|  |  |
| --- | --- |
| **THE SOCIETY FOR****POST-MEDIEVAL ARCHAEOLOGY****Community Engagement Award Application Form** | SPMA |

**About the award**

The Society makes a Community Engagement Award to members and non-members, once a year as resources permit, to support individuals, groups and societies in developing new public-facing initiatives focusing on the post-medieval archaeology of Britain, Europe and the wider world. Public-facing initiatives could include seed-funding, the development of digital archaeology, the development of educational resources, lectures, one-off events and other creative outputs. Please note that equipment will not be funded. The Society’s previous lecture bursary has now been discontinued and subsumed within this award. Each award proposal will be subject to a maximum of £500, and the total fund available in any single application round will be £500.

**Eligibility**

To be eligible for an award:

* applicants need not be members of the Society.
* applicants can apply on behalf of any group, institution and organization
* applicants can be amateur or professional archaeologists
* Post-medieval archaeology (late medieval to the present day) must be a core aspect of the proposal
* community engagement must be a core aspect of the proposal

**Notes on how to complete the application:**

**Section A**

1. Please identify the audiences that you are targeting.
2. Please include a description of the aims and expected outcomes of the initiative, and how you will measure the success of your project.
3. Please provide brief details of the permissions that you require to carry out the proposed activity and whether these have been secured.
4. Please provide details of any contingency plans that you have in place.
5. Please include a timetable for completion of the proposed activity.
6. Information should be provided on how the Society’s support will be acknowledged.

**Section B**

1. Please explain precisely how much money you want from the Society and how it will be used. Please provide adequate detail in terms of a breakdown of the costs and include justification if costs relate to the purchase of supplies or contracted services.
2. Please outline other sources of funding that have been secured / approached for this initiative.

NB: The Council is most likely to favour proposals that demonstrate how the Society’s support could be of importance in getting an initiative off the ground or in attracting money from other sources, particularly projects requesting smaller sums of money that would part-fund a project. Applications that involve new initiatives and those that seek to engage non-traditional audiences will be looked on more favourably than those that propose to fund ongoing programmes of work, where engagement activities are already in place.

Once completed, this form should be submitted to the Society’s Prize Co-ordinator at grants@spma.org.uk along with any other supporting information. Applications will be considered once a year, with deadline for submission on 1 March. Successful applicants will be informed by 1 May.

A report about the outcomes and how the SPMA’s funds were used must be submitted for inclusion in the Society’s newsletter, website, and other Society communications within three months of completion of the initiative.

Further information about other SPMA grants may be found on our website: [www.spma.org.uk](http://www.spma.org.uk)

|  |
| --- |
| Name:  |
| Organisation (leave blank if not applicable): |
| Address:  |
| Email address:  |
| SPMA member (please circle) Yes No |
| Short description of community engagement initiative (50 words or less): |
| Total funds requested from SPMA:  |
| Other sources of funding that have been approached: |
| Other sources of funding that have been secured:  |

|  |
| --- |
| Section A: This box should be used to outline your public engagement initiativein no more than 1000 words, bearing in mind the **Notes on how to complete the application**, which will be used as criteria by which to judge the applications:  |
| Section B: Please provide a **detailed cost breakdown** of your initiative here.  |

I hereby agree that I will supply a report about the community engagement initiative and how the Society for Post-Medieval Archaeology’s Community Engagement Award was used to the Prize Coordinator within three months of project completion.

Applicant’s signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_