

# Thinking about...

## Archaeology

February 2009

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- downloading it from [www.hlf.org.uk](http://www.hlf.org.uk);
- emailing [enquire@hlf.org.uk](mailto:enquire@hlf.org.uk);
- phoning our helpline on **020 7591 6042**;
- contacting us by textphone on **020 7591 6255**; or
- using Text Direct **18001 020 7591 6042**.

If you require a copy of this guidance in an alternative format (large print, braille or audio version), or if your first language is not English, we can provide it in the appropriate format or language if you ask us. It is also available in Welsh.

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## Thinking about... Archaeology

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### 1 Introduction

The Heritage Lottery Fund (HLF) was set up in 1994 to distribute money raised by the National Lottery to heritage projects throughout the UK. In our first 12 years we awarded over £4 billion in grants to over 26,000 projects, from multi-million-pound investments in well-known sites and buildings to small grants making a big difference to community groups. We have a range of grant programmes for projects of different types and sizes – see Appendix B for more information.

We have produced this guidance to help you think about archaeology in your heritage project.

We can offer advice **before you apply**, but first please use our website [www.hlf.org.uk](http://www.hlf.org.uk) to:

- read the guidance in the application materials for the grant programme you are interested in;
- decide broadly what you want to do and roughly how much money you are likely to ask us for;
- fill in a pre-application enquiry form online or in hard copy; and
- send it through our website or send it to your country or regional HLF team who will then contact you to offer advice on your project.

### 2 Our aims

HLF gives grants to support a wide range of projects involving the local, regional and national heritage of the United Kingdom.

We have three main aims which relate to learning, conservation and participation.

To receive a grant your project must:

- help people to learn about their own and other people's heritage.

Your project must also do either or both of the following:

- conserve the UK's diverse heritage for present and future generations to experience and enjoy;
- help more people, and a wider range of people, to take an active part in and make decisions about heritage.

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### 3 Archaeology in your HLF project

There are three ways in which archaeology can be part of an HLF-funded project.

#### Archaeology as part of a wider conservation project

If your project involves work on a historic building, park or landscape, you may need to do some archaeological investigation as part of that project. The archaeological investigative work will help you to develop the project and make sure that it does not harm the heritage; equally, the investigations have to be designed in such a way as to minimise any damage to the site or the archaeological deposits. You might need special consent for this work. See our guidance *Thinking about conservation* for further details on how to include archaeology in your wider project.

Projects that focus on archaeological information and improving our understanding of the heritage, such as:

- improved access to archaeological records;
- improved interpretation of archaeological sites;
- the repair and consolidation of archaeological monuments or remains;
- volunteer surveys and site recording;
- archaeological investigations, including excavation but also other forms of non-invasive techniques (e.g. geophysical surveys);
- the acquisition of archaeological objects to enable greater public access or enjoyment; and
- projects that involve the community in archaeological activities such as surveys, field-walking, research.

#### Projects that focus *only* on archaeology

If your project involves only archaeological work such as an archaeological survey or excavation, and that work is not part of a wider conservation project, then your project must meet both of our aims for **participation** and **learning**. See our guidance *Thinking about community participation* and *Thinking about learning* for ideas on how you can do this, and look at our website [www.hlf.org.uk](http://www.hlf.org.uk) for ideas of other projects we have funded.

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### 4 What we can fund

If your project involves archaeological work to inform the conservation of a building, landscape or site, you should include the cost of the archaeological work in your project development costs as well as in the project delivery costs.

If your project focuses only on archaeology, then you will also need to include the costs of helping people to learn about the heritage and the costs of enabling a wide range of people to take an active part in it, as well as the costs of field work and ensuring that the work is written up and published. Don't forget that we can fund the cost of specialist help and training for your staff or volunteers.

### 5 What we will not fund

We will not fund archaeological costs that are associated with a new development, such as the costs of complying with planning conditions, unless those costs relate to a project that we are already funding. Nor will we generally pay for post-excavation work or publication of archaeological work that does not relate to an HLF project.

### 6 First steps

The first step in your archaeology project is to talk to your local authority archaeological service or their archaeological advisor. They will be able to advise you on where to start and perhaps put you in touch with other organisations. They may also hold a Historic Environment Record (sometimes called a Sites and Monuments Record) containing information about archaeological sites in your area.

You could also look at community archaeology websites such as the CBA and Archaeology Scotland (see below) and perhaps get in touch with other groups who have done projects.

### 7 Writing a brief

You will also need to write a brief for your project. This will help you to think about what work you need to do, and how much it will cost. The brief should include the following information:

- what work needs to be done and when it will be done;
- whether you need permission for the work and who from (statutory consents, permission for access to the land etc);
- what fieldwork techniques you will use;
- whether you need specialist help or training and how you will obtain it;
- if you are doing an excavation, how you will protect and backfill the site once work is complete;
- how you will write up and tell people about the results of the work;

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- where you will put the archive; and
- how the finds will be conserved and where any finds will be deposited (for display and storage).

You can use the brief to help plan your project, to inform what you put in your application to us and to commission work from a specialist.

### 8 Archaeological investigations

If you want to investigate an archaeological site or historic landscape there are many different ways of doing it apart from excavation. For example, you could:

- research the history of the site, using old maps and written sources such as directories;
- walk the site in order to identify historic features such as field boundaries or earthworks (remember that permission is required from the owner to visit private land);
- map the site in detail to identify small changes in the land;
- undertake an assessment of the aerial photographs to identify any features which may be visible on the ground;
- identify wildlife and plant species which tell us about the past;
- do a geophysical survey.

If you are intending to do an excavation, it is always very good practice to do this kind of research first.

You can also do archaeological work such as research and recording on historic buildings and even vessels such as ships. If you are intending to repair or conserve a historic building or vessel, it is a good idea to do some archaeological work before you begin. It will help you to understand the item, how it has changed through time, and also what is important about it. See our guidance *Thinking about conservation*.

### 9 Finds

If you want to do archaeological work on land you do not own you must obtain the owner's permission before you begin.

If you do find anything on someone else's land, then the items belong to them. If you find gold or silver items which are more than 300 years old you have a legal obligation to report them under the Treasure Act 1996. In Scotland all finds of archaeological or historical importance are the property of the Crown. Your local museum should be able to give you advice.

When you plan your project you will need to think about how you will study the finds and where they will be stored in the long term. It is considered best practice

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to seek the written consent of the landowner to donate all finds to an appropriate recipient museum.

### 10 Publication

There is no point in doing archaeological work, including excavation, unless you write up that information and make it widely available to others. As a general rule, that should involve a technical publication and ideally something more popular and accessible.

We will expect you to include the cost of providing a report, archiving your data and publishing your results in your application. As a rough estimate, you should allow for about four days of post-excavation and publication work for every day spent in the field. Again, your local authority or their archaeological advisor will be able to help you with this.

### 11 Scheduled monuments

Some archaeological sites are protected, by law, as scheduled ancient monuments (as well as listed buildings). This means that you may need to obtain consent for any work that you do on the site, including excavation or geophysical survey. If you do not obtain consent, you could be breaking the law.

Your local authority archaeological service or their advisor will be able to tell you whether a site is scheduled (or a listed building), and whether you will need consent for any work. You can also find further details about scheduled monuments on the websites of the statutory agencies, Cadw in Wales, Historic Scotland, English Heritage and the Northern Ireland Environment Agency (see below).

### 12 Specialist help

If you are a community group thinking about doing an archaeological project you may need specialist help. Whilst your local authority may be able to help with initial advice, your group may need some training in field techniques, and some help to ensure that your project is of a high quality. It is surprisingly easy to damage archaeological sites and lose important information. You can include the costs of a skilled advisor as part of your project. If this area is very new to you, you can also ask us about the possibility of help from an HLF mentor.

## Appendix A

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### Sources of archaeological advice and help

Archaeology Scotland  
(formerly the Council for Scottish Archaeology)

[www.scottisharchaeology.org.uk](http://www.scottisharchaeology.org.uk)

This organisation provides information about archaeology in Scotland. The website includes advice and information about archaeological organisations and services, excavations and getting involved.

BBC History

[www.bbc.co.uk/history](http://www.bbc.co.uk/history)

The BBC has a history website that includes a section on archaeology. This tells you how to get involved and latest archaeological news. There are also sections on family history and history trails.

British Archaeology Jobs and Resources (BAJR)

[www.bajr.org](http://www.bajr.org)

A useful website which includes sources of funding and a list of legislation and guidance.

Cadw

[www.cadw.wales.gov.uk/default.asp?id=3&lang=en](http://www.cadw.wales.gov.uk/default.asp?id=3&lang=en)

Cadw is the Welsh Assembly Government's historic environment division. Its aim is to promote the conservation and appreciation of Wales's historic environment. The website includes a section of advice for owners, including advice on scheduled monument consent.

Council for British Archaeology

[www.britarch.ac.uk](http://www.britarch.ac.uk)

The CBA is an archaeological charity working throughout the UK to involve people in archaeology and to promote the appreciation and care of the historic environment for present and future generations. There is a Young Archaeologists Club. The CBA runs a Community Archaeology Forum where groups can create pages about their project and there is a list of local archaeological societies. There is also a useful list of publications on archaeological methods and ideas for partnership funding.

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### Current Archaeology

**[www.archaeology.co.uk](http://www.archaeology.co.uk)**

This popular magazine has a useful website which includes advice and ideas for getting involved.

### English Heritage

**[www.english-heritage.org.uk](http://www.english-heritage.org.uk)**

English Heritage is the government's advisor on the historic environment in England. The website includes advice on archaeology, research and conservation as well as on scheduled ancient monuments.

### Northern Ireland Environment Agency

**[www.ni-environment.gov.uk](http://www.ni-environment.gov.uk)**

The aim of the Northern Ireland Environment Agency (NIEA) is to protect the natural environment and built heritage for the benefit of present and future generations. It is an agency within the Department of the Environment in Northern Ireland. The website includes details of the Monuments and Buildings Record and advice on scheduled ancient monuments.

### Historic Scotland

**[www.historic-scotland.gov.uk/index.htm](http://www.historic-scotland.gov.uk/index.htm)**

Historic Scotland safeguards the nation's historic environment and promotes its understanding and enjoyment on behalf of Scottish Ministers. The website includes advice on scheduled ancient monuments.

### Historic Environment Records

**[www.algao.org.uk/Association/Members.htm](http://www.algao.org.uk/Association/Members.htm)**

Historic Environment Records are also known as Sites and Monuments Records. They are usually held by local authorities and contain information about the heritage in that area. A list of all the Historic Environment services for England, Northern Ireland, Scotland and Wales can be found on the Association of Local Government Archaeological Officers website.

### Institute of Field Archaeologists

**[www.archaeologists.net/modules/tinycontent/index.php?id=1](http://www.archaeologists.net/modules/tinycontent/index.php?id=1)**

The Institute of Field Archaeology is the professional organisation for archaeology. It publishes standards for archaeological fieldwork including nautical archaeology.

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### National Monuments Records

There are National Monuments Records for England (see English Heritage website), Scotland [www.rcahms.gov.uk](http://www.rcahms.gov.uk) and Wales [www.rcahmw.gov.uk](http://www.rcahmw.gov.uk)

### Scotland's Rural Past

[www.scotlandsruralpast.org.uk/index.php](http://www.scotlandsruralpast.org.uk/index.php)

A useful website aimed at helping local communities to research, record and promote the vanishing settlements and landscapes of Scotland's Rural Past. It has useful tips for any group doing an archaeological project, and also advice on sources of potential partnership funding.

### Magic

[www.magic.gov.uk/projectsummary.htm](http://www.magic.gov.uk/projectsummary.htm)

This site contains maps with information about the countryside including protected areas. Originally it was designed to cover England only but it has expanded to include some information on Scotland and Wales.

### Portable Antiquities Scheme

[www.finds.org.uk](http://www.finds.org.uk)

This is a voluntary scheme to record archaeological objects found by members of the public in England and Wales. The website includes advice on the conservation of finds and the Treasure Act.

### Time team website

[www.channel4.com/history/microsites/T/timeteam](http://www.channel4.com/history/microsites/T/timeteam)

The website for the Channel 4 programme Time Team includes information about archaeology in general and a useful list of archaeological websites.

### Treasure Trove

[www.treasuretrovescotland.co.uk](http://www.treasuretrovescotland.co.uk)

The official website for Treasure Trove in Scotland.

### Unit for Landscape Modelling (ULM)

[www.uflm.cam.ac.uk](http://www.uflm.cam.ac.uk)

This holds an archive of aerial photographs taken specifically for archaeological purposes.

## Appendix B

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### Our grant programmes

#### General programmes

##### **Heritage Grants (above £50,000)**

This is our main programme for grants over £50,000 for all kinds of heritage, and is open to all not-for-profit organisations. All applications go through two rounds (unless you are unsuccessful at the first round) and you can apply for development funding to help develop your project to the second round. Assessment takes three months at each round and the outcome of your application will then be decided at the next available decision meeting.

##### **Your Heritage (£3000–£50,000)**

This is our general small-grants programme for all types of heritage project. It is a flexible programme, open to all not-for-profit organisations, but is particularly designed for voluntary and community groups and first-time applicants, with a much simpler application process and a shorter assessment timetable (10 weeks).

#### Targeted programmes

##### **Young Roots (£3000–£25,000)**

Young Roots is a targeted programme for 13–25-year-olds who want to explore their heritage and develop skills. Young Roots projects stem directly from young people's interests and ideas, harnessing their creativity and energy, building their confidence and helping them work with others.

##### **Parks for People (£250,000–£5 million)**

Parks for People supports the regeneration of existing public parks, garden squares, walks and promenades across the UK.

##### **Townscape Heritage Initiative (£500,000–£2 million)**

Through our Townscape Heritage Initiative we make grants to help communities regenerate the historic parts of their towns and cities. The programme is designed for areas of particular social and economic need throughout the UK. Partnerships are funded to carry out repairs and other works to a number of historic properties within a defined area, some of which may be in private ownership, and improve the quality of life for all those who live, work or visit there.

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### **Landscape Partnerships (£250,000–£2 million)**

Landscape Partnerships is our primary vehicle for promoting heritage conservation as an integral part of rural regeneration, delivered by partnerships representing a range of heritage and community interests to tackle the needs of landscape areas that may be in different ownerships. Each scheme is based round a portfolio of smaller projects, which together provide a varied package of benefits to an area, its communities and visitors.

### **Repair Grants for Places of Worship (£10,000 upwards)**

Through this programme we help conserve and sustain heritage at risk through urgent repairs to places of worship. The UK-wide scheme is delivered through four programmes in England, Northern Ireland, Scotland and Wales. Repair Grants for Places of Worship in England and Scotland are awarded up to £250,000 and in Northern Ireland and Wales up to £100,000.

You can get more information by:

- downloading application materials from **[www.hlf.org.uk](http://www.hlf.org.uk)**;
- emailing **[enquire@hlf.org.uk](mailto:enquire@hlf.org.uk)**;
- phoning our helpline on **020 7591 6042**;
- contacting us by textphone on **020 7591 6255**; or
- using Text Direct **18001 020 7591 6042**.

## Our offices

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### North West

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82 King Street  
Manchester M2 2WQ  
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Fax: 0161 831 0851

### Northern Ireland

51–53 Adelaide Street  
Belfast BT2 8FE  
Phone: 028 9031 0120  
Fax: 028 9031 0121

### Scotland

28 Thistle Street  
Edinburgh EH2 1EN  
Phone: 0131 225 9450  
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### South East England

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### South West

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