

**Archaeology Programme Bid Form**

Historic Environment Grants. Archaeology programme

**How to complete this form**

Please refer to the accompanying guidance notes while ﬁlling in this form. You must answer all of the questions in the form.

• If a question does not apply to you, please write ‘does not apply’ or n/a.

• If writing by hand, please write clearly in BLOCK CAPITALS.

• You can submit your application form by email to [archaeologyprogramme@hes.scot](mailto:archaeologyprogramme@hes.scot) or by post to Archaeology and World Heritage Team, Historic Environment Scotland, Salisbury Place, Edinburgh EH9 1SH.

Historic Environment Scotland operates an ‘access to information’ policy. Any information that you send to us and any information provided to help process this application may become publicly available.

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| --- | --- | --- | --- | --- | --- |
|  | | | | | |
| Please tell us if you have any specific communication needs  (tick all boxes that apply) | | | | | |
|  | Textphone |  | Sign Language |  | |
|  | Audio Tape |  | Other Requirements |  |  |
|  | | | | | |

**Applicant**

**Q1 Applicant’s details**

|  |
| --- |
| Applicant: |
| Contact Name: |
| Company/organisation: |
| Role in project: |
| Address: |
|  |
| Town: |
| County/Region: |
| Postcode: |
| Tel: |
| Mobile: |
| e-mail: |
| Company Registration no: |
| Registered Charity no: |
| VAT Registration no: |
| Membership of professional organisation: |

|  |
| --- |
| Historic Environment Scotland contact(s): |
| Date of Application: |

**Project details and statement of outcome**

**Q2 Project Details**

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| --- |
| Project name: |
| National Grid Reference of site: |
| Canmore no: |
| Local Authority Area: |
| Is the site Scheduled? Yes  No  SM number: |
| Do You have Scheduled Monument Consent? Yes  No |
| Is the site Listed? Yes  No  HB number: |
| Do you have listed building consent? Yes  No |
| Have you received HES Grant for this project in a previous year?  Yes  No  if yes please provide dates: |
| Please indicate which of the strategic priorities your project benefits, tick all that are appropriate  Delivering Archaeology  Enhancing Understanding  Caring and Protecting  Encouraging Greater Engagement  Innovation and Skills |

**Q3 Please give a summary statement of your project in around 50 words.**

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**Q4 Please give a more detailed description of your intended project in around 300 words.**

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**Environmental Impact**

**Q5 Environmental Impact**

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| --- | --- | --- | --- |
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| Please provide a brief summary of any potential environmental effects arising from the project. | | | |
|  | | | |

**Grant funding**

**Q6 Resources required**

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| --- | --- | --- | --- | --- | --- | --- | --- | --- |
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|  |  |  | |  | |  | |  |
| Financial Year | Description of Activity | | Total Net Cost | | Net HES Grant requested | | Net cost remaining | Other Funding source |
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|  |  | |  | |  | |  |  |
| Totals |  | |  | |  | |  |  |
|  |  |  | |  | |  | |  |
| % of project cost requested from HES | | | | | | | | % |
|  |  |  | |  | |  | |  |
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**Project Activities**

**Q7 Blocks of work and stage payments**

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| --- | --- | --- | --- | --- |
| Financial Year | Work Blocks | Description of Activity undertaken | Dates | HES Stage Payment |
|  | Block 1 |  | Start | £ |
| Finish |
|  | Block 2 |  | Start | £ |
| Finish |
|  | Block 3 |  | Start | £ |
| Finish |
|  | Block 4 |  | Start | £ |
| Finish |
|  | Block 5 |  | Start | £ |
| Finish |
| Annual Total | |  |  | £ |

**Q8 Outputs in the forthcoming year, please include all outputs including those not funded by HES**

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| --- | --- | --- |
| Product Type | Working title | Completion date |
|  |  |  |
|  |  |  |
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**Q9 Final Output of project**

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| --- | --- | --- |
| Product Type | Working title | Completion date |
|  |  |  |
|  |  |  |
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**Declaration**

Your completed application form must be signed by the applicant named in Q1, a digital signature will be accepted. If the applicant is an organisation, an authorised member of that organisation must sign and must give his or her job title.

I/we conﬁrm that I/we have read and accepted the guidance notes, and that the information on this application form, together with any supporting information enclosed with it, is accurate and complete to the best of my/our knowledge.

|  |
| --- |
| Signature(s): |
| Name(s) (in capital letters): |
| Job Title (for organisation only): |
| Date: |