

**Saskatchewan Association of Professional Archaeologists**  
**APPLICATION PROCEDURES FOR GRANTS**

SAPA provides small grants to assist with analysis and dissemination of information, subject to availability of funds. SAPA Grants are awarded every two years. The next year in which applications will be considered is 2017. Those who wish to apply must follow these guidelines. **Please read the following carefully – it is your responsibility to ensure that your proposal meets all guidelines!**

**Eligibility:** Applications will be accepted from members of SAPA as well as from non-members. Both members and non-members may apply for support for Saskatchewan-based research; only SAPA members may apply for support for research in areas outside of Saskatchewan.

**Budgetary Guidelines:** Grants will cover expenses directly related to projects that will fulfill either of Goals 3 or 4 of the *SAPA Policy for Saskatchewan Archaeology*, namely:

- a) timely analysis and dissemination of information, or
- b) public education and interpretation.

An applicant may apply in only one category each year.

The following are examples of projects and expenses that are eligible for support:

- contractors who want to prepare an already-completed report for publication in peer-reviewed journals; preparation of reports arising out of Type A or Type B permit projects
- preparation of displays for museums
- preparation of popular articles for publication in local newspapers or magazines
- specialized analysis (e.g., geo-chemical analysis, C-14 or TL dating, MNI determination, seasonality, age-sex population profiles of faunal data).

The following are examples of projects and expenses that are **not** eligible for support:

- preparation of reports in fulfillment of HRIA/M contracts
- applicant's salary
- fieldwork
- basic data gathering including survey; excavation; obtaining artifacts from other institutions; cataloguing artifacts; basic identification or classification of artifacts, floral or faunal remains

**Application Deadline:** All applications must be postmarked on or before March 29, 2017.

**Notification of Decision:** The recipient of the award will be announced at the SAPA 2017 spring biannual meeting, to be held in conjunction with the Saskatchewan Archaeological Society's Annual Gathering held in April. The successful applicant will be officially notified by mail no later than April 30, 2017.

**Conditions of Awards:**

1. Grant funds may not be spent for purposes other than those for which the grant was awarded, as stated in the application.

*Updated June 16, 2016*

2. SAPA requests acknowledgment of support in all publications or displays resulting in whole or in part from the research funded.
3. Upon receipt of the initial payment, grantees must submit a brief description (maximum of 200 words) of the project to Saskatchewan Archaeological Society for publication in the *Saskatchewan Archaeology Quarterly*.
4. Grantees must submit either a copy of the publication produced using the grant or a report (maximum of three pages) about their project to SAPA. Grantees must do so within three years of being notified of a successful application or forfeit the grant funds.

### **Application Form**

Applicants must complete and submit the form below. In addition, the application must attach the following information:

- project description: outline the aim and scope of the project, including, if applicable where the resulting publication or display will be published or presented (maximum of two pages, single spaced);
- project goals: outline how the project meets the goals of the *SAPA Policy for Saskatchewan Archaeology* (maximum of one page)
- budget: provide a statement of expenses and revenue, indicating the amount requested from SAPA and specifying which expenses will be paid for by the SAPA grant

### **Payment schedule**

The applicant will receive 75% of the grant at the beginning of the project. The remaining 25% will be awarded upon satisfactory completion of the conditions of awards.

***Mail applications to:*** SAPA Grant Committee  
C/O Saskatchewan Archaeological Society  
#1-1730 Quebec Avenue  
Saskatoon, SK S7K 1V9

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Applicant name:

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Street address:

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City:

Province:

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Tel (work):

Tel (home):

Tell (cell):

E-mail:

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Project title:

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Category:

Analysis and Dissemination of Information

Public Education and Interpretation

SAPA Member:

Yes

No

Geographic area:

Inside Saskatchewan

Outside Saskatchewan

Project summary:

Project start date:

Project end date:

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Total project cost:

Amount requested from SAPA:

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