



## DEVON ARCHAEOLOGICAL SOCIETY

Registered Charity No. 276865

### CHARITABLE OBJECTIVES FUND: INFORMATION FOR GRANT APPLICANTS

The Devon Archaeological Society exists to promote and encourage archaeology in the historic County of Devon for the benefit and education of the public. The Society has established a Charitable Objectives Fund to further the Society's objectives through the support of high quality projects.

#### Who may apply?

Applicants must be Society Members. In the case of applications from representatives of University Departments, local Societies and other relevant organisations, a Society member must be the named applicant, responsible for the execution of the work and accountable for the correct expenditure of the grant.

The Society will require a report on the work undertaken for publication in its Newsletter, and in appropriate cases will entertain publication of results in its Proceedings.

#### What types of project will be funded?

Projects suitable for funding must be essentially research-led or promote archaeology in Devon. The sorts of project involved could be:

- field survey
- building recording
- excavation
- post-excavation
- the provision of specialist archaeological services
- museum/archive-based research
- the presentation of results of archaeological work
- the production of information and educational material

The Society will **not** make grants towards:

- primarily developer-funded projects
- commercially-motivated projects
- capital purchases, except in exceptional circumstances.

It will also **not** make retrospective grants towards expenditure already made.

Grants may be used for pump-priming larger projects, supplementing monies from other grant-giving bodies or as total funding for small pieces of work.

Grants made for the Charitable Objectives Fund are from a charitable institution and should not therefore be subject to overheads exacted by the applicant's institution. Grants are awarded at the absolute discretion of the Society's Executive Committee.

## What size grants may be made?

The Society is currently in a position to offer grants up to a total of £2000 a year, although it will not necessarily award such a sum.

## Applications Procedure

Applications should be made on the Charitable Objectives Fund Application Form. This should be accompanied by a copy of the full project design and submitted by email or electronic document transfer (e.g., DropBox - in which case the Hon Secretary should be advised of its transfer) to the Secretary of Devon Archaeological Society at **dashonsec@devonarchaeologicalsociety.org.uk** to arrive by **5pm on December 1<sup>st</sup>**. Notification of the result of the application will be made by February of the following year, and a letter of acceptance of the terms of the grant should be returned. Monies will be made available as soon as required thereafter, on receipt of the payment request form (sent out with successful applications), accepting the terms and conditions of the grant.

**Exceptionally**, the Society may accept applications at other times of the year.

## Terms and Conditions

- i. Grants must be applied to actual project costs. No part of the grant may be applied to institutional overheads.
- ii. In the event of other grants being received for the project, the applicant should notify the Hon. Secretary of DAS.
- iii. Any unspent money must be returned to the Society. Should work be delayed, money may be carried over into a following year/season only with the explicit agreement of the Society.
- iv. The grant recipient, must within two months of undertaking the work, submit a brief report and financial summary to the Hon Secretary of the Executive Committee.
- v. A short article, suitable for publication in the Society's Newsletter, should be submitted to the Newsletter editor for inclusion in the January Newsletter following the year for which the grant was made.

## How else can the Society help?

**Equipment:** the Society has available a small amount of survey and excavation equipment available for loan

**Publicity:** the Society can publicise your project through its Newsletter and Website

**Helpers:** the Society has a range of volunteers, many highly skilled and experienced who wish to take part in Devon-based field, post-excavation and documentary projects. It can also put the project in touch with other relevant groups and societies in the area.

Intending applicants are welcome to seek information and advice from an appropriate member of the Executive Committee, by contacting the Hon Secretary.