**The Mayor’s History Fund**

**Grant Application Form**

St Albans and Hertfordshire Architectural and Archaeological Society (‘the Society’) is one of Britain’s oldest, largest, and most respected local history societies. The Mayor of St Albans and District (‘the Mayor’) has asked the President, Secretary and Treasurer of the Society - and any additional specialists they wish to co-opt – to act as the Research & Grants Committee (‘the Committee’) to assess the applications and make the awards from the Mayor’s History Fund

Please consult the accompanying notes when completing this form and complete all sections. If you need more space, please attach an additional sheet at the end of this form.

**1. About you**

Your name:

Address:

Postcode:

Daytime telephone number:

E-mail:

Present position/occupation/level of study:

**2. About your Research Project**

**2.1 Title of your project:**

**2.2 Summary description of your research project, including timescales, and your plans for making your research available:** (200 words maximum)

**2.3. Why are you applying for a grant?** (200 words maximum)

**2.4 How much are you requesting? Please give a breakdown of your costs and state whether you are additional obtaining funds from elsewhere.**

**2.5 When do you require the funds?**

**3 Who is supporting your request?**

Please supply a letter supporting your application from a third party which also should contain their contact details**:**

Name:

Address:

Postcode:

Daytime telephone number:

E-mail:

Present position/occupation:

**4. Is there any more information you want to give us to support your application?**

**5. Signature**

Signature:

Date:

**Additional Information**

**Notes for Applicants**

* The Mayor’s History Fund exists to encourage research into the history of St Albans and Hertfordshire. The Fund will be used to assist researchers with expenses which, if not covered, might preclude publication of their research in a hard copy or electronic format.
* The amount of the grant will normally vary between £75 and £250. Given the limited nature of the fund, until further sums are obtained it is expected that the amounts granted will be no more than £1,000 in total each calendar year.
* The Committee will normally meet twice a year.
* In completing an application form, an applicant accepts the general conditions set out below under which grants are made. The Committee also may attach additional conditions to a grant. Applicants will be informed of the outcome of their application within two weeks of the relevant committee meeting.
* The application should be accompanied by details of the project.
* The applicant must provide an estimated time of completion for the project.
* The application must include details of costings.
* When considering the application, the Committee may ask for additional information on and/or clarification of any aspect of the project for which the grant is intended.
* No submissions will be considered if there is no consideration given as to disseminating the knowledge through publication.
* The Committee’s decision is final.
* On notification by the Secretary of the Committee that a grant has been awarded, the applicant may apply immediately to the Treasurer for the funds.
* If the grant is not taken up within 12 months the offer will lapse, and a new application must be made to the Committee. This time limit may be extended at the discretion of the Committee.
* It is the wish of the Society that information on grants, and on the projects for which a grant is awarded, should be made available to Society members and to a wide audience. The Society is also keen for research to be published in the medium most appropriate for its content and wish to be consulted about the format.
* Within 12 months of the completion of the project a report should be submitted to the Society which can be communicated both to the Mayor’s Office and *The Herts Advertiser* as well as being publicised on the web site of the Society and/or in its Newsletter.
* An applicant may be asked to give a presentation of their work to an audience at an event organized by the Society such as the AGM or a conference.
* Applicants will be asked to supply accounts on completion of the project.
* Applications should be sent to:

The Secretary

Mayor’s Prize R&G Committee

24 Monks Horton Way

St Albans

AL1 4HA Email: mp@stalbanshistory.org