

CHESTER ARCHAEOLOGICAL SOCIETY

Grant to Support the Study of PAS Finds from Cheshire

1.0 Objectives

- 1.1 The Society wishes to encourage the study and publication of objects (or groups/ types of object) reported to the Portable Antiquities (PAS) scheme from Cheshire and adjoining areas, to ensure that their potential contribution to the understanding of the archaeology and history of the county is realised.
- 1.2 The Society is therefore offering a grant of up to £700 every two years to help suitable persons to undertake such research. In particular it is hoped that the grant will be attractive to new researchers. Applicants need not be members of the Society.
- 1.3 The operation of the scheme will be reviewed after four years (ie at the end of 2019).

2.0 Conditions

- 2.1 The grant is intended to cover out-of-pocket expenses such as travel and lodging, access to information, the commissioning of specialist reports and scientific analysis, and the purchase of small items of equipment and consumables, all of which should be procured economically. This list is not exclusive. Academic fees and subsistence and personal expenses that would be incurred by the researcher if they were not engaged on the project will not be reimbursed.
- 2.2 Researchers should take reasonable steps to satisfy themselves of the accurate provenance etc of PAS finds.
- 2.3 It is a condition of the grant that the results of the research shall be offered for first publication as an article in the *Journal of the Chester Archaeological Society*, with acceptance of its copyright conditions and editorial procedures and in conformity with its house style; they may also be used in promotional material by the Society. The assistance provided by the Society's grant shall be acknowledged in the first publication and in any subsequent republication and promotional material by the researcher. Any archive created during the project shall be offered to the Portable Antiquities Scheme, the Archaeology Data Service (ADS), the Cheshire and other Sites and Monuments Records and relevant museums as appropriate.
- 2.4 Additional grants for the same project may be obtained from other sources, provided that the funding body (-ies) agree(s) to the conditions in paragraph 2.3 above. However, the grant may not be used to pay for core elements of funded research programmes for which the costs should have been foreseen from the outset. Nevertheless, the grant may be used to fund additional projects arising from such programmes.
- 2.5 Applicants should secure all necessary permissions in writing before seeking a grant.
- 2.6 Projects should be completed within two years, except in the rare case of an extension being granted. Should the project not be completed on time, or the reporting requirements not be complied with, the grant will be forfeited and no further applications from the same individual will be considered.

3.0 Application procedure and reporting requirements

3.1 Applications should be submitted to the Society's Honorary Secretary by 30 June on the application form supplied. Itemised estimates of costs must be included. The award of a grant will be notified by 31 July. Grants will be payable in two equal instalments, at the beginning and end of the project, with the first instalment being paid on 1 October or thereabouts. Expenses already incurred before the award was made will not be reimbursed. Any variation from the proposed pattern of expenditure involving a sum of £100 or more should be agreed in advance with the Honorary Secretary. An interim statement of expenses, together with a brief progress report, should be submitted on the first anniversary of the award. A final statement of expenses, together with the completed article, should be submitted by the second anniversary. The second instalment of the grant will be paid on acceptance in principle of the article by the Honorary Editor. Receipts should be provided for all expenses claimed. Should the final expenditure be less than the amount awarded, only the lesser amount will be paid. The article will be published in the *Journal of the Chester Archaeological Society* the following year.

4.0 Assessment of applications

4.1 In choosing a subject for research, applicants should liaise closely with the PAS Finds Liaison Officer for Cheshire, Greater Manchester and Merseyside. Applications will be assessed by a subcommittee of the Council of the Chester Archaeological Society, the Finds Liaison Officer and a representative of National Museums Liverpool (*qua* host organisation for the Finds Liaison Officer). Applicants should have a demonstrable record of carrying out and publishing soundly based research on a related subject to a timetable, or have the written agreement of such a person to act as a mentor/referee. All applications must be supported by two written (or email) references (one of which may be provided by the mentor/referee mentioned above), submitted to the Society's Honorary Secretary by 30 June.

5.0 Contact details

Honorary Secretary, Chester Archaeological Society

Alan Williams

20 The Yonne

City Walls Road

Chester CH1 2NH

Tel 01244 310563

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PAS Finds Liaison Officer, Cheshire, Greater Manchester and Merseyside

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Email Vanessa.oakden@liverpoolmuseums.org.uk

CHESTER ARCHAEOLOGICAL SOCIETY

Portable Antiquities Scheme Finds Study Grant

Application Form

Name

Address

.....

Tel numbers (home/work/mobile)

.....

Email address

Title of project

Description of project (approx 400 words)

Itemised proposed expenditure

[Empty rectangular box for itemised proposed expenditure]

Other grants sought/awarded for this project (plus amounts)
.....
.....

Permissions sought and gained for this project
.....
.....

On completion, I will offer this research for first publication in the *Journal of the Chester Archaeological Society*, accept its copyright conditions and editorial procedures, and offer any archive created to the PAS, ADS, the Cheshire and other SMRs and relevant museums as appropriate. The providers of other grants and permissions that I have received have also consented to this.

Signature Date

Name and position of mentor (plus contact details)
.....

Name of referee 1 (plus contact details)
.....

Name of referee 2 (plus contact details)
.....

Return to: The Honorary Secretary, Chester Archaeological Society, Alan Williams, 20 The Yonne, City Walls Road, Chester CH1 2NH. Tel 01244 310563. Email r.alan.w@icloud.com.