

# HUNTER ARCHAEOLOGICAL AND HISTORICAL TRUST

## GUIDANCE NOTES (revised 02/04/18)

### 1. APPLICATIONS AND NOTIFICATIONS

1.1 Applications may be submitted either in hard copy for delivery by post or in electronic format sent as an e-mail attachment. They must be clearly marked 'Hunter Trust' and must include a completed application form which can be downloaded from the Trust's website at [www.huntertrust.co.uk/](http://www.huntertrust.co.uk/). The form is available both as an adjustable Microsoft Word document for word-processed applications and as a fixed and enlarged pdf for printing out and completion by hand if preferred. The application form may be amplified by an illustrated appendix of no more than 1,500 words, and of a file or folder size no greater than ten megabytes if sent as an e-mail attachment.

1.2 Telephone enquiries (01324 622888) and postal deliveries should be addressed to James Brogan, Russel + Aitken, LLP, Solicitors, King's Court, High Street, Falkirk FK1 1PQ, and e-mails sent to [jamesbrogan@russel-aitken.co.uk](mailto:jamesbrogan@russel-aitken.co.uk).

1.3 The closing date for applications in each annual round is 15 January. Where a project is also dependent on funding from other sources which cannot be confirmed at the time of the application, the Trust must receive confirmation of such funding sources and of the viability of the project by 15 January.

1.4 The applicant must nominate a referee whom the Trustees may, at their discretion, wish to approach for a letter of support in deciding upon the outcome of the application. The referee should not be a member of the same institution as the applicant, nor a participant in or associate of the project for which funding is sought.

1.5 All applications will be acknowledged, normally within ten working days of receipt. Applicants will also be informed of the outcome of their applications following the meeting of Trustees, which usually takes place in the first half of March.

1.5 The decision of the Trustees is final as to the success of applications and the amounts awarded. No correspondence will be entered into regarding such decisions.

## **2. CRITERIA AND ELIGIBILITY**

2.1 When first set up by Doreen Hunter in 1975, the principal purposes of the Hunter Archaeological and Historical Trust were defined in the following terms: ‘to promote, especially by means of long-term projects, the study of and research into medieval history in or relating to Scotland and in particular the promotion of advanced archaeological study and research into that period commencing with the end of the Roman occupation and extending to the end of the fourteenth century, with associated lines of study and research in allied documentary or other fields, and to make available to the public the outcome of such study and research either by publication or by ensuring that the same be held available in the records of some institution.’

2.2 Support of Scottish medieval archaeology and history remains the central purpose of the Trust, but, accepting that the phases which traditionally mark the beginnings and ends of the Middle Ages in Scotland are no longer viewed and defined as rigidly as they were in 1975, Trustees are willing to consider projects which examine evidence in the immediate pre- and post-medieval periods or in geographical areas or on types of site where temporal and cultural boundaries are unclear. If in doubt, applicants are advised to make preliminary enquiries of James Brogan (see 1.2 above).

2.3 Grants may be awarded to support a broad range of investigative and research activities, including contributions towards excavation, scientific analysis, travel, transport, accommodation, conference attendance, publication and archival costs. However, grants must always be attributable to specific, identifiable areas of project activity. They are not to be used to cover overhead costs for projects or events, provide general running expenses, staff salaries, or supplementary incomes for students. Nor are grants normally awarded to support technical works of conservation in relation to buildings, monuments and artefacts. Again, if in doubt, applicants are advised to make preliminary enquiries of James Brogan (see 1.2 above).

## **3. AMOUNTS AND TIMINGS OF AWARDS**

3.1 Grants normally fall within the range of between £300 and £3,000, but in well merited cases sums of up to £5,000 may be awarded at the discretion of the Trustees.

3.2 Grants are normally allocated by Trustees once each year, at their March meeting, but, exceptionally, ad hoc awards may be considered at other times of the year.

3.3 An offer of grant which is not taken up by 15 January in the year following the award will lapse unless special arrangements are made for the offer to be renewed.

#### **4. CONDITIONS OF AWARDS**

4.1 By 15 January in the year following the award applicants must submit financial accounts with relevant receipts and supporting information relating to the expenditure of the grant, together with a report in printed or digital format, preferably illustrated, describing the results of their project. Five copies of the report are required, either printed or on CD/DVD.

4.2 The Hunter Archaeological and Historical Trust must be acknowledged in all publications and promotions resulting from projects to which it has contributed funds. A digital logo can be made available for this purpose.

4.3 In agreement with the applicant, the Trust may wish to select and use a digital illustration from a project report for its own publicity purposes.