

Vernacular Architecture Group

Publication Grant Scheme:

Notes for Applicants and Application Form

The Vernacular Architecture Group (VAG) is providing funding for a publication grants scheme to support authors with the preparation of works on vernacular architecture for publication. The intended outcome should be a printed publication, including a paper for the VAG's journal *Vernacular Architecture*, a publication by a regional VAG affiliated group, a book or a chapter in a book. The scheme is open to all researchers on vernacular architecture, including buildings historians, buildings archaeologists, field archaeologists, architectural historians, or other researchers (in the UK or beyond). There are no geographical limitations on the scope of submissions.

Applications for support with the adaptation and reworking of unpublished material are particularly encouraged. This might include (but is not limited to) unpublished archaeological reports; parts of MA or PhD theses; reports produced following a successful research grant application (from the VAG or otherwise); or a draft article which requires assistance from a professional translator or editor to refine the language and grammar. The scheme can also assist with other publication tasks, such as the preparation of illustrations.

Individual grants will be in the range of around £500 - £2,000. There are no strict rules about the proportion of the total project cost that will be funded, and requests for 100 % funding are permitted. However, the provision of partial support or match funding by the applicant is encouraged. This support may be in cash or in kind (e.g. through the donation of the time of a co-author).

You should contact us in advance of making an application if you have any questions about the eligibility of your proposal.

Application Process

Applicants must complete the attached application form outlining the scope of the proposed publication and the nature of the task for which funding is requested, a break-down of costs, and a realistic timetable for completion. The application will be considered solely on the basis of the information included on the application form. The font size must not be smaller than 10 point and the application must not exceed four A4 pages.

The application form should be submitted along with:

- 1) A completed referee's report (members of the VAG's grant sub-committees and the editorial board of the journal *Vernacular Architecture* are debarred from acting as referees).

- 2) A copy of the unpublished material on which the publication will be based (which must be in electronic form), or an indication of the nature of the material for which the grant is intended to support, along with any available illustrations and tables etc.
- 3) Any necessary permissions from building or site owners.

All material must be in English. The submission should be made by e-mail. If the electronic files are too large to be sent as attachments, they should be transferred using a cloud-based computer file sharing or transfer service (such as Dropbox or WeTransfer).

Applicants should discuss their proposed publication with the editor of their intended publication outlet before applying for this grant.

Deadlines

Applications can be submitted at any time, and it is anticipated that a decision will be made within ten weeks.

Successful applicants will be expected to provide proof of submission to the intended publication outlet within one year of receiving the grant. Applicants should make provision for final revisions following peer review in their costings, as no additional support will be available for this.

Payment of Grants

The grant will normally be paid in two equal instalments: the first on approval of the application and the second after the work has been submitted for publication (although alternative arrangements could be made at the discretion of the grant committee). Failure to submit the work within the specified timescale will render the grant liable to be repaid.

Enquiries and Submissions

Dr Jayne Rimmer, editor of *Vernacular Architecture*

editor@vag.org.uk

Vernacular Architecture Group

c/o Dr Jayne Rimmer (editor@vag.org.uk)

APPLICATION FOR A PUBLICATION GRANT

****Your full application should not exceed more than 4 sides of A4 and font size should be no smaller than 10 pt.****

1. Name and address of applicant (and affiliation, if appropriate).

Email address:

2. Present position or occupation, and qualifications.

3. Name and address of any joint authors and affiliations, if appropriate.

4. Proposed publication title, brief summary (maximum 300 words) and length. An extended summary must be provided under question 15.

5. Outline of the specific nature of the work for which funding is sought (maximum 300 words). An extended summary must be provided under question 15.

6. Details of the research project from which the proposed publication originates, if relevant (maximum 300 words).

7. Details of any publications which have already resulted from this project (including any under consideration).

8. Please indicate if you have previously received a grant from the VAG or if any application is currently under consideration (with dates).

9. Please outline any grants already received in support of this publication or any other applications currently under consideration from any other source.

10. Anticipated completion date (a detailed timetable should be included under question 15).

11. Sum requested (a detailed breakdown of costs should be included under question 15).

12. Proposed publication outlet, including the name and contact details of the editor.

13. Titles of any documents submitted as part of this application in addition to the application form.

14. Name and address of one referee. You are responsible for ensuring that your referee submits a reference, on the appropriate form, along with this application. The referee must not be from the same institution/organisation as the applicant, and note that members of the VAG's grant sub-committee and the editorial board of the journal *Vernacular Architecture* are debarred from acting as referees.

15. Extended summary of the proposed publication outlining the scope, content and central argument. You should also explain in full how the funds requested will be used to assist with the preparation of this publication (not more than 1,000 words).

16. Timetable and breakdown of costs.

DECLARATION: I CONFIRM THAT THE PROPOSED ARTICLE IS NOT UNDER CONSIDERATION FOR PUBLICATION.

Signature: _____

Date: _____

FOR OFFICE USE ONLY

Application received		Main Committee	
Reference received		Cheque	
To Sub-Committee		Acknowledged	
Recommendation		Report	

Vernacular Architecture Group

c/o Dr Jayne Rimmer editor@vag.org.uk

PUBLICATION GRANT REFEREE FORM

Name of applicant

Proposed article title

Name and address of Referee

Position etc. of Referee

Not to exceed one side of A4. Font size no smaller than 10 point.

1. Importance of project

2. Suitability of approach

3. Qualifications and experience of the applicant

4. Is the budget adequate/realistic?

5. Your confidence in the project's completion, within the timescale

6. Any additional comments

Date

Signature of referee