award of the grant or by invoice from your organisation. Please indicate which you prefer & provide your bank details below.

Bank Account Name:	
Sort Code:	Account No:
Payment on award of grant? YES/NO	Or Payment on Invoice? YES/NO

8. Return of application

This application should be emailed to enquiries@orkneyarchaeologysociety.org.uk Please remember to attach your project description & ensure that you have completed all sections of the form. *Please only send by post if unavoidable please email instead. If you must post it the address is: Orkney Archaeology Society, Millfield, Evie Orkney, KW17 2NJ*

Notes for Applicants

Orkney Archaeology Society (OAS) is committed to supporting the management & development of Orkney's archaeological & historical resource. We are an independent charity with capacity to provide small grants for archaeological research projects.

Eligibility

Projects suitable for funding must be essentially research-led and focussed on Orkney. The sorts of project involved could be:

Field survey

Building recording

Excavation

Post-excavation

The provision of specialist archaeological services (e.g. dating, finds analysis)

Museum/archive-based research

OAS will not make grants towards:

Primarily developer-funded projects

Profit making/commercial projects

We will not normally fund projects which are part of a taught academic degree.

The money may be used for pump-priming for larger projects, supplementing monies from other grant-giving bodies or as total funding for small, inexpensive pieces of work. ***Please note that our funds are limited and we receive many more very good applications than we can possibly fund – please be aware that it is very unlikely that we will be able to give you a 100% grant & you are strongly advised to exhaust other avenues of funding before applying.***

The application process

Complete this form fully and email it to: enquiries@orkneyarchaeologysociety.org.uk

Please only send by post if unavoidable to: Orkney Archaeology Society, Stoo, Costa, Evie Orkney, KW17 2NN

Grants are allocated on a quarterly basis, and applications must be received by the deadline of the 31st March, 30th June, 30th September and 31st December in order to be considered for that quarter. We will acknowledge your application when received and keep you informed as to its progress when necessary.

Your application will be considered by the grants committee, which currently consist of: Martin Carruthers MA MPhil FSA Scot; Dr. Ingrid Mainland BA PhD FSA Scot; & Caz Mamwell BSc MA FSA Scot. If you have not previously applied to OAS we may ask for details of referees we could approach regarding your application.

If your application is unsuccessful we will let you know why. Please note that we unfortunately have to turn down some very worthwhile grant applications due to lack of available funds. If you are unsuccessful this is no reflection on the merit of your project.

Criteria for grant award

- Eligibility
- Fund availability
- Relevance to OAS aims
- Rigour of methodology
- Likelihood of completion

Conditions of grant

Recipients of grants must undertake to:

- Accept any offer of grant in writing and indicate when the grant will be required. Grants not accepted within 9 months will be forfeit;
- Spend the funds provided for the purposes set out in the application and according to the given timescale. If it is necessary to make changes, please contact the society;

- Submit to the OAS Committee a financial summary showing how the grant was applied - a date will be given by which this must be done;
- Provide an article on activities supported by OAS, suitable for publication in OAS's Newsletter, which should be submitted to the Newsletter Editor as soon as possible after work is complete. Ideally articles should not be longer than 2,000 words and can be accompanied by up to 8 photographs or other illustrations;
- Acknowledge the support which has been provided by OAS in publicity & academic output including reports, journal articles, conference contributions, etc.

Depending on the nature and scale of the project, the Committee may impose further conditions which must be fulfilled before grant money is released.

If conditions are not met you will not be eligible for further funding from the Society.

If possible, we would very much appreciate it if you could give a talk (which we would organise) on any work which we have provided funding for.

How else can OAS help?

Publicity: the Society can publicise your project through its website, Facebook page and twitter feed – please email information on your project to us at enquiries@orkneyarchaeologysociety.org.uk

Helpers: we can put you in touch with volunteers who wish to take part in Orkney-based field projects. Please email us a project description and contact details and we will post them online.