



CBA YORKSHIRE

Council for British Archaeology Yorkshire Region Charity Number 5195

CBA YORKSHIRE COMMUNITY ARCHAEOLOGY FUND GUIDELINES

The objectives of CBA Yorkshire (CBAY) are:

1. To advance the education of the public in archaeology;
2. To advance and assist research;
3. To provide a framework for communication and discussion, and to be a vehicle for representation to the wider community and to the CBA of any consensus that emerges;
4. To provide information;
5. To encourage widespread participation in archaeology throughout society.

CBA Yorkshire Community Archaeology Fund

The CBAY Community Archaeology Fund is intended to help archaeology groups within the region to carry out specific archaeological projects. Examples might be equipment for field survey or excavation at a site of local significance; publication costs for a report on work carried out by the society; materials for a display on local history/archaeology; specialist archaeological services such as dating or pottery analysis, or activities involving young people and the community in archaeology. To this end CBAY is offering small grants to affiliated groups and members.

Applications will be considered at the quarterly meetings of the full CBAY Committee (normally the second Saturday in January, April, July and October). Applications for grants should be submitted to the Secretary as soon as possible and certainly no later than six weeks prior to a quarterly meeting to allow time for proper consideration.

Typically grants are for up to £500 and only one grant will be provided per project and/or applicant in any one financial year.

If you have any difficulty regarding the Guidance notes or Application form, please seek assistance by emailing grants@cba-yorkshire.org.uk

Two referees are required to support the applicant's *bona fides*, and provide assurances that the applicant or group has the knowledge and resources to tackle the project for which the grant is requested. Referees should be persons with a position of some responsibility in the locality, and ideally one should have some standing in the field of archaeology or a related discipline. Local groups may have formed connections to established archaeologists; but, where this is not the case please seek advice from grants@cba-yorkshire.org.uk

A referee cannot be somebody who would benefit from the project in any way: for example a finds specialist or archaeological advisor whose services are being sought through the grant application.

Who is Eligible?

Any individual, archaeological society, local group or unit working within the CBAY region would be eligible. An individual applying must be a member of CBAY and in the case of a group or organisation, they must be an affiliate member of CBAY at the time of receiving the grant. Young

Archaeologists Clubs are eligible for grants without affiliation to CBAY. Members of the national CBA may apply, but they will not be given precedence and any such submission will be considered in relation to the objectives of CBAY.

Applications Criteria

Applications must meet the following criteria:

1. Applications must demonstrate that they meet at least one of the objectives of CBAY (see above).
2. Applications must be for projects undertaken within the CBAY region or with a very strong association and relevance to the historical county of Yorkshire.
3. Applications should demonstrate that the project being undertaken will actively add to the knowledge and understanding of the archaeology and history of the project area. It should also demonstrate the benefit to that community and aim, where possible, to place the project into a wider archaeological context and explain the relevance both to that community and to the Yorkshire area.
4. Applications must further community participation in or public awareness of archaeology. This must be clearly demonstrated within the application.
5. Applications must include full details of objectives, itemised costs, timescales and anticipated results. Where a grant for expert analysis or for a particular service is applied for a quote must be included from the expert expected to conduct the analysis or the provider of the service.
6. Applications for publications should be accompanied by a draft of the publication text, preferably as a digital copy or paper copy, if a digital version is not available.
7. The investigation of archaeological sites in isolation without relating them the wider historical development of the area; region or a specific theme will not be funded.
8. Applications will need to acknowledge that they will comply with the requirements of Health and Safety; DBS¹; Safeguarding
9. If an application is for geophysical survey, field walking or other area-based survey the area to be covered should be clearly stated along with supporting plans/maps or aerial photographs showing the approx. extent.
10. If an application is for archaeological excavation and/or test pitting/trial trenching, the area to be covered should be clearly stated along with supporting plans/maps or aerial photographs showing the approx. area.

Reporting Criteria

11. Applications need to show how the results of the project will be disseminated to the wider public. For example, this could be via a report on their website; an article in *Forum*; a presentation at a conference or day school
12. Applications should also show where the results of the project will be archived and are actively encouraged to liaise with the relevant Historic Environment Record for their area. This can be found at: <https://www.heritagegateway.org.uk/gateway/chr/default.aspx>
13. Applications are also encouraged to deposit copies of any reports with the Archaeological Data Service (ADS) via their website: <https://archaeologydataservice.ac.uk/>

¹Disclosure and Barring Service (formerly CRB 'Criminal Records Bureau' checks where appropriate

CBA Yorkshire will NOT fund:

- An individual's general study or associated costs.
- Individuals carrying out professional or commercial research.

- Commercial publications intended for profit.
- Projects we deem to be political.

CBA Yorkshire MAY fund:

- Publication (with priority support to county journals).
- Travel – applications for this type of expenditure will be considered individually on merit.
- Materials (e.g. excavation equipment or consumables)
- Facilities (e.g. hire of site huts)
- Specialist services (e.g. scientific dating processes)

Grants will normally commence at £100 and not exceed £500.

Only one grant per financial year (April to March) will be given to any applicant and/or project.

Applicants are encouraged to discuss their project with CBAY before they complete an application form with a view to seeking advice or guidance. In the event that such advice and guidance is required the applicant should contact CBAY at grants@cba-yorkshire.org.uk giving brief details of the project and query. This is so that a suitably knowledgeable member of the Committee can act as a mentor to the applicant and will be available throughout the life of the project to support and advise as necessary.

Application forms may be downloaded from the CBAY website and submitted to the Secretary, by email, to grants@cba-yorkshire.org.uk.

CBA Yorkshire will acknowledge receipt of all applications and, if required, seek any necessary clarifications. Completed applications will be added to the agenda for the next quarterly Committee meeting where the final decisions on applications will be made by the Trustees.

Applications should be submitted not less than one month prior to a quarterly committee meeting (normally the second Saturday in January, April, July and October). Late applications may be held back until the next quarterly committee meeting.

CBAY committee members or trustees shall not apply for grants as individuals, nor shall they benefit financially from any grant application. At the start of a committee meeting, any member or affiliated representative having any connection with an application must make a declaration of interest and take no part in that part of the proceedings relative to the application.

Payments

CBAY will make funding available at its discretion upon the individual application. This could be:

- Interim payments.
- Payment upon sight of receipt(s) (i.e. for equipment).
- Sight of *pro-forma* invoices (i.e. for publications, deposits etc.)
- Up-front payment in full from the start, but with proof of expenditure required upon completion of the project or project stage.
- Payment of grants will be made electronically into a UK bank account of the group or individual making the application

Projects should, ideally, be completed within one year of the award being made, i.e. finished, the evaluation report submitted, and the project signed off by the committee/trustees. If the funding is part of a larger grant scheme, then the element for which CBAY is being asked to provide funding should be completed within that year. In extenuating circumstances, the committee can grant an extension to this period of 12 months, but the recipient of the grant should make the committee aware of the circumstances as soon as the situation becomes known.

CBA Yorkshire retains the right to reclaim part of any award where these conditions are not met.

The committee/trustees may consider placing examples of previously funded projects on the CBAY website for communal interest and as reference of good practice.

Conditions

Successful applicants must:

- Sign a grant agreement with CBA Yorkshire prior to any expenditure which the grant is to cover.
- Provide a 250-500 word project description prior to receiving their grant to be displayed on the CBAY website.
- Claim their award within six (6) months of the date of the award being granted unless the Committee/Trustees are made aware of exceptional circumstances. Failure to claim within this time frame will require a fresh application.
- Submit a final written report within one year of application or completion of the project whichever is longer and supporting photographs for CBAY website, archive and *Forum*.
- Acknowledge the CBA Yorkshire grant and include the CBA Yorkshire logo on all their publicity materials, website etc. where appropriate. A template for the logo can be found on the CBAY website.

Grantees are encouraged to provide a short presentation on their project to a meeting of CBAY as soon as the project is completed and meeting time can be allocated.

A video has been produced with additional guidance and can be found in the Council for British Archaeology (Yorkshire) website.