Guidance on the completion of Archaeology Programme Bid Form

We expect grant recipients to adhere to high standards of archaeological practice. For guidance on standards and conduct please see the Chartered Institute for Archaeologists website (http://www.archaeologists.net/codes/cifa).

If your bid is successful, you will also be asked to accept the Archaeology Programme grant conditions. It is important that you read and understand these conditions prior to submitting your bid.

Many institutions will retain a right of approval on such conditions prior to allowing their staff to develop a bid. Make sure you have approval to proceed.

The information provided by you in this form will be stored on a Historic Environment Scotland database and used in the assessment process. It may be made publicly available. In submitting this form, without surrendering your intellectual or other rights, you will be deemed to have agreed to this, unless you contact the Archaeology and World Heritage Team when you submit this form to ask that information be barred from public use for a specified time.

Do not leave any part of this form blank, write N/A where appropriate.

Applicant

Q1 Please complete the details section in full, the applicant should be the name of the individual or institution to which the grant will eventually be paid.

If you are, or the institution you are applying on behalf of is, a member of any professional organisation, please state which organisation and what level of membership is held.

It is important that you discuss your proposal with the relevant member of Historic Environment Scotland staff before submitting your bid. To identify who this is, please contact Archaeology and World Heritage Team at an early stage in the development of your project design.

Please note the date of application is the date the form is sent to HES.

Project details and statement of outcome

Q2 Please complete the Project Details section in full.

An example of the Canmore site number is NT53SE 20.
If the site is scheduled, you must already be in contact with the Heritage Management team at Historic Environment Scotland in regards to obtaining Scheduled Monument Consent.

To help you identify which of the strategic priorities your project benefits, see below for Scotland's Archaeology Strategy's priorities and what they mean. The full Strategy can be found here.

- Delivering Archaeology – To broaden and deepen the impact and public benefit of archaeology within and beyond Scotland.
- Enhancing Understanding – To increase knowledge, understanding and interpretation of the past.
- Caring and Protecting – To ensure that the material evidence of the human past is cared for and managed sustainably for present and future generations.
- Encouraging Greater Engagement– To enable and encourage engagement with our past through creative and collaborative working, active involvement, learning for all ages and enhanced archaeological presentation.
- Innovation and Skills – To ensure that people have the opportunity to acquire and use the archaeological skills that they need or desire, and that those skills provide the underpinning for innovation in the understanding, interrogation, learning and funding of archaeology.

Q3 This is one of the most important parts of your application as this statement is used at funding meetings and discussions when assessing which bids will be successful. The statement should be no longer than 50 words in length and be a succinct description of the aims and outcomes of the project.

Some useful advice on outcome setting can be found at:
www.evaluationsupportscotland.org.uk.

Q4 Detailed description of your project.

- This more detailed project description should be designed to present your bid to programme managers and other colleagues who may not already be familiar with your project.
- The text should include a description of the subjects and nature of the project, its value to Scottish archaeology and its expected contribution to our knowledge, understanding and management of Scotland's archaeological heritage.
- The text should clearly link your project to all of the strategic priorities which you identified in Q2.
- The text should also highlight what research questions are being answered by the proposed activity. For an example of research questions, see the Scottish Archaeological Research Framework.
- It should make clear why this project is being put forward, and why now. Areas of uncertainty in project aims or organisation must be mentioned.
- It may be necessary for HES to see a project design as part of our decision making process, however, we would not wish you to incur any expense to provide this as your application may not be successful. If you are at all concerned regarding this issue please discuss with your HES contact as noted in Q1.

Environmental Impact

Q5 Environmental Impact

EU legislation requiring the environmental assessment of plans and programmes came into being in 2001 through Directive 2001/42/EC (commonly known as the SEA Directive). This is implemented in Scotland through the Environmental Assessment (Scotland) Act 2005. This legislation requires that environmental assessment is undertaken on certain public sector plans and programmes. It introduces a strategic level of assessment into the plan and programme formulation process (referred to as 'strategic environmental assessment' or SEA).

As an authority with responsibility for the preparation of strategies, plans and programmes, Historic Environment Scotland has a role as a Responsible Authority. Historic Environment Scotland is therefore required to review its programmes to ascertain whether they are likely to result in significant environmental effects and to undertake environmental assessment of those identified as having the potential to do so.

The Archaeology Programme has been identified as having potential environmental effects. In consequence, bid submissions should consider the environmental implications of the proposal.

Please consider the following and indicate whether your project is likely to impact or interact with any of these issues:

Environmental Issues to consider
Will the work be undertaken in or affect a designated site i.e. Special Protection Area; Special Area of Conservation; Ramsar Site; Site of Special Scientific Interest; National Nature Reserve?
Will work affect species and/or habitats protected at the European level and/or included in Biodiversity Action Plans (national and/or local)?
Will agricultural soil be affected and, if so, what class (prime land is Class 1, 2, and 3.1)?
Will the work be undertaken in an area of peat/bog?
Will the work exacerbate or improve existing erosion problems?
Will soil protection measures be required e.g. conservation of topsoil?
Is the land contaminated?
Will the work directly or indirectly affect a watercourse e.g. working in the watercourse or adjacent to it?
Are there issues re water quality e.g. potential for sediment runoff adversely affecting water quality; oil/diesel spills; etc?
Will the work affect other land uses e.g. industrial; commercial; residential; agricultural; recreational (including access)?
While likely there will be positive impacts on cultural heritage as a result of knowledge generation are there negative impacts on the historic environment that may ensue?
Will there be effects on landscape characteristics e.g. felling of trees; improving existing situation; restoring views; etc
Are there any public safety implications associated with the work?

Grant funding

Q6 Resources required

Our financial year starts in April and ends the following March e.g. 1 April 2017 to 31 March 2018 is financial year 2017/18. If your bid covers work over more than one financial year, we would like to see the activities split up into the appropriate years - please see our example for an illustration of this. Please note that the project content and associated costs in our example are for illustrative purposes only.

We need to see a description of the activity proposed e.g. fieldwork, post-excavation analysis, web-design.

The total net cost is the total overall cost of that activity, within the noted financial year. If you have any questions about VAT, please contact the Archaeology and World Heritage Team directly.

The net HES grant is the amount of money for that activity, within the noted financial year, that you are requesting from HES.

The Net cost from other source is the amount of money for that activity, within the noted financial year, that is coming from another source.

It is important to include payment from other funding sources and contributions in kind from the applicant or other project participants and sources (e.g. staff time, accommodation, equipment etc.). With this in mind it is important that the time spent on the project from the applicant is not underestimated.

The percentage of grant that you are seeking from HES should be as low as possible and we expect you to have sought all other appropriate funding

Financial Year	Description of Activity	Total Net Cost	Net HES Grant requested	Net cost remaining	Other Funding source
2016-17	Project Planning	3,500	0	3,500	Grant from AA Archaeology
2016-17	Fieldwork	25,000	15,000	10,000	Contributions from University
2016-17	Subsistence costs of fieldwork	5,000	0	5,000	In kind contribution from local Trust
2016-17	Post excavation analysis and production of DSR	15,000	5,000	10,000	Grant from the Data Structure People
2016-17	Public outreach – lectures, local magazine/ newspaper articles and associated travel costs	1500	0	1500	Local archaeological society
2016-17 and 2017-18	Preparation of text to publication standard	7,500	4,000	3,500	Grant from text writers inc. and in kind by author
2017-18	Production of publication standard images	4,000	2,000	2,000	In kind contribution from School of Art
2017-18	Archiving and finds to Treasure Trove	15,000	10,000	5,000	Contribution from University
Totals		76,500	36,000	40,500	

% of project cost requested from HES	47%

Q7. Blocks of work and stage payments

We need to see the project activities as described in Q6 broken down into blocks of work which explain how you intend to proceed with the project and make claims for payments.

Each block can contain several tasks and the description can be no longer than needed to characterise it e.g. "fieldwork and DSR" or "Final editing". There can be as many blocks as required to describe the work of the project within the HES financial year, simply add more lines to the table as required. You may wish to group several blocks together noting a stage payment against the last in a group (see example of blocks 1-3). However, if your project covers more than one of our financial years, we do need to see the annual total of expected HES grant payment for each financial year.

All project activities should be included with the exception of those not expected to be funded by HES and publishing costs, which we deal with under a separate grant application.

For a pilot project please do not include blocks for any envisaged subsequent project.

Stage payments will be paid only when it has been agreed with the Archaeology and World Heritage Team that the work has been completed.

If there are no firm dates at this stage, the start and end dates of blocks should be the first and last dates of the appropriate month.

If your project covers more than one of our financial years, each year requires a separate table. Please copy the table and insert it below the original in Q7 and ensure that the workblocks are numbered in a continuous sequence across the whole of the project.

If your bid is successful, changes to these work blocks can be made, but only following discussion with HES in advance so that we can understand any implications (please see the grant conditions for further details). **In addition, you will be asked to resubmit these tables each financial year which you receive funding from HES.**

Financial Year	Work Blocks	Description of Activity undertaken	Dates	HES Stage Payment
2016-17	Block 1	Fieldwork trench A – all fieldwork will be claimed at the end of fieldwork on trench C	Start - 01 May 15 / Finish – 30 May 15	£
2016-17	Block 2	Fieldwork trench B	Start – 01 June 15 / Finish – 30 June 15	£
2016-17	Block 3	Fieldwork trench C	Start – 01 July 15 / Finish – 31 July 15	£15,000
2016-17	Block 4	Post excavation analysis and production of DSR	Start – 01 Aug 15 / Finish – 30 Sept 15	£5,000
2016-17	Block 5	Preparation of text to publication standard	Start – 01 Oct 15 / Finish – 31 Mar 16	£2,000
Annual Total				£22,000

Financial Year	Work Blocks	Description of Activity undertaken	Dates	HES Stage Payment
2017-18	Block 6	Preparation of text to publication standard (cont.)	Start – 01 April 16 / Finish – 31 May 16	£2,000
2017-18	Block 7	Production of publication standard images	Start – 01 June 16 / Finish – 30 June 16	£2,000
2017-18	Block 8	Archiving and finds to Treasure Trove	Start – 01 June 16 / Finish – 20 Feb 17	£10,000
Annual Total				£14,000

Q8. Outputs in the forthcoming year

Please indicate what you expect the outputs of the project to be in the forthcoming financial year and when you expect these to occur.

If you attend a conference to present your project and its results, some support can be provided by Historic Environment Scotland. Please refer to the 'Guidance for potential applicants' for details on the level of support and how to apply.

Product Type	Working title	Completion date
DSR	'Data structure report for excavations 2015'	30 Sept 2016
Interim report	'Results of the excavations in 2015'	30 Sept 2016
Public lecture	'The exciting results of the 2015 field season'	15 Nov 2016
Article in magazine	'How the 2015 field season and subsequent post-excavation has changed our understanding of Scottish Archaeology and conservation of the historic environment'	31 March 2017

Q9. Final output of the project

Please indicate what you anticipate the final output of the project to be and when you expect this to occur.

Product Type	Working title	Completion date
Monograph (part published online)	'The excavations at an important site / group of sites in Scotland'	31 March 2018

Declaration

Please be sure to sign the declaration before sending in the application. If you are submitting your application electronically, please print out and sign a hard copy of the declaration page and post this to us, indicating which project application the declaration is for, we will then match this to the bid form.