Conditions for Affiliation to the Jigsaw Project for existing societies and AAGs
(revised April 2012)

Jigsaw is a partnership between Oxford Archaeology East and Cambridgeshire County Council and is funded by the Heritage Lottery Fund. Affiliation to the Jigsaw project provides a range of benefits to members.

Benefits of Affiliation
- Ongoing dedicated professional support from your Project Link Officer (one of the Community Archaeologists).
- Access to further professional support, expertise and services of archaeological specialists at Oxford Archaeology East and Cambridgeshire County Council Historic Environment Team, in addition to that already available.
- Free access to the Jigsaw Equipment Resource: equipment for carrying out local heritage recording and archaeological projects e.g. field equipment, geophysics equipment and GPS.
- Free training on a range of archaeology/heritage related subjects.
- Jigsaw Best Practice Users Guide to Community Archaeology: a manual for best practice in a variety of archaeological tasks.
- Jigsaw website: all societies will be given a page to display their results and network with other affiliated societies.
- Regular newsletter.
- Advice in applying for external funding for projects and developing its public profile.

Criteria for Affiliated Societies
Jigsaw aims to encourage local history and archaeology societies in their research and provide professional advice to help them achieve their aims more effectively. To this end, Jigsaw requires that all societies who affiliate with Jigsaw will follow best practice standards:

The Society
- Have a membership that is open to the whole adult community regardless of race, creed or gender. A copy of your membership application form must be attached to your application to be affiliated to Jigsaw.
- The society should have a local identity with recognised goals for research in their locality.
- Have a written constitution. Please attach a copy to your Jigsaw application.
- Have a bank account and annually audited accounts.
- Have appropriate insurance for your society's activities. If you do not already have this cover, we can help you find some.
- Have a programme of regular meetings. A copy of meetings schedules should be included with your application.

- Societies will be invited to showcase the results of their work at the annual Festival of Archaeology.

Training and Resources
- Advertise the Jigsaw Project training opportunities to your members.
- Before using an item from the Equipment Resource, the member(s) of the society who will be using it should attend training on how to use it most effectively and follow our Terms and Conditions.
- Follow the Best Practice Users Guide at all times. If the Project Board (the Community Archaeologists, representatives of Oxford Archaeology East and Cambridgeshire County Council) feels that the society is not following best practice, the group's affiliation may be terminated.
- The society should be prepared to meet with their Project Link Officer at least twice yearly.

Reporting and data-collection
- All archaeological investigations (fieldwalking, buildings recording, excavation etc.) produce archaeological data that needs to be recorded in accordance with the Jigsaw Best Practice Users Guide.
- Data must be compiled in a report and submitted to the Cambridgeshire Historic Environment Record (CHER) at Cambridgeshire County Council. Interim and final reports to be submitted according to the timeline in the Best Practice Users Guide. A digital copy of the final report must be uploaded to the OASIS website for digital curation and wider dissemination.
- An archive of the investigation including digital files, paperwork and archaeological material must be prepared and deposited with the County Council or an appropriate alternative.
- The group should be prepared to provide information for the Jigsaw website as required.
- The group will support the Jigsaw Project in meeting the reporting requirements of the HLF that are part of the condition of the overall Jigsaw Project funding.