

Robert E. Funk Memorial Archaeology Foundation, Inc.
Grants for Research Support: Application Format for 2023-2024 Grant Cycle

The Robert E. Funk Memorial Archaeology Foundation, Inc., supports archaeological research by student, avocational, and professional archaeologists. Research support grants are available for studies on New York State archaeology, especially of prehistoric and contact period collections. *Please read these application format instructions carefully.*

See “Robert E. Funk Memorial Archaeology Foundation, Inc., Grants for Research Support: Guidelines” for a description of the expectations of the Foundation for research support, the amounts to be awarded, and the application submission deadline and award dates.

Preparing Your Application

1. Prepare & compile application, including any accompanying documentation (e.g., resume/CV, letter of support, etc.), as one electronic document in PDF format.
2. Attach a resume/CV, including a list of archaeological research publications. If you have not published, attach a separate letter of support from a professional archaeologist that attests to the value of your proposed work.
3. Use the format below to prepare your grant proposal (including headings).

Cover Page-Applicant Information, centered:

Title of Research Project

Applicant Name

Address

Phone number

E-mail address

Institutional or other affiliation (e.g., NYSAA Chapter)

Current title/position

Date

Specify: Application as Professional, Student, or Avocational Archaeologist

A. Description of Proposed Project (up to 1000 Words, following cover page)

Provide a description of proposed research, organized according to the following subheadings:

1. Research Problem
2. Proposed Methodology
3. Expected Results
4. Significance for New York State Archaeology

In *Proposed Methodology*, specify activities that will be supported by a Funk Foundation grant (e.g., travel costs, costs of collections photography, technical or subconsultant analysis, etc.). Also, indicate if this is part of a larger research project, and if so, describe the amount,

source, and purpose of any other research funding. (Note: beginning on second page of application, insert footer, specifying: “Applicant Name – Abbreviated Project Title – 2023-24 Grant Cycle – Page 2 of X”

B. Sources of Data to be Used/Generated by the Proposed Research (200 Words)

Identify specific sources of data to be used and/or created in the research. Indicate the type of data and methodology that you will be employing for your research. For collections research, specify institution(s) or person(s) holding the collections, and specify collection(s) by site, collection age, size, and composition. Describe origin and scientific quality of the collection(s), and list previous research, if any, on collection(s).

Note: Applicant must attach (1) written acknowledgement from the curating institution(s) and/or owner(s) of availability and approval of the proposed study of the curated artifacts/samples or property and (2) written documentation of availability and cost estimate of the laboratory or subconsultant analysis for which funding is requested.

C. Dissemination Plan (50 Words)

Briefly describe how you intend to disseminate your research results. See the Grant Fulfillment Requirements section below for dissemination formats.

D. Research Support Requested (Budget)

List the type of support requested: technical analysis, travel/lodging, equipment, publication preparation, or other. For each, list with quantity/description/detail and give a total for each as well as an overall total of funds requested. Use a table format similar to that below.

Proposed Budget for [Project Title]		
Item	Rate/Detail	Total
Mileage	_____ @ \$0.655/Mi. (2023 GSA Rate)	
Air/train/bus fare, from _____ to _____	_____ round trip(s) @ \$ _____	
Lodging/meals ^a	_____ days @ \$ _____ /day	
Digital image reproduction		
Laboratory analysis (specify)	_____ samples @ \$ _____ /sample	
AMS radiocarbon dates	_____ samples @ \$ _____ /sample	
TOTAL AMOUNT REQUESTED		

^aUse CONUS rates for calculating lodging and meals: <https://www.gsa.gov/travel/plan-book/per-diem-rates>

Schedule to Submit a 2023-2024 Grant Application

On or before **May 15, 2023**, submit by email a PDF of the fully completed application to the Foundation Board President, Jonathan Lothrop, at:

Jonathan.Lothrop@NYSED.Gov

Grant Fulfillment Requirements

If the applicant is offered an award, a separate *Grant Recipient Agreement* must be signed before activation of the grant. This agreement form is available on the Foundation web site and specifies conditions and obligations of the award.