

Mick Aston Archaeology Fund

Supported by Historic England and Cadw

Mick Aston's passion for involving people in archaeology is reflected in the *Mick Aston Archaeology Fund*. His determination to make archaeology publicly accessible was realised through his teaching, work on Time Team, and advocating community projects. The *Mick Aston Archaeology Fund* is therefore intended to encourage voluntary effort in making original contributions to the study and care of the historic environment.



Please note that the *Mick Aston Archaeology Fund* is currently open to applicants carrying out work in England and Wales only. Historic Scotland run a similar scheme for projects in Scotland and details can be found at:

<http://www.historic-scotland.gov.uk/index/heritage/grants/grants-voluntary-sector-funding.htm>.

How does the Mick Aston Archaeology Fund work?

Voluntary groups and societies, but also individuals, are challenged to put forward proposals for innovative projects that will say something new about the history and archaeology of local surroundings, and thus inform their future care. Proposals will be judged by a panel on their intrinsic quality, and evidence of capacity to see them through successfully.

What is the Mick Aston Archaeology Fund panel looking for?

First and foremost, the panel is looking for original research. Awards can be to support new work, or to support the completion of research already in progress, for example by paying for a specific piece of analysis or equipment. Projects which work with young people or encourage their participation are especially encouraged.

What can funding be used for?

In principle, almost anything that is directly related to the actual undertaking of a project. Examples of what could be applied for include equipment, drawing and photographic materials, scientific dating, travel for historical research, or environmental analysis. There is also the potential to support innovative ideas for disseminating project results.

Can we apply for funding more than once in a financial year?

There is no reason why you shouldn't apply more than once, although this is not encouraged. We are extremely unlikely to give out more than one grant per applicant every year, and you may be asked to indicate which of your applications your main priority is.

Are there any exclusions?

The following are excluded from the *Mick Aston Archaeology Fund*:

- salary costs;
- publication production costs;
- projects taking place outside of England or Wales;
- work arising from courses in higher education, such as dissertations and theses, and
- retrospective awards for work already carried out.

Furthermore, the scheme is primarily designed to encourage research, so proposals which are essentially to do with promotion (for example new guidebooks, displays, or exhibitions) will normally fall outside the scope of the *Mick Aston Archaeology Fund*.

How do we apply?

Applicants are asked to complete and submit a *Mick Aston Archaeology Fund* application form. The project outline should:

- Give a concise outline of the project's aims;



- Specify who will be involved in the project, for example is it a specific group or society, a researcher or research team, volunteers from the local community, young people, and so forth;
- Set the proposal in geographical and historical context, in relation to any relevant earlier or current work;
- Explain how achievement of the project's aims would benefit historical knowledge and conservation;
- Specify the total sum needed and detail the purpose(s) to which it would be put, giving a breakdown of estimated costs;
- Demonstrate access to such expertise and other resources as the project will require;
- Give a timetable;
- Indicate any other grants or funding that you have applied to for this project, and the outcomes of those applications if known;
- Say how results will be published or made available;
- Supply letters of support from two referees who are aware of your proposed work, independent from your project or organisation, and can comment competently about the archaeological appropriateness of the work and specifically on the part of the project effected by the funding application;
- Demonstrate that you are aware of health and safety procedures.

Please note that the CBA reserves the right to seek extra references where deemed necessary.

What happens then?

You will receive a letter of acknowledgement from the CBA confirming that we have received your proposal. Your proposal will be considered by the *Mick Aston Archaeology Fund* panel. The panel meetings occur on a rolling basis, and will discuss a set number of applications at each meeting. If there are more applications in a month than the schedule allows for, applications will be carried over to the next meeting. As applications are dealt with on a first come, first served basis, there is no scope for prioritising any applications other than on the basis of when they were received. Following a meeting, the *Mick Aston Archaeology Fund* panel may request further information, or offer to discuss ways in which your plan of work could be improved. If funding is granted, you will be asked to sign a form agreeing to a number of conditions before you can receive the funding. The conditions attached to the *Mick Aston Archaeology Fund* are listed below.

What sizes of awards can be expected?

You can ask for up to £1000. Please note that generalised requests along the lines of '£X00 to assist project' will not be considered, so please be specific with your grant request, demonstrating how this will be spent.

Conditions

Should your application be successful, there are a number of simple terms and conditions attached to accepting the Mick Aston Archaeology Fund. These are broken down into 'essential' conditions, and 'desirable' conditions (i.e. those which we would strongly encourage you to follow, but which are not essential, especially if the circumstances of your particular project make them inappropriate).

Essential Conditions

1. Mick Aston Archaeology Fund recipients are required to acknowledge the support of the CBA through the Mick Aston Archaeology Fund stream in any publicity, reports and web presence. Guidance on wording and logos will be provided to successful recipients.
2. Mick Aston Archaeology Fund recipients are required to notify the CBA when their project starts.
3. Mick Aston Archaeology Fund recipients are required to provide a brief mid-point summary progress report at the middle of their project as identified in the project timetable.
4. Mick Aston Archaeology Fund recipients are required to notify the CBA as soon as possible of any changes to the project timetable, with explanation as to why this has taken place.
5. Mick Aston Archaeology Fund recipients are required to supply the CBA as soon as possible with evidence of how the grant has been spent, e.g. copies of receipts, invoices, etc.
6. Mick Aston Archaeology Fund recipients are required to supply the CBA with a copy of the final project report as specified in the project timetable.
7. Mick Aston Archaeology Fund recipients are required to supply the CBA with a selection of digital, high resolution images from their project, which the CBA has permission to use in publicity as appropriate.
8. Relevant results from projects must be made available for entry into the local Historic Environment Record or equivalent. If you are unsure of how to do this, the CBA can provide advice on how best to achieve this in your local area.

Desirable Conditions

1. Mick Aston Archaeology Fund recipients are strongly encouraged to contribute at least one event to the annual CBA Festival of Archaeology either during or after the funding duration. The normal registration process should be followed, and when providing the event description, you should include acknowledgement of Mick Aston Archaeology Fund. More information about participating in the Festival can be found here: <http://www.archaeologyfestival.org.uk/>
2. Mick Aston Archaeology Fund recipients are strongly encouraged to support the CBA by becoming Affiliate and/or Individual members (if not already). The CBA lobbies and campaigns on behalf of the 600 heritage organisations, societies and local government bodies that are already CBA Affiliate members, who are helping to strengthen the profile of archaeology in the minds of decision makers. We need your support to ensure we can continue to do this. For more information see <http://www.archaeologyuk.org/cba/membership/affiliate> and <http://new.archaeologyuk.org/become-a-cba-member/> or contact us.
3. Mick Aston Archaeology Fund recipients may be asked to supply short reports and digital images for the *CBA Member's Newsletter*, CBA regional group newsletters, *British Archaeology* magazine, or other communications in order to help publicise the type of work supported by the CBA.
4. Mick Aston Archaeology Fund recipients are encouraged to promote the CBA, the Young Archaeologists' Club and the CBA Festival of Archaeology to their members and participants, and to members of the public that they encounter during their work, and will be provided with promotional material for distribution. Extra materials can be supplied by the CBA on request.

Anything else?

We recommend that you apply for support from the Mick Aston Archaeology Fund well ahead of carrying out your proposed work, since it can take several months for your application to be processed especially if we require further information.

Is further advice available?

The CBA will be glad to discuss ideas at any time, and to advise on your prospective scheme. In the first instance please email webenquiries@archaeologyuk.org with any questions you have about the Mick Aston Archaeology Fund.