

Historical Collections Research Grant Applicant Guidance

Outline

The Friends of the Archive at the Worshipful Society of Apothecaries will award up to 4 grants each year, each of £250, to support researchers to use the Society's collections.

The grants are intended to encourage researchers to use the collections either as the main focus of their project, or as part of a larger research proposal. We are keen to widen further use of the collections and engage with a wider range of researchers. Research projects that lead to a published outcome or those that use material that has previously been under-utilised are particularly welcomed. We interpret "publication" widely to include book, article, chapter, conference paper or poster, lecture, blog, exhibition, or film.

For information about what the collections offer, see

<https://www.apothecaries.org/history/our-collection-and-access/>

Although we do not require receipts for expenses, the grants are intended to support travel and/or accommodation expenses when visiting the archives. They are not intended to cover conference attendance costs, equipment costs or publication costs. Applicants should make their best effort to travel and choose accommodation in the most economical way within reason.

Applications for funding must be made in advance of a research visit. Grants may not be used to cover expenditure that has already been incurred.

Grants are available to all, although applications are particularly welcomed from those early in their research careers, independent researchers or those who are precariously employed.

Grants are awarded only to individuals

Re-applications may not be made for the same project. Individuals may only make one application per year.

How to apply

We welcome applications for grants at any time. See overleaf

Your proposal should be made using our standard application form, with requires the following information:

- Purpose of research
How it will be conducted with full details of the material to be used and an explanation of the potential value of the Society of Apothecaries' material to the research project.
- Mention of any other application for funding
- Brief CV
- Name, contact details and a recent reference, which could include an academic supervisor.
- Breakdown of proposed expenditure.

The completed form should be emailed to friends@apothecaries.org.

The decision-making process

The Grants Panel will meet every six months, in March and September, to consider applications received during the preceding six month period.

On receipt of an application, the applicant will be informed of the date of the meeting at which their application will be considered.

All applicants will be notified of the result of their application within 2 weeks of the Grants Panel meeting.

Successful applications

Successful applicants will be contacted and payment of the grant will be arranged once an appointment has been made to visit the Archive.

Grants not taken up within six months will be cancelled, unless permission for an extension is obtained from the grants panel.

A brief report is required within 6 months of project completion, including details of any publication outcomes and/or next stages of research.

Any publications or outputs that result from the grant should include an acknowledgement of funding received from the Friends of the Archives. The Friends of the Archives must be informed of the publication of any books, book chapters or articles that result and a copy of any resulting publication (in hard copy or electronic form) would be gratefully received for the Society's library.