# EVENT GRANT SCHEME - APPLICATION FORM

* The BAFTSS events funding scheme offers eight individual grants per calendar year of up to £300 to support events (e.g. seminars, symposia, local conferences) organized by individual members of BAFTSS (faculty, graduate students, independent researchers).
* There are **two deadlines**: **March 31st** for events taking place the following August-January and **October 31st** for events taking place the following February-July.
* Applications are competitive and assessed on academic merit by the BAFTSS Executive Committee, who will also take into consideration whether the applicant (and/or their department) has received BAFTSS event funding in the past three years. Submission of an application for funding does not guarantee a successful outcome.
* Events may take place in-person, online or be hybrid.
* Applications will be considered at the April and November BAFTSS Executive Committee meetings, respectively. The Treasurer will inform applicants of the outcome of their application within a month of the relevant EC meeting.

**How to apply:**

* You must be a member of BAFTSS to apply.
* Submit the below form, along with supporting evidence to the BAFTSS Treasurer Bella Honess Roe (a.honessroe@surrey.ac.uk) by the deadline.
* Include a budget and supporting evidence (e.g. screen grabs of typical travel and accommodation costs, quotes for catering, etc)
* Funding applications must accord with the objectives of BAFTSS as set out on our website <https://www.baftss.org>
* Events organised by BAFTSS student members require the approval and signature of your PGR Director/Supervisor.

**Eligible Costs & Other Sources of Funding**

* **Costs caps:** Per event, BAFTSS will contribute a maximum of £150 towards honoraria for invited speakers and £75 towards alcohol costs, at the discretion of the BAFTSS EC.
* If BAFTSS event funding is to support **travel bursaries** to attend your event, recipients of those bursaries must be current BAFTSS members
* Events may be open to the public, directed at PGRs, ECRs and/or the broader academic community. You may charge for the event, but if you do so a clear rationale should be made in the application and a proposed registration fee stated.
* Co-funding may be secured from elsewhere towards the cost of your event. You should indicate where any other support is available.
* We do not fund Zoom (or similar) subscriptions. However, there is a BAFTSS Zoom account available for BAFTSS-funded events. Please indicate if you wish to use this. If two events wish to use the Zoom account simultaneously, the Executive Committee will make a decision based on academic merit.

**Funded Events**

* The event organiser will liaise with the BAFTSS Treasurer to arrange transfer of funds.
* The event must be advertised through the BAFTSS jiscmail list, and all materials associated with it must **acknowledge BAFTSS support and display the BAFTSS logo** which can be found here: <https://www.baftss.org/branding.html>.
* **Event report & Receipts**: within 6 weeks of the event, you must submit:
	+ a short report (c.250-words). You may include images. This report will be publicly available on the BAFTSS website. Reports of prior events can be found here: <https://www.baftss.org/funding.html>
	+ Receipts that evidence how the BAFTSS funding was used. Any changes to the budget outlined in the initial funding application should be agreed in advance with the Treasurer. Any funding awarded that cannot be accounted for should be returned to BAFTSS.

|  |  |
| --- | --- |
| **Title of Event** |  |
| **Place and Date(s) of Event** |  |
| **Have you or this Department/School received BAFTSS funding in the last three years?** *When and for what event?* |  |
| **Applicant’s name, title and academic affiliation** *(if an independent researcher, state this)* |  |
| **Contact information of Organiser** *(name, affiliation, email and telephone number)* |  |
| **Are you a current BAFTSS Member? What is the username or email address used for your BAFTSS membership?** |  |
| **Brief overview of the activity (200 words max)** *stating rationale and aims, and the name(s) and affiliation of any speakers.* |  |
| **Total funding requested from BAFTSS.**  |  |
| **Budget** *Supply a breakdown of costs to account for the funding requested* *You must submit supporting evidence of the costs involved (e.g. screenshot of a typical rail fare).* |  |
| **Details of any additional or match funding**  |  |
| **Do you wish to use the BAFTSS Zoom account for your event?** |  |
| **Will you charge a registration fee to attendees?** *Please provide a rationale and state how much the fee will be* |  |
| **Further information** *relevant to your application that you wish to be taken into account* |  |
| **Approval Signature of Supervisor/PGR Director (for student organisers)** |  |
| **Signature of Applicant** |  |
| **Date of Application** |  |

We are committed to helping our communities to develop strong, positive action around issues of equality, diversity and inclusivity. These values are displayed in the Inclusivity Statement displayed on the BAFTSS Homepage (https://www.baftss.org) and should be embedded in all that we do. Applicants are encouraged to be mindful of issues of race, gender, LGBTQI+ status and disability when planning their events, putting panels together, considering access issues and inviting participants.