

GRANT FUND – TERMS AND GUIDANCE NOTES

CBA Wessex is one of several regional groups affiliated to the Council for British Archaeology and is an independent charity.

CBA Wessex brings together people with enthusiasm for archaeology (whether as a general interest, an active pastime, or as a career) in Berkshire, the Channel Islands, Dorset, Hampshire, the Isle of Wight, and Wiltshire, an area intensely rich in archaeological landscapes, sites and historic buildings. Our interests embrace all periods – from prehistory to the present day and include industrial and maritime archaeology.

CBA Wessex arranges lectures, field visits, guided walks, study days and conferences and takes an active role in preserving and enhancing our heritage under the banner of Friends of Ancient Monuments (FOAM).

Funds are raised by subscriptions from our members and through some of our activities as noted above.

In recent years CBAW has enjoyed a surplus of funds over its day-to-day funding and reserve requirements.

The trustees of CBAW feel that the current surplus and any surplus in future years should be spent as grants within the Wessex Region. The amount will be determined by the Trustees on a year-by-year basis following the financial year end and announced at the AGM.

The objectives of CBAW as detailed in its constitution are

- (1) to advance the study and practice of archaeology;
- (2) to promote the education of the public in such archaeology;
- (3) to conduct and / or communicate the results of relevant research;
- (4) to advance public understanding and care of the historic environment.

Who is Eligible?

Any individual, local group, private or third sector organisation working within the Wessex Region. We would consider applications for matched funding as part of a larger project.

- Applications must demonstrate that they meet one or more of our aims as stated above
- Applications must be for projects undertaken within the Wessex Region
- Applications must have a regional value
- Applications should, where relevant, make reference to available research frameworks

We can help with hire of equipment, support of excavation costs, specialist artefact analysis, radio carbon dating, illustrations, etc.

Applicants can ask for up to £500, (but the upper limit is not set in stone and each application will be decided on a case-by-case basis).

Projects should be completed within one year of the award being made (that is the project is finished and an evaluation report submitted).

The Group will not fund

- Individual general study costs or associated costs
- Projects that we deem to be political
- Part projects where future funds are essential for the project to continue, unless demonstrated that those funds will be available.

How to Apply

Download the application form from our website and submit it, with the required information by email to secretary@cba-wessex.org.uk. We suggest you also download and retain these terms and guidance notes.

Applications can be submitted any time after the AGM in early November, once the amount of monies available for grants has been determined and published by CBAW. Once funds for the year have been allocated any submissions after that date will be returned.

The Evaluation Process

Applications will be judged by a sub-committee of the Trustees of CBAW on how well they fulfil the aims of CBAW and that they have met the criteria on the application form. If a committee member has links with an applicant or project that is under consideration, then they shall not participate in the decision making process. CBAW reserves the right to ask for additional information in support of any application.

The committee will endeavour to make a decision within 8 weeks of receiving the application. The decision of the committee will be final.

Payments

CBAW will make funding available at its discretion dependent upon the individual application. This could be

- Interim payments
- Payment upon sight of a receipt(s) (ie for equipment)
- Sight of pro-forma invoice(s) (ie for publications, deposits, etc.)

Successful Applicants

Successful applicants will be required

- To ensure the project is completed within one year of receiving the award
- To submit an evaluation report within one year of receiving the award
- To provide a short abstract (with photographs if applicable) of the project for inclusion in the CBAW newsletter and subsequently on the CBAW website.

CBAW reserves the right to reclaim any award or part of an award where these conditions are not met.

29th June 2016