



## **CBA YORKSHIRE SMALL GRANTS SCHEME GUIDELINES**

### **The objectives of CBA Yorkshire are:**

- 1 To advance the study and practise of archaeology across Yorkshire.
- 1 To encourage and promote opportunities for participation and learning.
- 2 To communicate the results of relevant research.
- 3 To advance public understanding and care of the historic environment.
- 4 To campaign for our heritage.
- 5 To act as a forum for debate on archaeological issues.

### **Annual Small Grants Fund**

To help support archaeological research and activity CBA Yorkshire (CBAY) will be offering a number of small grants to volunteer groups and individuals across the region.

Applications will be considered at the quarterly meetings of the full 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 four weeks prior to a quarterly meeting to allow time for proper consideration by the Grants Committee.

The amount available via the Small Grant Fund will be determined by the CBAY committee and announced at the start of each financial year.

CBAY Small Grants are intended to help archaeology groups within the region to carry out specific archaeological projects. Examples might be equipment for field survey or excavation for 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; activities involving young people and the community in archaeology.

### **Who is Eligible?**

Any individual, archaeological society, local group or unit, working within the CBAY region, providing that the applicant or one of the members of the group or society has been a member/affiliate member of CBAY for at least one year prior to receiving the grant. Young Archaeologists Clubs can apply for grants. Applications from professional archaeological units will only be considered if they are an affiliated group, the grant is specifically to assist a community-orientated project, or they are helping to facilitate archaeology undertaken by an affiliated group. CBAY will consider match funding as part of a larger project.

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 strong association and relevance to the historical county.
3. Applications must add regional value.
4. Applications should, wherever relevant, make reference to available research frameworks.
5. Applications must further community participation in or public awareness of archaeology. This must be clearly evidenced within the application.
6. Applications must include full details of objectives, costs (itemised), timescale and outputs.
7. Applications must state how the results will be presented, archived and deposited.
8. Applications for publications should be accompanied by a draft of the publication text either a digital copy or paper copy if not available.

**CBA Yorkshire will NOT fund:**

- An individual's general study costs or associated costs.
- Individuals carrying out professional or commercial research.
- Part projects where future funds are essential, unless it can be shown that that such funding is in place.
- 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. In exceptional cases, awards of up to £1000 may be considered.

Application forms may be downloaded from the CBAY website and submitted by email [grants@cba-yorkshire.org.uk](mailto:grants@cba-yorkshire.org.uk) or sent by post to The CBAY Grants Committee c/o CBA, 92 Micklegate, York YO1 6JX.

The Grants Committee will acknowledge receipt and allocate a member to scrutinise the application and to make any necessary enquiries with the applicant. Finalised applications will be sent to the Hon Secretary to add to the agenda for the next quarterly CBAY Committee meeting. The final decisions on applications will be made by the CBAY trustees, with a quorum of five.

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 will be held back until the next quarterly committee meeting.

The Grants Committee will consider how well the application meets the stated the aims and objectives of CBAY (as stated above). We will endeavour to make a decision within 8-12 weeks unless a more urgent timetable is considered reasonable.

CBAY committee members or trustees shall not apply for grants as individuals. 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.

Projects should be completed within one year of the award being made, i.e. finished, evaluation report submitted and 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 match 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:

- Provide a 250-500 word project description prior to receiving their grant to be displayed on the CBAY website.
- Claim their award within 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 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.

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.