

RESEARCH & SPECIAL ACTIVITY GRANTS

Guidelines

Research Assistance Grants

Research grants of up to \$5,000 may be provided for projects to assist in costs related to a specific project. Applicants must be a member of the ASA and have confirmed ASA centre support (a letter confirming center support signed by the centre president must accompany the application).

Expenses that may be covered include wages for assistants, transportation, consumable goods (graph paper, stakes, flagging, etc.), photographic costs, drafting, photocopying, carbon 14 dating, and other analysis costs.

Wages for applicant or 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 institutions, and individual members of the ASA. Applicants must be a member of the ASA and have confirmed ASA centre support (a letter confirming ASA Centre support signed by the Centre President must accompany the application). Examples of projects that would be considered for funding would be conferences, workshops, artifact identification weekends/projects, participation in science fairs, etc. Joint projects between individual centres and other groups or institutions are particularly welcomed.

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

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

Eligibility

Any ASA Centre or member of the Archaeological Society of Alberta may apply for funding. 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 or lab work must afford opportunities for other members of the ASA to participate.

Special consideration will be given to:

- 1) Projects/Activities that promote the Vision, Mission, and Values of the Archaeological Society of Alberta
- 2) Projects that advance our understanding of the (past) people of Alberta.
- 3) Applicants that do not qualify for Alberta Historical Resources Foundation funding.

Terms of the Award

Upon approval of a grant, the applicant shall officially notify the Executive Secretary of their acceptance and agreement to any restrictions or conditions placed on the awarded grant in writing. Upon receipt of notice of acceptance, the ASA will only provide funding of up to 80% of the grant. The remaining 20% will only be paid upon the completion of the project, which includes submitting a full accounting of how the funds were spent and a written report accepted by the editors of the *Alberta Archaeological Review* and/or for the Newsletter.

Individuals or ASA Centres receiving funding must provide the Executive Secretary with a financial statement outlining the full costs of the project within sixty (90) days of the project being completed. **Any unused funds must be returned to the ASA.**

Individuals or ASA Centres receiving research funding must write an article on the project suitable for publication in the *Alberta Archaeological Review*. The editors of the AAR will notify the Executive Secretary that article has been accepted for publication.

Individuals, educational institutions, and ASA Centres receiving special activity funding must provide an article on the activity suitable for publication in the *Alberta Archaeological Review* or the Newsletter (for smaller activity grants). The editors of the AAR will notify the Executive Secretary that article has been accepted for publication in the AAR or the Newsletter.

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, webpages, at events etc.).

Any grant funding not paid out within six (6) months of approval will be forfeited unless a request for an extension in writing has been received by the Executive Secretary and subsequently approved by the ASA Executive.

The ASA will disclose 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 Executive Secretary no later than January 15th and September 15th annually. Only complete grant applications will be considered. Applicants should contact their local ASA Centre or the Executive Secretary with questions about the grant application. Grant applications will be reviewed by the Grants Committee and voted on at the respective spring or fall executive meeting. The applicant(s) will be informed of the funding decision by the Provincial President.

ASA Grant Review Process

The Executive Secretary will receive all applications for funding and review the applications for eligibility, completeness, etc. If everything is in order, the Executive Secretary will immediately forward the applications to the Grants Committee for review and assessment. The Grants Committee is a standing committee consisting of the Provincial President and three persons, all of which must be Society members in good standing, but need not currently serve on the ASA Executive. If the Grants Committee has questions concerning an application, they will contact the Executive Secretary who in turn will contact the applicant for clarification.

The Executive Secretary will forward the grant applications on to the full ASA Executive at least two weeks prior to the following executive meeting. The Executive Secretary will also advise the Grants Committee and the Provincial Executive what funding if any is presently available to cover any or all applications received.

The Chair of the Grants Committee (appointed by the committee members) will present their decision(s) at the following Society Executive meeting for discussion and voting. The ASA Centre connected to the application must confirm their support of the project/activity. The Executive Secretary and the ASA Centre connected to the grant application may not vote on it. Applications must receive a majority vote in favour of the project/activity in order for funding to be granted. Applications may be approved subject to conditions as outlined by the Grants Committee or the Society Executive.