



## **The Classical Association**

### **Grants Policy**

The purpose of this policy is to set out the aims, criteria and processes which govern how the Classical Association awards grants.

#### **1. Aims**

In accordance with the objects set out in the CA Constitution, grants are awarded for the purposes of:

- Supporting the teaching and learning of classical subjects and topics, primarily in UK schools, but also amongst the wider public;
- Increasing access to classics, widening participation and pursuing EDI objectives in UK classics;
- Increasing the sustainability and viability of classics as a discipline in UK schools and beyond.

Grants are awarded in line with the objectives set out in the CA's EDI Policy and Environmental Policy.

#### **2. Budget**

The annual budget in support of the CA's grant-giving activities is agreed by the Board of Trustees, and includes funding for the following:

- Small Grants of up to £4,999
- Major Grants of £5,000 and above
- Grants to CA branches
- CA prizes
- CA teaching awards
- Bursaries for teachers to undertake CA-sponsored CPD

#### **3. Categories of Grant**

Small Grants are awarded in the following categories for the purposes listed below:

### **Schools (up to £500)**

- School talks, events or interactive sessions on the classical world;
- Workshops and theatrical performances;
- Greek and Roman study days;
- Transport costs and/or entrance fees for groups of school students to attend one-day events off-site where this would otherwise be difficult financially (such events might include museum study days, classical exhibitions, re-enactments, trips to archaeological sites);
- Transport/membership costs for local CA Branches events;
- Reasonable travel expenses and associated costs for speakers and/or organisers;
- Materials for Greek and Roman study days (e.g. classically-themed objects, decorations, or prizes).

Individual state-maintained schools wishing to run competitions with a classical theme (including Greek and Latin reading competitions) may apply for up to £100. However, up to £500 may be applied for when competitions involve multiple state-maintained schools.

### **Outreach (up to £750):**

- Public talks, interactive sessions or workshops on the classical world;
- Regional Greek and Roman days involving local communities;
- Theatrical performances (where there is significant outreach component that merits funding);
- Other outreach initiatives aimed at young people.

### **Conferences (up to £400):**

- UK-based conference organisers who are members of the Classical Association can apply for funding towards the provision of bursaries for self-funded PhD students who are also members of the CA and who will give a paper at the conference
- Conferences taking place in the UK on any aspect of Classics may qualify for this funding. Conference organisers must apply at least 3 months in advance of the conference for either the 1 March or 1 December deadline.
- The CA Annual Conference is excluded from this scheme since concessions are already offered to CA members and members of the relevant local branch.

### **Summer Schools (normally up to £2,500):**

- Bursaries enabling people who would not otherwise be able to do so to attend extra-mural courses in Greek, Latin, Classical Civilisation and Ancient History;
- Bursaries for courses specifically aimed at teachers' professional development.

### **CA branches (up to £1,000):**

- Start-up grants of £500;
- Support for lecture programmes (including speakers' travel and accommodation costs), outreach events, competitions, reading groups and other initiatives.

### **Other**

The CA may also fund projects which lie outside these categories if they are considered to meet the aims outlined above.

Major Grants of £5,000 and above are awarded to projects which are considered to be of fundamental benefit to the discipline.

## **4. Application process**

Guidelines for applicants, deadlines for submission and criteria for each category of grant are published on the Grants page of the CA website, together with a list of items which are not eligible for funding. Applications must be submitted via email to the Grants and News Coordinator. To assist in the assessment process, applicants are asked to provide the following information:

- Details and dates of the event/project for which funding is sought;
- An outline budget indicating how the grant will be spent;
- An indication of how the success of the initiative will be communicated/monitored for reporting purposes, and how the CA's support will be acknowledged.

In addition, specific information is requested for applications in individual categories as follows:

### **Schools**

- Which students/year groups will be involved in the event/project;
- How it will benefit their broader study of the ancient world;
- The school's demographic (percentage of pupils in receipt of free school meals or Pupil Premium, who speak English as an additional language and who are SEND registered).

### **Outreach**

- The target audience (expected numbers and as much demographic information as possible);
- How it is intended to advertise the event with EDI priorities in mind.

### **Conferences**

- Applicants must confirm that they are members of the CA, and that the proposed bursary recipients are self-funded PhD students at UK universities, are members of the CA and will give a paper at the conference.
- A copy of the Call for Papers and/or conference programme must be included with the application.

## Summer Schools

- How many bursaries, and of what type, will be offered; how applications will be assessed and prioritised (e.g. in order to prioritise applicants from a lower socio-economic background and/or who might otherwise be underrepresented at such an event);
- How the summer school will be organised and advertised, bearing access, widening participation and EDI considerations in mind;
- Plans for monitoring the demographics of attendees (e.g. and especially in terms of state-maintained selective, state-maintained non-selective and independent school background).

## Branches (for events aimed at school-age learners)

- Number and age(s) of students expected to participate;
- How the event will benefit students from state-maintained schools and/or students from backgrounds which are traditionally under-represented in the teaching of classical subjects;
- How it is intended to advertise the event, bearing access, widening participation and EDI considerations in mind.

## 5. What the CA does not fund

The CA does not normally make grants which:

- have the effect of increasing a recipient's reserves (or are a substitute for using such reserves);
- appear to be primarily intended to fund one or more particular posts;
- fund research projects and research expenses;
- fund any programme of study (including postgraduate degrees);
- fund the production budgets of plays or books (but affiliated outreach initiatives may be eligible);
- fund the purchase of textbooks;
- fund subsistence, entertainment or travel costs for individuals;\*
- fund trips outside the UK;
- fall within the scope of funding of [Classics for All](#), the [Hellenic Society](#), the [Roman Society](#) or the [Gilbert Murray Trust](#).

\* with the exception of transport costs for visiting speakers at schools or outreach events. In line with its environmental policy, the CA does not normally cover the cost of air travel.

The CA does not fund retrospective applications.

## **6. Assessment of applications**

Small Grants of up to £4,999 are awarded by the Grants Committee, and Major Grants of £5,000 and above are awarded by the Board of Trustees.

A Grants Officer and members of the Grants Committee are appointed by the Board of Trustees in accordance with the Grants Committee's Terms of Reference (see Appendix 1).

The Grants Committee is charged with responsibility for assessing applications for Small Grants on a quarterly basis. Final decisions are made by the Grants Officer within the Grants Committee's Terms of Reference.

Major Grant applications of £5,000 and above are referred to the Board of Trustees for assessment. The Grants Committee may also be asked from time to time to give preliminary feedback on Major Grant applications prior to the meeting of the Board of Trustees to assist in the decision-making process.

The Grants Officer has the authority to make decisions on occasional out-of-sequence applications via Chair's Action for grants of up to £500.

The Grants Officer has the authority to approve grants of up to £1,000 to local CA branches in support of their activities and start-up grants of £500 for new branches.

## **7. Payment of grants**

Grants are paid via BACS in sterling to UK institutional or organisational accounts and all payment requests are authorised by the Grants and News Coordinator. Grants are only paid directly to individuals in exceptional circumstances.

Grants expenditure is monitored by the Grants and News Coordinator who maintains a record of all grants awarded and payments made during each financial year.

## **8. Monitoring and reporting of expenditure**

A record of annual grants expenditure to date is circulated to each meeting of the Board of Trustees, and a report on grants activity is provided by the Grants Officer. The Grants Officer may also lead periodic discussions on grant activity to ensure that the processes and the scope of grant activity align with the CA's strategy and priorities.

## **9. Monitoring and reporting of grant outcomes**

It is a condition of all grants that a report and breakdown of expenditure should be submitted within 3 months of the completion of the project/event. Reports on Small Grants of up to £4,999 are forwarded to the Grants Officer for approval and reports on Major Grants of £5,000 and above are circulated to the Board of Trustees for approval, following which further information is sought if required.

Extracts from grant reports are published on the Previous Projects page of the CA website, together with photos for which relevant permissions have been obtained. Further

applications will not be considered unless all previous grant reports have been submitted and approved.

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## THE CLASSICAL ASSOCIATION GRANTS COMMITTEE: Terms of Reference

1. The Grants Committee is a committee of the Board of Trustees of the Association, charged with responsibility for considering applications for grants within a qualifying scheme determined by the Board of Trustees and published on the Association's website.
2. The Committee is empowered to take such decisions as may be delegated to it by the Board of Trustees.
3. A provisional annual budget will be set and agreed each year by the Board of Trustees.
4. Four times a year the Committee shall consider applications for grants made by the following deadlines:
  - o 1 March;
  - o 1 June;
  - o 1 September; and
  - o 1 December.
5. Membership of the Committee shall be as follows:
  - *Ex officio* CA Grants Officer (Chair of the Committee)
  - *Ex officio* CA Partnerships Officer
  - Two ordinary members of the Board of Trustees, whether elected or co-opted; these members shall be appointed by the Board of Trustees and, once appointed, shall ordinarily serve for the duration of the remainder of their term of membership the Board of Trustees.
  - *Ex officio* Education Co-ordinator.
6. The Grants Committee may award grants up to a value of £5,000 to applications which fall within the scope of the Association's Grants Scheme. Applications for grants for amounts of £5,000 or more, will be referred to the Board of Trustees for a decision.

7. The Grants Committee may award recurring grants of up to £5k for a maximum of three years. If there are further recurring applications, they should be referred to the Board of Trustees.
8. The CA Grants Officer may award out of sequence grants up to a value of £500 by Chair's Action.
9. Members of the Grants Committee shall recuse themselves from the assessment of any application where there is a potential conflict of interest.
10. The CA Grants Officer shall report to the Board of Trustees on behalf of the Grants Committee three times per year on applications and awards.

March 2026