

RESEARCH & SPECIAL ACTIVITY GRANTS: Guidelines

Research Assistance Grants

Research grants of up to **\$10,000** may be provided for projects to assist in costs related to a specific project.

Expenses that may be covered may include transportation, consumable goods (film, stakes, flagging, etc.), photographic costs, drafting, photocopying, telephone, carbon 14 dating and other analysis costs.

Purchases of capital equipment such as cameras, computers, etc. **will not** be considered for funding.

Special Activity Grants

Grants of up to **\$5,000** will be available to Society Centres, Alberta educational institution societies, Societies and individual members of the ASA with Centre support. A letter confirming Centre support signed by the Centre President must accompany the application from individuals. Some of the projects that would be considered for funding would be conferences, workshops, artifact identification weekends/projects, participation in science fairs, etc.

Expenses that may qualify for funding would include speaker honorarium, travel and lodging expenses, facility rental, supplies and advertising.

Purchases of capital equipment such as cameras, computers, etc. **will not** be considered for funding other than from Society Centres.

Eligibility

Any Centre or member of the Archaeological Society of Alberta may apply for funding as well as Alberta educational institution societies or other Societies. If fieldwork is involved, the applicant(s) must obtain the necessary permit(s) as required under the Alberta Historical Resources Act. All projects that include fieldwork should afford opportunities for other members of the ASA to participate.

To qualify for funding, the projects should be:

- 1) Applicants do not qualify for funding Alberta Historical Resources Foundation.

- 2) Provincial in scope benefiting the prehistory or history and the people of Alberta as a whole.
- 3) Upon approval of a grant, the applicant shall notify the Executive Secretary of acceptance and agreeing to any conditions placed on the application. Upon receipt of notice of acceptance, the ASA may provide funding of up to 90% of the grant. The remaining 10% will be paid upon receipt of a satisfactory written project report.
- 4) Individuals, Societies or Centres receiving funding for projects agree to provide the ASA with a financial statement outlining the full costs of the project within sixty (60) days of the project being completed. **Any unused funds will be returned to the Society.**
- 5) Individuals or Centres receiving funding agree to provide a report on the project suitable for publication in the Alberta Archaeological Review.
- 6) Acknowledgment of funding support from the ASA and the Alberta Historical Resources Foundation shall be made in any finished product of the project (i.e. interim and final reports, any publications resulting from the project, presented papers, web pages, etc.).
- 7) Any grant application not paid out within six (6) months of approval will be cancelled unless a request for an extension in writing has been received by the Executive Secretary-treasurer and subsequently approved by the executive.
- 8) The ASA will disclose to the Society members at large the name of the recipient the grant and the amount in the annual ASA financial report presented at the Annual General Meeting and subsequently published in the Alberta Archaeological Review.

Deadlines for Applications

Applications shall be submitted to the ASA Provincial Executive Secretary no later than January 15th and September 15th annually. These applications will be reviewed and voted on at the respective spring or fall provincial executive meeting. Additionally, grant applications may also be submitted by April 1st and will be reviewed at a special executive meeting to be held in conjunction with the Annual General Meeting. Only under exceptional circumstances and with the prior approval of the Provincial President may applications be submitted outside these deadlines. The applicants will be informed by the Provincial President whether or not their application has been approved and if there are any additional conditions attached.

Each grant application must include a proposed budget outlining anticipated income, costs, etc. as well as other funding being requested or provided.

ASA Grant Application Policy

The Provincial Executive Secretary will receive all applications for funding and review the applications for eligibility, completeness, etc. If everything is in order, the secretary will then forward the applications to the Provincial President and Provincial Executive for their consideration. The Executive Secretary will not have a vote on the grant applications.

The Executive Secretary will also advise the Executive what funding if any is presently available to cover any or all applications received.

Grant Committee

The Grant Committee will be made up of the Provincial President and the Provincial Executive.

The committee members upon receipt of an application will review the application and be prepared to discuss the application at the next executive meeting. If the committee has any questions concerning the application before they feel they can approve it, they will contact the Executive Secretary who in turn will contact the applicant for clarification. Applications may be approved subject to conditions as outlined by the committee.

Applications for funding must receive a majority vote in favour of the project in order for the application to be approved.

Reporting

An accounting report should be submitted to the Executive Secretary-Treasurer within 90 days of using all the grant monies. Also, supporting documentation, receipts, etc. must be provided if requested.