

# The Allen Grove Local History Fund

## Introduction and Guidance for Applicants

The Allen Grove Local History Fund was established from a legacy made to the Kent Archaeological Society by the late Allen Grove (1910-1990). In 1948, Allen Grove was appointed Curator and Librarian of Maidstone Museum; a post he held until retirement in 1975. In addition to the Kent Archaeological Society, he was involved with numerous other organisations including a wide variety of archaeological, antiquarian and history societies. He was a Fellow of the Society of Antiquarians and President of the Kent Archaeological Society 1986-1987.

The Society administers the Allen Grove Local History Fund. Its objects are to promote research, preservation and enjoyment of local history in the ancient County of Kent<sup>1</sup>. These objects are consistent with those of the Society. It is a restricted fund and is invested separately from the Society's other investments. In accordance with the terms of the legacy, decisions on how the fund is to be spent via grants are taken by the Society's officers.



The late Allen Grove (1910-1990)

## Guidance for Applicants

### What comprises 'local history'?

As British History Online says, British local history can be almost impossible to define!

Local history can involve a wide range of historical inquiry and investigation which includes diverse sources such as local landscapes, oral traditions, written records, social and cultural practices, ephemera and objects. It often concentrates upon the experiences of what appears to be the ordinary and mundane but offers an understanding of national events. A typical project can involve virtually anything in a geographical area smaller than the country or countries as a whole.

(<https://www.british-history.ac.uk/using-bho/local-guide> accessed March 2021).

### Eligibility for Grants

Grants made by the Allen Grove Local History Fund support and reflect a diversity of local history projects and an interdisciplinary approach. Projects to receive grants have included the translation of medieval manorial court rolls from Latin, a variety of community exhibitions, the cost of a book cover to be printed in full colour, the architectural recording of every house in a small hamlet, research on Wealden iron, some of the publication costs of a book on Humphrey Repton in Kent, and a contribution towards the purchase of a laptop to record a village history archive.

Grant applications for a wide range of local history projects are welcomed and encouraged from individuals, groups or societies. In the case of applications from groups or societies, the Fund Secretary will communicate with the project leader named in the application.

The average grants recently awarded have been in the region of £500.

<sup>1</sup> The geographical area of Kent considered under the Fund is that of the ancient county of Kent.

It includes Medway and extends to the London boroughs of Bexley, Bromley, Greenwich and Lewisham. Allen Grove form June 2021 1

## **What is not eligible for a grant application?**

Grants will NOT be made for excavation, fieldwork or works of fiction. Separate applications for grants for excavation and fieldwork should be made to the Secretary of the Fieldwork Committee:  
[fieldworkgrants@kentarchaeology.org.uk](mailto:fieldworkgrants@kentarchaeology.org.uk).

## **Submitting an application**

Applications must be made on this form and submitted by 30 September to:

Allen Grove Fund Secretary, 5 Greensand Road, Bearsted, Maidstone, Kent, ME15 8NY  
Email: [allengroveadmin@kentarchaeology.org.uk](mailto:allengroveadmin@kentarchaeology.org.uk)

Please note that application forms will only be considered which have been signed and dated, confirming acceptance of the Terms and Conditions.

## **Terms and Conditions**

The following standard conditions apply to any successful application but there may be further conditions which are specific to any grant made by the Fund. If this is the case, the Fund Secretary will write to the applicant and obtain further written consent before the grant is paid.

- a) All grants will be offered with a time limit of two years; the project should therefore be completed by the date indicated on the application form. In the event this becomes unlikely, the applicant agrees to contact the Fund Secretary at the earliest date.
- b) A written report of progress and anticipated completion date and a statement of money spent so far should be sent to the Fund Secretary [frequency and date to be agreed].
- c) An account should be kept showing expenditure and all receipts retained for inspection. The account should be available to be produced to the Fund Secretary on request at any time during or at the end of the project.
- d) A prominent acknowledgment of a grant must be included in any publication or completed project or item etc using the following words: "... supported by a grant from the Allen Grove Local History Fund of the Kent Archaeological Society" and the Kent Archaeological Society logo must be included in any publication or completed project or item [ minimum size of logo to be advised and logo to be supplied].
- e) The Fund Secretary must be notified in writing when the work is published or complete in order that the Society can arrange publicity where appropriate. Any publicity will be at the Society's discretion and may include the Society's electronic platforms, Newsletter and *Archaeologia Cantiana*.
- f) A copy of the work/material/final report (as appropriate) must be donated to the Kent Archaeological Society for deposit and retention in the Society library within three months of completion.
- g) If the work is not completed or published a copy of the manuscript and related material should be deposited with the Kent Archaeological Society.
- h) In the event of a project being prematurely ended the unexpired portion of the grant must be returned.

## **Schedule for Assessment and Grant Awards**

As soon as practicable after the deadline for applications, the Trustees will meet to consider the applications received.

In cases where the Trustees would wish to attach additional conditions to the award of a grant, the Fund Secretary will contact the applicant to obtain consent.

On completion of their deliberations, the Trustees will prepare a report to the Society's Council with recommendations for grants to be approved.

Successful applicants will be required formally to accept their grants.

## THE ALLEN GROVE LOCAL HISTORY FUND – APPLICATION FORM

Where there is insufficient space having printed the form for completion, please continue answers on a separate sheet of paper.

### 1. PERSONAL INFORMATION

Name of Applicant (as individual or project leader for a group or society)

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Email Address:

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Contact telephone number:

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Postal Address:

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Are you?

☐ A member of Societies or Groups concerned with local history (name(s) to be supplied)

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☐ A member of a Society Affiliated to KAS (name to be supplied)

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☐ A KAS member – please give your Society membership number:

In relation to this application, are you:

☐ Amateur

☐ Professional

If you are a student, are you?

☐ Still at school

☐ Undergraduate

☐ Postgraduate

☐ Research Assistant

☐ Not applicable

**Further details**

**Please supply any other information about yourself that you consider will support your application**

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*Individual applicants should continue at Section 3*

**2. GROUP OR SOCIETY APPLICATIONS**

**Name of Group or Society**

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**Is the Society or Group**

☐ **Affiliated to a National or Local Organisation concerned with local history**

☐ **Affiliated to KAS**

**Name(s) of additional major participants**

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**Further details**

**Please supply any other information about your Group or Society that you consider will support your application**

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### 3. PROJECT DETAILS

Please indicate the nature of your project, such as documentary, oral or visual research, where this will take place, giving the planned starting and completion dates.

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Estimated total project cost

£ .....

What other sources of funding have you secured?

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Sum requested

£ .....

How do you envisage spending and subdividing the sum being applied for?

Category of expenditure	£
Total	

How are you planning to publish the results of your project?

- |   |                                      |
|---|--------------------------------------|
| <input type="checkbox"/> A book                 | <input type="checkbox"/> An article  |
| <input type="checkbox"/> Website                | <input type="checkbox"/> Through KAS |
| <input type="checkbox"/> Lectures               |                                      |
| <input type="checkbox"/> Other – please specify |                                      |

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Do you have any previous relevant experience? Please give details.

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Have you produced any publications (including those in joint names)? Please give details.

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Additional information in support of your application

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#### 4. GDPR AGREEMENT

- ☐ I consent to the storage of my submitted information by the Kent Archaeological Society for the purposes of consideration of grant applications.
- ☐ I confirm that I have read and agree with the Kent Archaeological Society's privacy policy (see <https://www.kentarchaeology.org.uk/privacy-policy>)

I have read and understood the Grant Terms and Conditions for Allen Grove Local History Fund and agree to them.

Signed:

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Date:

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If the application is by a Group or Society, the project leader should sign and date this section.