

Hampshire Field Club and Archaeological Society

Criteria for the award of grants

1. General aims of the Society

The Society's Council may from time to time authorise the payment of grants in support of projects promoted by members which will either

1.1 further the aims of the Society by promoting the study of and research into Archaeology, History, Historic Buildings, Landscape, Geology and Natural History within the county of Hampshire and, where appropriate, publishing the results and/or

1.2 promote the Society's activities thereby having a potential to increase membership

2. Eligibility for successful application

2.1 Council would expect the prime-mover in any project to be a member of the Society but the grant scheme does not preclude joint projects in which that member works with other individuals or organisations

2.2 A decision to support an application will be based purely on the perceived merits of the case, irrespective of the allegiance of the promoter(s) to a particular section of the Society

3. Amount of an individual grant and time-scale of dispersal of funds

3.1 Grants normally totalling no more than 5% of reserves, around £2,200 in 2021, will be awarded in any financial year.

3.2 It is primarily intended to support a wide range of applications through a series of different specialist projects rather than a single major project that will benefit only a small proportion of members.

4. Procedure for making and determining applications

4.1 Applications should be made to the secretary of the Grants sub-committee and must comply with the criteria set out in the paragraph 8 below

4.2 The Grants sub-committee shall consider the application and prepare a written report containing sufficient information to enable Council to determine the application. The report shall also contain the sub-committee's recommendation for the determination of the application.

4.3 The report shall be circulated to members of Council in advance of their next quarterly meeting at which Council shall consider and determine the application. The final decision rests with Council.

4.4 Grants may be approved and awarded subject to such conditions as Council may determine (such as, for example, reporting, publishing and accreditation)

5. Monitoring and dissemination of information

In order to ensure that grants are properly applied and represent value for money

- 5.1 Applicants will be responsible for reporting to the Grants sub-committee on such matters and at such intervals as may be required by grant conditions or at such other times as may reasonably be required from time to time by the Grants sub-committee
- 5.2 The Grants sub-committee shall report quarterly to Council on the progress of projects in respect of which grants have been made.
- 5.3 Council will also inform members of the Society of the nature of grants so made

6. **Accreditation**

The Society would expect its support to be acknowledged and its logo displayed in any report, publication or exhibition resulting from a project in respect of which a grant has been made.

7. **Variation of grant criteria**

Council reserves the right to vary or waive any of these criteria where it considers that it would be in the best interest of the Society to do so.

8. **Criteria for applications**

- 8.1 Applications for a grant should be typed on one side of A4 paper and be accompanied by sufficient supporting documentation to validate the claim.
- 8.2 Applications should contain and/or deal with the following points:
 - a clear description of the project
 - the proposed product or outcome, including any publication or public exhibition
 - the methodology by which this is to be achieved
 - the timescale of the project
 - the grant applied for and the estimated total cost of the project
 - details of how the remainder of the project is to be funded, including details, and conditions, of any other grant(s) or funding
 - how the project will further the aims of the Society
 - whether there is a benefit to the wider membership of the Society
 - whether it is expected to raise the Society's profile and attract additional members
 - whether, if the application is for the purchase of capital equipment, that equipment would be available to others
 - whether the project has additional validity beyond the interests of the Society