

Guidelines for applicants to CoLAT

June 2010

The City of London Archaeological Trust (CoLAT) gives grants for all kinds of archaeological work undertaken in the City of London and its environs. For practical reasons this is taken as broadly the Greater London Area (up to the M25). Please read all the following paragraphs carefully.

CoLAT will consider applications to fund the following:

- survey and excavation, including investigation of standing buildings
- research and publication
- archaeological equipment for volunteer groups and youth groups
- preparation and curation of archaeological archives, including Internet access
- digitisation of records and older archaeological publications
- exhibition of archaeological finds or remains
- documentary research when it is part of an archaeological project.

CoLAT will not fund the following:

- any kind of archaeological work, research or publication which in the Trust's view should be funded by a developer, secular or religious
- archaeological work which in the Trust's view should be undertaken by a statutory undertaker or local authority
- salaries of university staff
- student grants or subsistence, at either undergraduate or post-graduate level
- any work leading towards an undergraduate or post-graduate qualification, degree or diploma.

When an application concerns an archaeological activity outside these areas and not considered by CoLAT before, the Trust reserves the right to decide whether it falls within the Trust's permitted areas of activity.

Applicants should **note** the following:

(i) applicants and referees are encouraged to refer in their application and associated reference to the relevance of their research to the *Research framework for London archaeology* (Museum of London, 2002), which is still available in book form, but will not be penalised if they do not do so, until the *Framework* is available on the web.

(ii) each applicant must obtain a referee's report on the project, on a Referee's Report Form to be found on the CoLAT website. The referee will be asked to send it directly to the Secretary of CoLAT to maintain confidentiality. It will however be up to the applicant to make sure that this reference arrives by the submission deadline, and any application without a reference will be refused unless the applicant can demonstrate mitigating circumstances.

(iii) each successful applicant will be required to submit two reports: an interim and a final report on the project (or that part funded by CoLAT). Normally the interim or final report will be between 300 and 1000 words, depending on the size of the project. The interim report should be sent about half way through the work on the project (an email report is acceptable). If a project does not submit both these reports, future grants to the applicant may be affected.

(iv) the Grant Payment Form, on the website, which includes a section for a brief final report. The applicant must fill out this report section when applying for the grant. Normally CoLAT expects the grant to be claimed towards the end of the work or immediately afterwards. In any case it must be claimed within the period the grant is offered (see (vii) below).

(v) CoLAT will normally only fund or contribute to costs of publication (i.e. printing and journal costs) for work published in a learned society journal, where funds are not available elsewhere. Applicants for a contribution to such costs must demonstrate that the research has been finished, and supply a timetable for submission of the piece. Applications for assistance in publication in other forms must be carefully argued. If a CoLAT grant is requested for a commercial publication, CoLAT may wish to have a summary of the budget of the whole publication. For such an application, please obtain guidance from the Secretary.

(vi) CoLAT will look favourably on an application which demonstrates that the application to CoLAT is part of a matched-funding package, with CoLAT asked for not more than 50%.

(vii) If a grant is agreed, it shall remain available to the applicant for one year from 1 April in the year following the meeting at which the grant is given. Grant awarding meetings are usually held in December of each year. If you are awarded a grant but cannot proceed in the allocated time, you must let us know and we will consider whether to hold the grant for a future year or withdraw it. Similarly, we are aware that funding a project from several sources often takes time to accumulate, and this will be taken into consideration. The important thing is that CoLAT must be told if there is any possibility that a specific grant will not be taken up within the allocated time.

(viii) The names of successful applicants, and their grant sums, will be listed in an Annual Report, which will go on the CoLAT website. It is a condition of grant that the applicants, whether individual or from an institution, agree to this.

(ix) CoLAT wishes to receive a copy of any publication published with its support (either for the analysis or publication stage). It requires any substantial grant towards either the writing work or the publication costs to be acknowledged by use of the CoLAT logo on or in the publication. As publication is often some time after the claim for the CoLAT grant, please bear this in mind, for instance when ordering offprints or complimentary copies.

These guidelines may be changed in future years.

Guidance can be obtained from the Secretary

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2 Carthew Villas
London W6 0BS

Please do not write to CoLAT at the Museum of London as we cannot guarantee the letter will be forwarded correctly.