



The Suffolk Institute of Archaeology & History

Suffolk Institute of Archaeology and History (SIAH) Grants Policy

Introduction

1. Subject to paragraph 3 below, we welcome grant applications from any individual, organisation or institution which shares our objectives:
 - 1.1 to collect and publish information on the archaeology and history of the county of Suffolk;
 - 1.2 to oppose and prevent, as far as may be practicable, any injuries with which ancient monuments of every description within the county of Suffolk may from time to time be threatened and to collect accurate drawings, plans and descriptions thereof; and/or
 - 1.3 to promote interest in local archaeological and historical matters.

We treat alike grant applications for historical and archaeological projects.

How we determine applications

2. In determining an application we take each of the following factors into account:
 - 2.1 the impact the project will have on our knowledge and understanding of Suffolk's history and/or archaeology;
 - 2.2 whether the importance of the project justifies the amount requested – we impose no financial limit on grant applications, but the larger the amount requested the more important the project must be;
 - 2.3 whether the objectives of the project are coherent and achievable;
 - 2.4 the experience, expertise and qualifications of the applicant;
 - 2.5 the extent to which the project encourages the involvement of volunteers and the local community generally;
 - 2.6 the extent to which the results of the project will be widely disseminated and enjoy open access (subject to 3.5 below);
 - 2.7 whether the applicant has applied for and/or received other offers of funding; and
 - 2.8 our own financial resources.

Applications unlikely to be granted

3. We are unlikely to make grants for the following purposes:
 - 3.1 projects which are intended to generate a commercial profit, or are ancillary to the generation of such profit eg developer-funded archaeology;

- 3.2 projects which are likely to lead to or encourage multiple applications eg for church renovation;
- 3.3 projects very similar in nature to those we have supported in the recent past;
- 3.4 employment, subsistence, travel costs or fees of researchers, archaeologists or students, although applications to meet reprographic fees or publication costs may be granted;
- 3.5 projects where there will be publication of the results by the applicant or any other party prior to publication by ourselves in both our *Proceedings* and on-line; or
- 3.6 the acquisition of books or equipment by individuals.

How to make an application and the procedure followed

- 4. A grant application should be submitted by email, in the form attached with any supporting documents, to the General Secretary who will then refer it to a sub-committee constituted for the purpose of considering the application. The sub-committee may:
 - 4.1 grant the application if it patently satisfies the criteria set out above and is for a sum not exceeding £1,000;
 - 4.2 refuse the application if it patently fails to satisfy the criteria set out above; or
 - 4.3 refer the application to our Council for consideration at a meeting – Council meetings are generally held on the second Saturday of November, January and March, and only occasionally in the summer if business so demands. Applicants may apply for a grant at any time, but should bear in mind the dates of these meetings in the timing of their applications.

The decision of a sub-committee or the Council is final and not open to challenge. For the avoidance of doubt, there is no appeal to the Council from a decision of a sub-committee.

Conditions attaching to grants

- 5. If an application is granted we may impose conditions and failure to comply with those conditions will give us a right at our absolute discretion to withhold further funding and/or demand the return of the grant. Common conditions are:
 - 5.1 references in support of the application before a grant is finalised;
 - 5.2 a final report (see 5.6 below) and, in the case of larger projects, regular progress reports;
 - 5.3 in the case of larger projects, staged payments with each additional payment conditional on satisfactory completion of earlier stages;
 - 5.4 the delivery of a lecture to the SIAH by the applicant or suitably qualified colleague (at our option) in person or on-line;
 - 5.5 the leading of an excursion for our members by the applicant or suitably qualified colleague; and
 - 5.6 publication of a paper in our *Proceedings*.