



Chester Archaeological Society

St Johns House Fund Grants for Archaeological Work in and around Chester

1.0 Introduction

- 1.1 The Chester Archaeological Society invites individuals and organisations to apply for grants of between £50 and £500 from the St John's House Fund* to support projects within the pre-1974 County of Cheshire and adjoining areas.

2.0 Scope

- 2.1 Grants may be made from the fund, on application, in order to:
- (i) Carry out archaeological excavations and field investigations
 - (ii) Acquire, preserve, restore or reconstruct archaeological sites and relics
 - (iii) Carry out other archaeological and historical research
 - (iv) Publish papers, reports and books and otherwise disseminate information in, from or relevant to Cheshire.
- 2.2 Preference will be given to projects for which there is no other obvious source of funding, fill apparently important gaps in knowledge or increase public knowledge or participation, and have a long-term value.

3.0 Examples of Previous and Current Projects

- 3.1 Previous grants have supported projects such as:
- Publication of the Roman 'Elliptical Building'
 - Other local archaeological publications
 - The cataloguing, interpretation and redisplay of the Saxon cross fragments in St John's Church.

* *Background note:* This fund was set in 2019 up to take over the assets of the St John's House Trust and continue its aims. The Trust was established in 1934 by the Society to administer money raised for the excavation of Chester's Roman amphitheatre (carried out 1960–1969). It takes its name from the early 18th-century St John's House, situated over the north entrance of the amphitheatre, which was purchased by the Society and the rent from which was a major source of income for the Trust. From 1981 the Trust applied its residual funds to the promotion of archaeology in and around Chester in general.

4.0 Application procedure, payment and reporting requirements

4.1 Applications should be submitted to the Society's Honorary Treasurer by e-mail to membership@chesterarchsoc.org.uk. Applications will be circulated to the Society's Council for a decision at its next meeting, subsequently applicants will be advised of the outcome. There is no set time for making applications, or the number that will be accepted, but in general the Society does not wish to make grants totalling more than £500 in any one year. Itemised estimates of costs must be included. Grants will be paid retrospectively on satisfactory completion of the project and receipt of invoices. Expenses already incurred before the grant 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 Treasurer. A brief progress report should be submitted on the first anniversary of the award and a final one on completion.

5.0 Conditions for applicants

- 5.1 Applications should be accompanied by supporting information proportionate to the size of the grant requested, including a description of the project, the envisaged timescale, and estimates of costs. Additional information or references may be requested
- 5.2 Additional grants for the same project may be obtained from other sources, provided that the funding body (-ies) agree(s) to the conditions set out here. In the case of such projects, the whole project should be described in the application, the elements for which a grant is requested should be clearly identified, and the other sources of funding must be declared.
- 5.3 Academic fees, subsistence, personal and any other expenses that would be incurred irrespective of the project will not be reimbursed.
- 5.4 Grants 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.
- 5.5 The Society reserves the right to offer less than the amount requested.
- 5.6 Applicants should secure all necessary permissions in writing before seeking a grant.
- 5.7 Projects should be completed within two years, except in the rare case of an extension being agreed. Should the project not be completed on time, the grant will be forfeited and any further applications from the same individual/organisations(s) will take this into account.
- 5.8 The support of the Society must be publicly acknowledged in an appropriate way.
- 5.9 Where appropriate, the results of any research should be offered for first publication as an article in the *Journal of the Chester Archaeological Society*.
- 5.10 To avoid conflict of interest, the fund may not be used to support activities of the Society or those in which current or recent officers or Council members have a managerial interest. Any other interests that current or recent officers or Council members have in applications must be declared.