

Guidance for Grant Applicants

The SSAH grant awards aim to assist applicants with travel and accommodation costs incurred during research trips.

Please read the following guidance and ensure your expenses claim complies with the points below.

1. Successful grant applicants will be notified in writing by the SSAH Grants Officer within 2 weeks of the SSAH Committee's decision.
2. All grant monies will be released upon receipt of a completed expenses claim form and full original receipts.
3. Please note that photocopies, hand-written notes, boarding cards, email or internet printouts will not be accepted as receipts. If you are planning to pay for services online you will need to ask the seller to send you an original receipt.
4. Your submitted receipts should be to the exact value of your award or greater. You will be reimbursed the exact value of your award. Should your receipts fall below the value of your award you will be reimbursed for the total amount of the receipts, not the original value of the award.
5. Applicants may claim only once. Part-payments and/or carrying balances forward will not be considered unless this has been fully indicated in your original grant application and agreed in writing by the SSAH Committee.
6. All expenditure must be directly relevant to the costs indicated in the original grant application. Eligible return journeys should be from your normal place of residence as indicated on your original grant application to the facility/areas indicated in your original grant application.
7. Grant monies will not be made available before or during the dates set for your research trip. Monies will only be released upon receipt of full original receipts.
8. Monies may be made available either through electronic transfer into your bank account or by cheque. Grant monies are not available as cash or postal order.
9. If grant funds are not used both within six months and in the same fiscal year then funding cannot be guaranteed.

10. Post your completed expenses form and full original receipts to:

SSAH Treasurer
Scottish Society for Art History
c/o Claire Robinson
Museum Collections Unit
University of St Andrews
87 North Street
St Andrews
Fife
KY16 9AE

11. The SSAH cannot be held responsible for any lost or delayed post. You may wish to consider sending your expenses form and original receipts by recorded delivery or equivalent.
12. In addition to the grant, you will receive one year's complimentary membership to the SSAH, the form for which will be sent under separate cover.
13. Finally, as a condition of the grant, you must provide us with a report of around 300 words once your research project has come to fruition. The report will be published in the SSAH newsletter to keep members informed about current research funded by our Grants programme. Please send this to our Newsletter Editor, Shona Elliott, ShElliott@aberdeencity.gov.uk
14. Please address any queries to the SSAH Grants Officer at scottishsocietyforarthistory@gmail.com