**Wainwright Fund Research Grant Applications - Guidance**

These guidelines should help you to prepare an application which has a good chance of being successful – though this is a competitive process and success cannot be guaranteed. The reasons behind failed or queried Wainwright Fund Research Grant applications are usually similar, if not identical. Following the guidelines below should help you avoid these potential pitfalls, and increase your chances of receiving an award.

1. Demonstrate to the Fund that you have applied for additional funding elsewhere. Do not list the Fund as the sole funder of your project.
2. Make sure you download and read the latest versions of all the application material. Do not keep local copies on file as forms are regularly updated. Using old versions of application materials means that there is a good chance you are not providing crucial information to the Fund.
3. Ensure that your references are received on time, and that they are sent by the referees independently (i.e. not via you). Referees may send electronic references, provided they are written on their institution’s official headed paper.
4. Make your project stand out - make it sound interesting, ground-breaking and of genuine archaeological interest.
5. Do not apply for grants larger than £8,000.
6. Do not apply for funding for things not supported by the Fund, such as salaries, DPhil support, core DPhil research etc. Although we will not provide funding for DPhil core research, we might provide funds for standalone projects, fieldwork and analytical costs, or support for standalone projects resulting in publication. All other related costs such as fees and subsistence at the home institution are excluded.
7. Be realistic with your budget. Consider the possible effects of local inflation rates and changes in currency exchange rates, and build in (and clearly identify) a contingency sum if appropriate.
8. Applicants must be ordinarily resident in the UK or affiliated to a UK institution.
9. If your application is in relation to a larger project, show in detail how the Wainwright portion of your overall funding will be spent. In general, it is better to apply for a grant for a small, self-contained sub-section of a larger project, one that can be broken down into a fair amount of financial detail, than to apply for a grant to contribute towards a significant cost associated with the larger project as a whole, e.g. contributions towards hire of machinery/external contractors etc.
10. The Fund will not support projects for more than three consecutive years. Furthermore, a successful application one year does not mean a successful application the following year. Funds are limited, and different meetings bring fresh applications. If you are applying for a second or third grant in relation to an ongoing project, make sure the committee is aware of any recent or forthcoming publications relating to the project, and ensure timely and regular reports are submitted. Ongoing projects with little or no published output are generally less likely to receive support.