



Saskatchewan Archaeological Society

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Excerpted from Policies of the Saskatchewan Archaeological Society (2008, 2010)

POLICY SIXTEEN Member Funding Guidelines

1. Background

The SAS supports locally-based projects and activities which will involve two distinct constituencies:

- (a) members of the SAS and/or Chapters, and
- (b) the general public.

In both cases, the intent is to support an increase in both the quantity and quality of involvement, so that a greatly enlarged number of people can learn about, appreciate and work toward the better protection of Saskatchewan's archaeological sites, artifacts and information.

It is the philosophy of the society that every individual member, wherever they live in the Province, should be given the opportunity to participate in our activities, and that the Society has a public duty to present archaeology and encourage resource conservation to as wide an audience as possible.

The SAS provides two kinds of financial support to members; these are described below.

2. Definition of "Member Funding"

A member is defined for the purpose of the Member Funding Grants, as one of the following:

- (a) An individual, in good standing, of the SAS.
- (b) A Chapter, in good standing, of the SAS.

3. General Conditions Pertaining To All Grant Applications.

- (a) The applicant must, except under exceptional circumstances, reside in Saskatchewan
- (b) The applicant must be a member in good standing of the SAS.
- (c) Applicant agrees to abide by the letter and spirit of the Bylaws and Policy of the SAS and funds are to be used for purposes, which are consistent with those Bylaws and Policies.
- (d) Individuals participating SAS-sponsored projects must be eligible to obtain all provincial and federal permits, which may be required to perform the tasks.
- (e) Individuals and groups participating in SAS-sponsored projects must meet all legal requirements during the performance of their work.
- (f) The SAS may fund, in part, projects, which receive government or private support, on a cost-sharing basis.
- (g) Applications for funds shall be submitted on forms for the purpose provided by the SAS office.
- (h) Individuals or groups performing SAS funded special projects must each submit a follow-up report describing the program/ activity, accompanied by an acceptable, auditable financial statement to the SAS within three months following the end of their respective fiscal years. This statement must be signed by the individual or by two senior members of the group's executive.



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(i) No payments will be made by the SAS after December 20 of the 2nd year in which the grant was awarded.

(j) Receipts and invoices must be submitted with expense claims.

(k) The amount of assistance allocated to each special project would be authorized in the annual report presented at the Annual Meeting. The information also will be supplied to members upon request.

(l) Acknowledgment of funding support shall be made in any finished product of the project such as a publication, display or site marker, of the following: Saskatchewan Archaeological Society, Saskatchewan Lotteries Trust Fund for sport, Culture and Recreation, and Saskatchewan Lotteries. The Lotteries logo must be included.

(m) With the exception of Chapter Assistance Grants the deadline for receipt of applications by the SAS is March 31st.

(n) Non-compliance with either the general or specific conditions pertaining to grants received from the SAS may result in the withholding, by the Society, of further payments, or a request to the grant holder to return moneys already paid out by the SAS.

(o) Projects that involve and/or invite other members and members of the public to participate or visit the project will have priority over those that do not include such involvement.

4. Member Funding Grants Available

(a) Chapter Assistance Grants

Each Chapter must comply with the requirements of the Chapter Assistance grants, as embodied in the SAS Member Funding guidelines and summarized in the Checklist. A Chapter Assistance Grant application form supplied by the SAS must be completed (accompanied by proper receipts), and the requirements in the Checklist must be met. The application for funding and accompanying documentation must be submitted by December 15th.

(i) Purpose

To provide financial support annually to Chapters for expenditures relating to carrying out the activities of the Chapter which are in accordance with both the written constitution of the Chapter and the Bylaws and Policies.

(ii) Amount Available

Each Chapter is eligible for an amount established by the Board in the SAS fiscal year (January 1 to December 31).

(iii) Eligibility

The application must be made by a group which has been formally accepted as a Chapter of the Society at a meeting of the Board, and which, at the time of application, is a chapter member in good standing of the SAS.

(iv) Procedure and Deadlines

The Chapter may apply for reimbursement of expenditures at any time during the calendar year. Application is to be made on the Chapter Assistance Claim Form (to be supplied by the SAS along with a checklist of requirements) and all items are to be supported by receipts.

All final claims for the year are to be submitted and received by the SAS office by December 20th of the year in question.

(v) Eligible Items

Any and all legitimate expenses considered necessary by the Chapter Executive to carry out the written goals of the Chapter and of the SAS are eligible.

Such expenses may include items like travel expenses and honoraria for speakers, consumable supplies for (for example) local mapping or survey projects, telephone, postage, hall rental, etc.

Major capital expenditures are eligible, provided the following two conditions are met:

1) agreement to purchase such items must be made by a majority of the Chapter Executive and duly recorded in the Minutes of a Chapter meeting and

2) in the event of the winding-up of the affairs of the Chapter such equipment shall be turned over to the Saskatchewan Archaeological Society.



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(vi) Reporting Requirements

The Chapter should make at least two brief reports on its activities for publication in the Newsletter, during the year. Included in one of the reports should be mention of the moneys received from the SAS in support of the Chapter activities.

(b) Research and Project Assistance Grants

(i) Purpose

These awards are designed to support salvage and mitigation of significant archaeological resources in situations where otherwise normal funding may not be available – e.g., agricultural impact, small business enterprises, non-profit recreational or conservation societies' developments. Priority will also be given to projects of an emergency nature where time does not allow for the application for funds from other sources.

(ii) Amount Available

Individual awards are up to a maximum of \$1,000.00. The total amount available for the current fiscal year is indicated in the current year's budget. The Member Funding Committee may decide not to award funds, or the total available in any given year.

(iii) Eligibility

Any member of the SAS may apply. If archaeological fieldwork is involved, the applicant must be able to obtain a valid research permit (for either Type A or B Research or for a Heritage Resources Impact Assessment or Mitigation Investigation) as required by the Archaeological Resource Management Section, Government of Sask., prior to the awarding of the fund.

Applications that involve members of the SAS, member of the Chapters, and the public will be given the highest priority.

Priority will also be given to projects that involve fieldwork or archaeological resource conservation.

The funds are intended to cover expenses directly related to the project and, normally, not to provide remuneration for the director or assistants. Expenses might include transportation and room and

board (director only), consumable goods, photography, drafting, typing and duplication, telephone, C-14 samples or technical analyses, and postage, etc. Capital equipment (e.g. cameras, etc.) will not be funded. Projects could make use of SAS field equipment, if available.

(c) Procedure and Deadlines

A call for applications will be made in the SAS Newsletter. Application must be made on the form provided by the SAS. The Member Funding Committee will review each application and make recommendations to the Executive.

The application should include a project proposal (similar to that required for a permit application if field research is involved), a resume of background and skills of the applicant, a detailed budget outline, the applicant's permit number (if applicable), and an estimate of the termination date. The project proposal and budget should cover not only the fieldwork (if this is involved), but also the analysis and report writing phases.

Five (5) copies of the application shall be submitted.

The deadline for receipt of application at the SAS office is 5:00 p.m., March 31st.

Upon approval of a grant, the applicant shall signify acceptance by means of a letter to the President, whereupon a cheque for 50% of the grant shall be issued. An additional 40% will be paid upon completion of the project (as signified to the Committee), and the remaining 10% upon the Committee's receipt of a satisfactory written final report and financial statement (supported by original receipts). The report will follow the format provided by the SAS. (The Executive may waive the 10% holdback if circumstances warrant). The report shall be submitted by December 20 of the year following the one in which an award was made by the Committee.

(i) Eligible Items

See the statement of Purpose, above. Suitable projects might include: small salvage excavations and analysis carried out under professional, contracted supervision; inventory surveys and documentation of the heritage sites within a rural Municipality; staging



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an archaeology display or demonstration at craft festivals, regional games or fairs; fencing or otherwise protecting an important local archaeological site, etc.

(ii) Reporting Requirements

The recipient must provide a financial statement, with original receipts at the completion of the work and a brief report. This report will also be suitable for publication in the April SAS Newsletter. (If photographs are included in the report, original photographs shall be submitted.)

All grants supporting M.A. research require the submission of a bound copy of the completed thesis for deposit in the SAS library.

(iii) General Conditions

In addition to those conditions and requirements outlined above, those presented in Section 3 above apply.

Applications that have the support and involvement, financial and/or otherwise, of outside organizations (R.M. Councils, recreation boards, other Provincial Cultural organizations, local business or other sponsors, etc.) are encouraged.

These projects that, as appropriate, involve as many as possible of the SAS membership and the general public are encouraged, as are those that will have tangible, lasting benefit.

(d) Receipt of Applications

All applications are to be sent to the SAS office and any communications or inquiries should be directed to the Executive Director.

(e) Governance

The member funding grants program is conducted under the direction of the Granting Committee.

The Executive Director shall be responsible to administer the programs.