

CUMBERLAND & WESTMORLAND

ANTIQUARIAN & ARCHAEOLOGICAL SOCIETY

REGISTERED CHARITY NO. 227786



Research & Grants Committee

GRANT APPLICATION FORM

Please consult the accompanying notes when completing this form. Please fill in all the spaces

1. THE APPLICANT

1.1 Name..... Title.....

1.2 Address.....

.....Postcode.....

Daytime telephone no.:..... Email.....

1.3 Present position/occupation.....

1.4 Sponsoring body if appropriate).....

2. DESCRIPTION OF RESEARCH PROJECT

2.1 Title of research project:

2.2 Summary of research project:

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3. TIMETABLE

3.1 Date and duration of project (including post-excavation and report production if appropriate):

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4. PREVIOUS WORK BY APPLICANT

4.1 Recent publications of relevance to this application:

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4.2 Unpublished excavation survey or historical research

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5. PUBLICATION OF RESULTS

5.1 Proposed location or form of publication of results of the research:

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6. STORAGE OF ARCHIVE AND ASSEMBLAGE (Archaeological projects)

6.1 Proposed location of finds assemblages:.....

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6.2 Proposed location of archive.....

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7 FINANCIAL ARRANGEMENTS

7.1 Sum requested from CWAAS:

7.2 Have you had a grant from CWAAS in the past.....

Yes [] Date Amount.....

No []

7.3 Budget details for project

Subject/category of expenditure	Amount	Would this category claim CWAAS grant?
Total		

7.4 Other sources of finance for the project:

Organisation/fund	Amount	Has this sum been confirmed?

8. REFEREES (Your application must be accompanied by two written references)

8.1 1st Referee: Name.....

Position/Title.....

Address

.....

Postcode.....Telephone.....Email.....

8.2 2nd Referee: Name.....
Position/Title.....
Address
.....
Postcode.....Telephone.....Email.....

9. ANY OTHER INFORMATION TO SUPPORT YOUR APPLICATION

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10. SIGNATURE

10.1 I confirm I have read and understood the Notes containing the conditions of grant attached to Application Form.

Signature.....Date.....

Please send your application form to: CWAAS Research and Grants Committee, c/o Harry Hawkins (Secretary), Barn Cottage Road Ends, Armathwaite, CARLISLE, CA4 9SL.

NOTES FOR APPLICANTS

1. The CWAAS has limited funds to aid archaeological and historical research in the county of Cumbria and these are administered as grants by the Research and Grants Committee normally three times a year. Applicants for a grant are expected to complete an application form together with a project design and two written references. In completing an application form an applicant accepts the general conditions set out below under which grants are made. The Research and Grants Committee also may attach additional conditions to a grant. Applicants will be informed of the outcome of their application within two weeks of the relevant committee meeting.

2. The application should be accompanied by details of the project design including, if appropriate: location and 8 figure NGR of sites to be investigated; location plan; research methodology; a copy of the most recent interim report for the project. Accompanying information (excluding interim report) should be limited to 2 sides of A4. Any interim report supplied should be in A4 format and unbound.

3. The application must include details of costings including travel, photocopying, use of specialized services etc. Fees for courses etc. normally will not be paid for and must not be included.

4. The applicant must provide an estimated time of completion for the project.

5. When considering the application the Committee may ask for additional information on and/or clarification of any aspect of the project for which the grant is intended.

6. On notification by the secretary that a grant has been awarded the applicant may apply immediately to the Treasurer for the funds.

7. If the grant is not taken up within 12 months the offer will lapse and a new application must be made to the Research and Grants Committee. This time limit may be extended at the discretion of the Committee.

8. It is the wish of the Society that information on grants and on the projects for which a grant is awarded should be made available to Society members and to a wide audience. The Society is also keen for research to be published in the medium most appropriate for its content and wish to be consulted about the format. In addition the following will apply:

- a) within 12 months of the completion of the project a either a full report or a summary, should be submitted to the Society;
- b) within 12 months of the completion of the project either a summary of up to 500 words should be submitted for publication on the web site of the Society and/or in the *Newsletter*;
- c) an applicant may be asked to give a presentation of their work to an audience at an event organized by the Society such as the AGM or a conference;
- d) any other arrangements for publication as requested by the Research and Grants Committee;
- e) applicants should be aware that the editor of *Transactions* has the final say in deciding the content of *Transactions*.

9. Applicants will be asked to supply accounts on completion of the project;

Applications should be sent to: CWAAS Research & Grants Committee, c/o Harry Hawkins (Secretary), Barn Cottage Road Ends, Armathwaite, Carlisle, CA4 9SL.