

**Vernacular Architecture Group**  
**Research Grants Scheme:**  
**Notes for Applicants and Application Form**

The Vernacular Architecture Group is providing a substantial sum for grants in support of the study and presentation of vernacular architecture. Grants are available both for research projects and for the promotion or presentation of the subject. Possible topics include (but are not limited to) building recording, historical research, dating (as part of a wider scheme), preparation of drawings for publication, support of conferences, or of local groups, creation of web-sites, or preparation of exhibition boards and displays. Preparatory work in advance of a future Group conference is particularly welcome. There are no geographical limitations on the scope of projects. It is hoped that the applicant or the contact for a group will be a VAG member or will be applying for membership.

The projects should (1) normally have firm end-points rather than be open-ended, though the possibility of future extension is not excluded; (2) contribute to some concrete deliverables. Such deliverables include but are not limited to: an article for *Vernacular Architecture*, a web-based database, a conference paper or handbook, a search tool, an exhibition. It will be a specific requirement of the grant offer that a report for the newsletter or journal be provided. This report (or a summary of it) will also be posted on the VAG website (available to non-members).

Notes: Proposals in which the principal or only object is the scientific dating of buildings are not likely to be strongly supported, and it is a specific condition of an application for dating, that the building(s) are adequately recorded as part of the project, if this has not already been done. Requests for publication subventions will only be considered if applications have already been made to other sources of publication grants, and any funding approved may be linked to the success or otherwise of these applications.

Individual grants will be in the range of about £500 - £3,500. 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 by the applicant is encouraged. This support may be in cash or in kind (e.g. through the donation of the time of a professional buildings archaeologist or historian); proposals involving part-funding in partnership with other grant-giving bodies are also welcomed.

Grants will be given on an annual basis with a possibility of renewal for a second year and exceptionally for further years. A new application is required for each year. Projects should not start before 1 April in the year of application and retrospective applications cannot be considered. Grants should be taken up by 31 December of the year in which they were awarded. A senior member of the Group will normally be appointed as mentor for the project, to monitor progress and advise as and when necessary. Where further applications for funding are requested prior to the completion of a project spanning a number of years a brief report on progress should accompany the additional application and the designated mentor should also formally comment on progress.

Applicants are advised that:

- Applications should include a clear and detailed summary of the Aims and Design with costings and proposed duration of the work;
- Grants will not normally be awarded for research that is part of work for a degree for which funding from other bodies would be expected;
- Grants will not be awarded for salaries, but may be requested for contract work;
- Grants will not be awarded to pay overheads;
- Precise plans for publications should be stated;
- It is essential to give full details of all applications to other bodies and to request a specific sum when applying to the Group. There should be a statement of the minimum sum needed to make the project viable in the event of total funding not being obtained by grants from either the Group or other bodies;
- Requests to change the project definition or scope after approval should be addressed to the mentor in the first instance;
- Grants will be awarded on merit as judged by the grant awarding sub-committee, and its decision will be final.

#### *Payment of grants*

Normally payment of the grant will be made on request, once the application has been approved, but the sub-committee may make an alternative arrangement if it is deemed to be appropriate.

#### *Reports*

Applicants awarded a grant will be expected to submit a report, of no less than 500 and no more than 5,000 words, as appropriate to the scale of the project and setting out how the objectives were met. This should be accompanied by a summary suitable for the VAG Newsletter and, if appropriate, a picture suitable for mounting on the VAG website. If a specialist report has been prepared (e.g. building records or dating reports), copies must be submitted for deposit in the VAG Offprint Library. A separate financial statement is also needed, detailing how the grant was spent (accompanied by the return of any unspent part of the grant, unless alternative arrangements are agreed by the sub-committee). Both reports must be submitted no later than 28 February of the year following that in which the grant is made. Thus the project must be capable of completion within this period. No further grant will be made to any applicant who fails to meet this requirement by the stated date.

#### *Deadline*

Applications and referee reports (*either* six copies of each, or one signed copy and a copy by e-mail [preferred]) must be submitted by 28 February in the year of application. This deadline will be strictly adhered to and late applications, or those with a late or missing referee report, will not be considered. It is your responsibility to ensure your referee report arrives at the Group by the deadline.

All answers must be made on the application form provided. Your application will be considered solely on the basis of the information you provide on your application form. The font size must not be smaller than 10 point and your application must not exceed four A4 pages.

Members of the Group's Grant Sub-Committee are debarred from acting as referees.

## Vernacular Architecture Group

*c/o Dr Lee Prosser, Apartment 25, Hampton Court Palace, Surrey KT8 9AU*

### APPLICATION FOR A RESEARCH GRANT

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

**\*Applications (6 copies, or 1 copy + e-mail) must be submitted by 28 February in the year of application.\***

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1. Name and address of applicant (and sponsoring body if appropriate).

*Email address:*

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2. Present position or occupation, and qualifications.

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3. Short title (maximum 7 words) and objectives of project, maximum 100 words. (A summary of the project must be provided under question 13.)

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4. Overall duration of project with approximate dates of fieldwork/research time/other activities for the year of application.

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5. Estimated total cost, both overall and for the year of application, also the minimum sum from all sources needed to make the project viable (if a full grant cannot be given). (A detailed breakdown should be given below under question 14.)

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6. Sum requested from the Group.

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7. Other sources to which application is being made and result where known.

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8. Programme and method for publication or dissemination (as appropriate), and place of final publication/dissemination.

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9. Give details of previous grants from the Group for this and other projects.

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10. Give details of any funded research undertaken in the last ten years of which full publication is still outstanding.

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11. Destination of research material (e.g. drawings, photographs, transcripts, etc.) (if relevant).

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12. Name and address of one referee. (You are responsible for ensuring that your referee submits a reference, on the appropriate form, to the Group by the closing date for application. Your referee must not be from the same institution/organisation. **Your application will not be considered if the referee's report has not been returned by the closing date. It is your responsibility to ensure it reaches the Group by the deadline.**)

13. Summary of the project, both overall and for the year of application, outlining the aims and the methods to be adopted. (Not more than 750 words.)

Notes: It is a condition of an application for dating, that the building(s) are adequately recorded, as part of the project, if this has not already been done. Details of proposals for recording must be included.

Requests for publication subventions will only be considered if applications have already been made to other sources of publication grants, and any funding approved may be linked to the success or otherwise of these applications.

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14. Financial summary. This should show a breakdown of the planned budget for the year of application including a note of which items are included in the minimum sum required (question 8 above).

*DECLARATION: I CONFIRM THAT THIS RESEARCH PROJECT DOES NOT FORM PART OF WORK FOR ANY UNIVERSITY DEGREE.*

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

*FOR OFFICE USE ONLY*

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

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## RESEARCH GRANT REFEREE FORM

Name of applicant

Short title of Project

Name and address of Referee

Position etc. of Referee

*This form must be returned to the Vernacular Architecture Group by 28 February in the year of application.*

**To be completed in block capitals or typed, and not to exceed one side of A4. Font size no smaller than 10 point.**

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1. Importance of project

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2. Suitability of approach

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3. Qualifications and experience of the applicant

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4. Is the budget adequate/realistic?

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

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6. Any additional comments

Date .....

Signature of referee .....