**New Site Conservation Grants from the INSTAP Study Center**

**and the J.M. Kaplan Fund**

The INSTAP Study Center for East Crete (INSTAP SCEC) in collaboration with the J.M. Kaplan Fund is happy to announce a grant program for site conservation projects in Greece focusing on remains from the Bronze Age to end of the Roman Era. The aim of our program is to support on-going site conservation projects, promote appropriate site conservation practices, and enable the development of conservation master plans for the long-term preservation of architectural remains. A limited number of grants will also be allocated for emergency treatments of newly excavated structures or features

Support will be given to three types of projects:

1. Projects with an approved conservation permit are eligible to apply for a grant of up to $20,000 to undertake site conservation work.
2. Projects that wish to undertake condition surveys, evaluation, documentation, and strategic planning for the long-term preservation of sites (a conservation master plan) can submit requests of up to $10,000.
3. Grants of $5,000 will be provided for emergency conservation needs that arise on excavations conducted in 2015.

The deadline for the first two grant categories is May 8, 2015. Applications for emergency grants will be accepted until September 15, 2015.

**Applicants should submit the following information:**

A. Applicant details

Project title:

Title and name of the project director and applicant (if not the same person):

Institutional or organizational affiliation:

Institution/organization website:

Telephone number:

Fax number:

E-mail:

Address:

B. Site details

Name:

Location:

Chronological period:

Size of the excavated area:

Level/degree of public access to the site:

C. Project description

1. Provide a brief description of the site including the date of its construction and the major architectural developments and modifications at the site over time (200 word limit).
2. Provide a brief description of the context (rural or urban) and the physical features of the site (natural environment) and include a plan of the site (150 word limit).
3. Describe the significance of the site, including its historical, artistic, social, spiritual/religious, natural, and economic value. Explain the importance and the role of the site for the modern community (150 word limit).
4. Provide a brief description of the construction typology and materials used at the site, the condition of the architecture, and the major threats to the site (500 word limit).
5. Provide a summary of the proposed site conservation project including the short- and long-term work plan (500 word limit).
6. Provide an outline of the work schedule and the budget required to undertake the project.
7. If you are undertaking a site condition survey or developing a conservation master plan, how is this going to be used in the future? Are you planning to submit a proposal for approval or to apply for further funding?

1. Please describe how you plan to disseminate the work that will be accomplished with your grant. Will you present and/or publish your work?

D. Additional documents

1. A cover letter from the director of the project or the local archaeological authority stating their approval for the proposed conservation project.
2. A short CV of the applicant and of the head of the conservation project (if not the same individual).
3. A copy of the conservation permit or any other relevant permit that may be required in order to undertake the proposed project.

**Application Submission**

We will only accept applications and final reports submitted via e-mail in English. Please send one copy as an attachment, either as an MS WORD document or PDF file. Please combine the application into one file where possible, or as few files as can be managed. Please use the following address of the INSTAP SCEC: [tombrogan@instapstudycenter.net](mailto:tombrogan@instapstudycenter.net)

For further information or clarification about the application process, please contact Dr. Stefania Chlouveraki, Site Conservation Specialist of the INSTAP SCEC: [schlouve@teiath.gr](mailto:schlouve@teiath.gr)

**You will be notified by email no later than May 15, 2015 that your application has arrived and been accepted for review. If you do not receive notification, please contact the INSTAP SCEC.**  Individual decisions will be mailed to the applicants in June.

Requests for funding must be in **US dollars**.

Consideration for grants is open to all candidates meeting the stated requirements. Awards are made irrespective of race, gender, religion, national origin, age, disability, marital status, sexual orientation, and actual or perceived medical conditions. It is possible that in the absence of qualified candidates with appropriate projects, grants will not be awarded.

This funding cannot be used support (1) students obtaining degrees, (2) travel or maintenance of children or spouses, (3) research expenses incurred before the date of a grant, (4) salaries for the project’s principal researchers, (5) purchase of expensive individual items of equipment such as computers, cameras, and video recorders or (6) general activities of other institutions or entities including "overhead expenses."

**PLEASE NOTE**: Grant payments generally will be made in June, 2015. Payment of funds is by check or wire in US dollars or Euros.

Acceptance of this funding carries an obligation to provide a report on the work accomplished and an account of the expenditure of the grant funds. These reports should be sent in digital format. The research reports should be no more than 10 double-spaced pages and should briefly describe the work accomplished in the 2015 season. Financial accountings should show both the original budgeted amount and the actual cost spent for each budget category. Any substantial deviation must be explained. Reports are due no later than September 15, 2015.

If awarded one of the three types of Site Conservation Grants, I agree to abide by the terms of the award, including the submission of a report and financial accounting at the end of the grant period.

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Reports should be emailed to:

Philip P. Betancourt, Executive Director, INSTAP Study Center for East Crete at

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Thomas Brogan, Director, INSTAP Study Center for East Crete at

[tombrogan@instapstudycenter.net](mailto:tombrogan@instapstudycenter.net)