

## Guidelines for applicants to CoLAT

March 2022

The City of London Archaeological Trust (CoLAT) gives grants for many kinds of archaeological work undertaken in the City of London and its environs. Please read all the following paragraphs carefully. This edition of the guidelines replaces previous editions.

**Please note that from this year (2022) the application procedure has changed, with the addition of a first stage of scrutiny of the applications. This is detailed below.**

The Trust is concerned with the archaeology of the City of London and any matter relating to the City's development and the prehistory of its area. There is no specific geographical boundary to define the City's environs, and work on all periods is eligible.

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.

The current Trustees (the Trust's management committee) wish to encourage, in addition, the introduction of young people to archaeology; the commissioning of educational schemes for work on archaeology in schools; and work to help guides on historic sites.

The standard CoLAT grants are for one year only, from 1 April following the December in which they are granted. **After this one year period, the grant is no longer available.**

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, except CoLAT can reimburse work undertaken by students where the student will be paid a daily or piece rate
- conservation of monuments and the design or construction of explanatory plaques (though CoLAT can help with the wording of such plaques for accuracy)
- CoLAT does not normally fund the holding of events or the purchase of equipment by professional archaeologists.

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.

### **Criteria and expectations of the Trust**

CoLAT looks for the following qualities in applications:

- projects which will demonstrate new initiatives and/or create interdisciplinary interest
- projects with clearly defined objectives, outcomes and accessible outputs
- projects of a defined scale or duration where CoLAT funds will be a significant contributor
- projects which offer a demonstrable outreach to a wider audience for archaeology
- projects which generate input from other organisations or individuals, working in partnership

We have the following expectations of work funded by our grants:

- when CoLAT funds are one contribution to a project funded by other funds, the CoLAT part must be clearly identified and accounted for
- we expect good interpretation, explanation and education to be the prime purposes of our support: eg bringing the history to the public and really demonstrating the value of the archaeological work in discovery, preservation, interpretation and display.

### **Procedures and requirements, including changes for 2022**

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 various *Research framework for London archaeology* documents (Museum of London, 2002 onwards: <https://archaeologyinlondon.com/london-research-strategy/>), but will not be penalised if they do not do so.

(ii) The deadline for applications is Friday 26 August 2022, and the meeting of CoLAT to decide the grants is in early December. This extended period (one month longer than in previous years) is because CoLAT will be asking its archaeological scrutineers to make a first assessment of each application, and the applicant may then be asked to revise it if improvements can be suggested.

(iii) Each applicant will be contacted by Tuesday 20 September 2022 with any comments for improvement of the application, or with any questions about it. The formal date for the final application will be **Thursday 13 October 2022**.

(iv) After this date each applicant must obtain a referee's report on the project, on a Referee's Report Form to be found on the CoLAT website. Although an applicant can engage a referee before September, it is suggested that the applicant wait to see if there are any requested changes to the application before making the final request of the referee. The referee must be independent both of the project and of the institution with which the applicant may be associated. 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. **This is most important and applicants should take note of this requirement.**

(v) Applicants must take special care over the proposed use of archaeological experts (including staff of institutions such as museums). We need to know why this specialist has been chosen; if a fee is being charged, what that is based on, such as a day rate (and whether that rate is normal); and the amount of time in days which the specialist will spend on the task. These requirements are also necessary for self-employed specialists. In the case of professional employees (other than university staff) CoLAT will consider full employment costs (salaries plus National Insurance and other on-costs); CoLAT will consider making a contribution to organisational overheads but only up to a maximum of 25% of full employment costs.

(vi) CoLAT expects all applications to use the relevant Living Wage for their participants. Note the rates for the Wage go up annually.

(vii) CoLAT will normally only fund or contribute to costs of publication (i.e. printing and journal costs) if funds are not otherwise available. Applicants for a contribution to such costs must demonstrate that the research has been finished, and supply a timetable for submission of the piece. If a CoLAT grant is requested for a commercial publication, CoLAT may wish to have a summary of the budget of the whole publication before deciding on a grant application. For such an application, please obtain guidance from the Secretary.

(viii) 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%.

(ix) 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. **It is important that any successful applicant realises the grant expires after one year.**

(x) If the individual or organisation receiving a CoLAT grant is VAT registered, and can therefore reclaim VAT, CoLAT will only grant sums exclusive of VAT. If the applicant is not VAT registered, a CoLAT grant can include the payment of VAT (for instance, when a

project needs to buy materials or services), but the grant is a single total sum specified in the application.

(xi) 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.

(xii) The method of obtaining an agreed grant, within the timeframe specified in the grant, is as follows. The applicant must claim the grant by sending an invoice, properly laid out, to CoLAT c/o the Secretary (email and postal address at the end of these guidelines). The invoice must include the bank details of the account into which the grant is to be paid. CoLAT does not issue cheques. The invoice will not be paid until CoLAT receives sufficient proof of satisfactory work. The invoice must be accompanied by proof of the work (usually a **completed** text, such as that submitted to a journal) or a brief report on the project, **in a separate file**. This may include details of research undertaken under the grant, which for whatever reason is not included in the finished report. The payment of the applicant's invoice is conditional upon CoLAT accepting all the work as satisfactory.

(xiii) 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 requirement for a copy in mind, for instance when ordering complimentary copies (eg of a monograph). The copy of an article for CoLAT can be in PDF format.

(xiv) There is a further requirement if a grant is used for publication, as opposed to the cost of assembling the text and figures. If CoLAT makes such a grant, we require that suitable acknowledgement is given, if possible by the additional inclusion of the CoLAT logo. If acknowledgement of CoLAT financial support is omitted, even if in error, we reserve the right to withhold payment. If such an error is noticed only after the grant has been paid (for instance, when publication follows some time later), then this will be taken into consideration when the applicant makes any future application.

(xv) CoLAT also intends to organise occasional public lectures on the archaeology of London and its region, based on work it has supported. Applicants should therefore be prepared for the possibility that they may be asked to give or contribute to a lecture based on the work funded by CoLAT.

This edition of the CoLAT guidelines replaces previous versions.

Guidance can be obtained from the Secretary: John Schofield, [john@jschd.co.uk](mailto:john@jschd.co.uk) or 2 Carthew Villas London W6 0BS.

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