



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. When we make an offer of a grant to an individual we will require the applicant to accept the offer within four weeks of the date of the email containing the offer and to provide bank details for the eventual payment of the award funds.
3. The amount of the award is set out in the offer email. We are not able to increase the amount of the award. The award amount may be different from the amount applied for.
4. The award must be used exclusively for the purposes for which it has been awarded.
5. Any proposed changes to a research project must be presented to the Scottish Society for Art History for agreement to such changes. Please email any queries to the SSAH Grants Officer at scottishsocietyforarthistory@gmail.com as soon as possible.
6. We reserve the right to withhold an award or require repayment if false information is provided in the application form or if the award is not spent for the purpose for which it was granted.
7. All grant monies will be released upon receipt of a completed expenses claim form and full original receipts.
8. Please note that photocopies, hand-written notes and boarding cards 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 a receipt. Email or internet printouts will be accepted if this is the only option available.
9. 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.
10. 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.

11. 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.
12. Grant monies will not be made available before or during the dates set for your research trip. Monies will only be released upon submission of all receipts.
13. 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.
14. Funding cannot be guaranteed if grant funds are not used and receipts are not received in the same fiscal year as the award being offered (1st November to 31st October).
15. Post your completed expenses form and full original receipts to: SSAH Treasurer, Scottish Society for Art History, c/o Michelle Kaye, Collections Development Officer, Archives and Collections, The Glasgow School of Art, The Whisky Bond, 2 Dawson Road, Glasgow, G4 9SS.
16. 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.
17. In addition to the grant, you will receive one calendar year's complimentary membership to the SSAH (from 1st January to 31st December), the form for which will be sent under separate cover.
18. 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
19. Awards should be acknowledged in all printed and online material and presentations which are produced with the support of funding received from the Scottish Society for Art History. The Scottish Society for Art History will supply guidelines for the acknowledgement of support giving the manner in which we should be acknowledged, as well as details for the use of our logo.
20. Please address any queries to the SSAH Grants Officer at scottishsocietyforarthistory@gmail.com.

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The Scottish Society for Art History is a registered Scottish charity no. SC035621