

# SASKATCHEWAN ARCHAEOLOGICAL SOCIETY

## MEMBER FUNDING GUIDELINES

### 1. BACKGROUND

The Saskatchewan Archaeological Society has provided some financial assistance to both Chapters and individual members over the past several years. The Executive Board wishes to expand its support for locally-based projects and activities which will involve two distinct constituencies:

1) members of the SAS and/or Chapters, and 2) 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.

To help achieve these ends, the Society itself annually provides programs and activities such as the field school, outreach talks, certification program, Regional Archaeology Volunteers program, etc. As well, it provides four kinds of financial support to members; these are described in Section 4 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 member, in good standing, of the SAS,
- b) a Chapter, in good standing, of the SAS,
- c) a Special Interest Group (all of whose members are members in good standing of the SAS) which has been accepted as such by the SAS Executive Board.

### 3. GENERAL CONDITIONS PERTAINING TO ALL GRANT APPLICATIONS

**3.1** The applicant must, except under exceptional circumstances, reside in Saskatchewan.

**3.2** The applicant must be a member in good standing of the SAS.

**3.3** The applicant agrees to abide by the letter and spirit of the Bylaws and Regulations of the SAS and of the Saskatchewan *Non-Profit Corporations Act*, and funds are to be used for purposes which are consistent with those rules and regulations.

**3.4** Individuals participating in SAS-sponsored projects must be eligible to obtain all provincial and federal permits which may be required to perform the tasks.

**3.5** Individuals and groups participating in SAS-sponsored special projects must meet all provincial, federal and municipal requirements during the performance of their work.

**3.6** Projects shall be, insofar as possible, provincial in scope, benefiting the prehistory and the people of Saskatchewan as a whole.

**3.7** The SAS will not grant capital funds, except under special circumstances.

**3.8** The SAS may fund, in part, projects which receive government or private support, on a cost-sharing basis.

**3.9** Applications for funds shall be submitted on prescribed forms for the purpose provided by the SAS office.

**3.10** 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.

**3.11** No payments will be made by the SAS after December 20 of the 2nd year in which the grant was awarded. Regardless, final written reports on the project are required.

**3.12** Where the SAS is a major funder of a project or activity, original receipts and invoices must be submitted with expense claims. Where the SAS is a minor funder, photocopies of receipts and invoices are acceptable.

**3.13** If photographs are included as part of a follow-up report, they must be originals.

**3.14** The SAS Executive will disclose to the members-at-large the amount of assistance allocated to each special project in the annual SAS financial statement presented at the Annual Meeting. The information also will be supplied to members upon request.

**3.15** 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. (See Attachment A.)

**3.16** With the exception of Chapter Assistance Grants and Salvage Grants the deadline for receipt of applications by the SAS is March 31st.

**3.17** 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.

**3.18** Only one application per grant category will be accepted from any applicant.

**3.19** Projects which involve and/or invite other members and members of the public to participate or visit the project will have priority over those which do not include such involvement.

**3.20** Project budgets which do not involve payments for food or similar personal items will have priority over those which involve such items.

## **4. MEMBER FUNDING GRANTS AVAILABLE**

### **4.1 Chapter Assistance Grants**

#### **4.1.1 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 Regulations of the SAS.

#### **4.1.2 Amount Available**

Each Chapter is eligible for up to \$360.00 in the SAS fiscal year (January 1 to December 31).

#### **4.1.3 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 Executive Board, and which, at the time of application, is a chapter member in good standing of the SAS.

#### **4.1.4 Procedure and Deadlines**

The Chapter may apply for reimbursement of expenditures at any time during the calendar year, with \$360.00 being the upper limit available. Application is to be made on the Chapter Assistance Claim Form (to be supplied by the S.A.S., along with a checklist of requirements), and all items are to be supported by original 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.

#### **4.1.5 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, consistent with the spirit and requirements of the Non-Profit Corporations Act.

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.

#### **4.1.6 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.

It is also the practice for the Annual Meeting Committee to ask each Chapter to make a 5-10 minute report on its activities over the previous year, at the Annual Meeting.)

#### **4.1.7 General Conditions**

In addition to the conditions and requirements mentioned in Subsection 4.1 above, the applicant must agree to the general ones presented in Section 3.

### **4.2 Research and Project Assistance Grants**

#### **4.2.1. 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.

#### **4.2.2 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 Attachment B. The Member Funding Committee may decide not to award funds, or the total available, in any given year.

#### **4.2.3 Eligibility**

Any member of the SAS may apply. If archaeological field work 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 Saskatchewan, prior to the awarding of the fund.

Applications which 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 which involve field work 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.

#### **4.2.4 Procedure and Deadlines**

A call for applications will be made in the S.A.S. Newsletter. Application must be made on the form provided by the S.A.S. 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 field work (if this is involved), but also the analysis and report writing phases.

Five copies of the application shall be submitted.

The deadline for receipt of application at the S.A.S. 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 S.A.S. (The 10% hold-back may be waived by the Executive 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.

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

In past years funds have been granted for the following:

- graduate student-led excavations at the Melhagen, Lebret, Wakamow Valley and Red Tail Sites
- survey/mapping projects in the Bear Hills and Cypress Hills by the Eagle Creek and Vidora Chapters, respectively
- excavations at the Sheep Camp Site by the South West Saskatchewan Chapter and at the Crystal Beach Site by the Eagle Creek Historical Society
- historical archaeological survey of the Deschambault Lake area
- pottery analysis and beaver/man studies by archaeology graduate students
- test excavations at several glacial erratic sites in west-central Saskatchewan by an SAS member.

#### **4.2.6 Reporting Requirements**

The recipient must provide a financial statement, with original receipts, at the completion of the work. A brief report must also be submitted to the president by March 1st of the year following the grant, for use in the President's report to the SAS membership. 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 S.A.S. library.

#### **4.2.7 General Conditions**

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

Applications which 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.

Those projects which, as appropriate, involve as many as possible of the S.A.S. membership and the general public are encouraged, as are those which will have tangible, lasting benefit.

### **5. RECEIPT OF APPLICATIONS**

All applications are to be sent to the SAS office at #1 – 1730 Quebec Avenue, Saskatoon, Sask., S7K 1V9, and any communications or inquiries should be directed to the Executive Director at that address or at 664-4124 (telephone) or 665-1928 (fax) or saskarchsoc@sasktel.net.

### **6. GOVERNANCE**

The member funding grants program is conducted under the direction of the Member Funding Committee, whose members are appointed by the President of the SAS.

The day-to-day administration of these programs is carried out by the staff, under the direction of the Executive Director.

## **Attachment A - Summary of Reporting Requirements for SAS Member Funding Grants**

### **A. For All Grants**

1. Individuals and groups participating in SAS-sponsored special projects must meet all federal, provincial and municipal requirements during the performance of their work, including relevant reporting requirements. Grant holders in such projects must carry out the necessary reporting requirements directly with those agencies.

2. Individuals or groups performing SAS funded special projects must each submit a followup report describing the program/activity, accompanied by an acceptable, auditable financial statement to the SAS. The financial statement must be signed by the individual or by two senior members of the group's executive.

3. In any publication, report, display or site marker for which SAS funding has been received, the following must be acknowledged:

- Saskatchewan Archaeological Society

Saskatchewan Lotteries Trust Fund for Sport, Culture and Recreation

In addition, **the Saskatchewan Lotteries logo is to be used.** Copies of this logo suitable for reproduction are available on request from the SAS office (see example below).

4. A final report shall be submitted to the President by December 20 of the year following the one in which the grant was awarded. The report shall include the following sections:

- *Introduction and Background* (describing the project's initiation and who was involved)

- *Description of the Project/Activity* (including original photographs, if appropriate)

- *Evaluation* (of how well the project met its goals of benefiting the S.A.S., community and archaeology)

- *Recommendations*

- *References* (if appropriate)

- *Financial Statement* (as an appendix)

## **B. For Chapter Assistance Grants**

1. 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 an acknowledgement of the money received from SAS in support of the Chapter's activities.

2. It is also the practise for the Annual Meeting Committee to ask each Chapter to provide a written report on its activities, for inclusion in the SAS Annual Meeting information packages.

## **SASK LOTTERIES LOGO:**

