

GENERAL CONDITIONS OF GRANTS

1. Grants are restricted to individuals or organisations undertaking archival research on aspects of Sussex history (East and/or West Sussex, any subject, any period of history).
2. Grants will only be payable for expenses associated with a valid research output (e.g. conference paper, print or online publication, website, temporary or permanent exhibition or display).
3. There are *two application deadlines* in each calendar year: *1 February and 1 August*.
4. Applicants will receive a decision *no later than two months* after the application deadline.
5. The maximum grant payable to any individual or organisation at any one time is £1000.
6. Types of expenses for which grants may be made available include (but are not limited to):
 - Expenses associated with travelling to archives to use Sussex-related material (travel and accommodation, photocopying and/or digital photography expenses);
 - Attending conferences to present research (travel and accommodation expenses, conference registration fee);
 - Purchase of images for use in publications (articles or monographs);
 - Preparation of drawings for use in publications (e.g. maps);
 - To offset the cost of reproduction of images in scholarly monographs (when requested by the publisher; applicants must have a publishing contract at the point of application);

- Creation of websites or exhibition boards and displays.
7. Successful applicants are not precluded from applying for funding again at a later date. This can be for a continuation of the same project (proof of the continued validity of the project must be presented with the application) or for a new project.
 8. Grant payments are paid in arrears on submission of receipts which must be accompanied by a brief report (maximum 500 words) summarising the progress of the project and the completion of its outputs.
 9. If a project is not completed within the time outlined in the application, or the grant is not claimed within two years of notification of its award, the Council of the Sussex Record Society reserve the right to cancel the grant.
 10. Successful applicants must acknowledge the support of the Sussex Record Society in any publication, website or display for which funding has been received.
 11. A copy of any print publication must be deposited with either the East or the West Sussex Record Office, as appropriate, or with both Record Offices for projects that cover both counties.

NOTES FOR APPLICANTS

- Applications must be typed and should be accompanied by a brief CV for each of the applicants.
- Incomplete applications will not be considered so please complete all sections fully.
- Please stick to the specified word limits.
- Please email your application to Jennifer.mason@westsussex.gov.uk

5 Please describe the research that you are undertaking (maximum of 250 words)

6 Please tell us which archives or libraries you have used/ will be using (maximum 250 words)

7 Please tell us what your research outputs/ activities will be (maximum 250 words)

8 What is it that you are asking us to fund?

9 What is the total amount you are asking us to provide?

