# BAFTSS Special Interest Group Funding Scheme

**Application Form**

* **This application form is for events taking place before** **31st December 2022.**
* There is a limited amount of funding available to support BAFTSS Special Interest Group Activities. This funding is typically for the support of seminars, symposia, networking events and local conferences organized by individual members (faculty, graduate students, independent researchers) of Special Interest Groups [SIGs].
* **Eligibility:** Events can be organized by any member of BAFTSS who is part of a SIG. Faculty, PGRs, Early Career and/or Independent Researchers are eligible to apply.
* **Postgraduates:** Applications from PGRs must be approved by their PGR Director/Supervisor.
* **SIGs:** The application form and final report must be seen and agreed by the SIG Convenors who will attend the event on behalf of the BAFTSS EC.
* **Between January 2021 -December 2022:** applications for funding should amount to no more than **£250 p.a**. This amount can be rolled over to a maximum of £500 if the SIG did not apply for funding in the previous year.
* Applications for funding must include a budget and supporting evidence (e.g. screen grabs of typical costs for travel and accommodation) to justify the amount requested.
* Applications for BAFTSS SIG Funding are competitive and assessed on the basis of academic merit by the BAFTSS Executive Committee. Submission of an application for funding does not guarantee a successful outcome.
* Funding applications must accord with the objectives of BAFTSS as set out on our website (<http://baftss.org)> and the stated remit of the SIG.
* Events can be open to the public, directed to PGRs, ECRS, Independent Researchers, and the broader academic community. SIGs can charge a registration fee for their event, but a clear rationale should be made in the application.
* **Invited speakers:** travel and accommodation costs can form part of an application for SIG funding. Invited speakers are not required to hold current BAFTSS membership, but are very welcome to join.
* **Costs not covered:** in exceptional circumstances, funds to support honoraria for invited speakers at BAFTSS-Funded events are capped at a maximum of £150 at the discretion of the BAFTSS EC. Funding can be used for catering. However, there is a cap of £75 for Wine Receptions. Events and activities supported by the BAFTSS Events Funding Scheme cannot also be the focus of an application for BAFTSS SIG Funding.
* **Bursaries:** if the application is to support travel and accommodation bursaries for postgraduate/Early Career Researchers/ Independent Researchers without academic affiliation, then recipients must have current BAFTSS Membership.
* **BAFTSS has a Zoom account which can used for BAFTSS events.**
* **Online events:** are eligible and assessed on a case-by-case basis. The [BAFTSS SIG Funding Reports are on the Home Page of each SIG](https://www.baftss.org/sig).
* **If your Application to the BAFTSS SIG Funding Scheme is successful:** all materials associated with the event must acknowledge BAFTSS support and display the BAFTSS logo. The event organizer must ensure that the event is advertised through the BAFTSS jiscmail list.
* Successful applicants will liaise with the BAFTSS Treasurer to arrange transfer of funds to the host Institution.
* **The final report:** the relevant SIG convenor and the event organizer must send a short (250words max.) written account of the funded event no later than 4 weeks after it is held. This report will be publically available on the BAFTSS website. The report can include images. **This report should be submitted with a final account and receipts.**
* **Final financial account and receipts** which clearly show how BAFTSS funds were used. Changes to the budget outlined in the initial funding application should be agreed in advance (see contact details at the end of this form).
* **Deadline:** There is no specific deadline, but we do recommend that you submit your application at least 3 months before your event. Applications will be reviewed at the BAFTSS Executive Committee Meetings (January, April, July, November). **Events must take place before 31st December 2022.**

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| **Title of event.** |  |
| **Date and Location.** |  |
| **Special Interest Group Name.** |  |
| **Details of previous BAFTSS SIG funding** **(1.1.2020 – 31.12.2022)** |  |
| **Applicant’s name, title and academic affiliation/ independent researcher.** |  |
| **Contact information of organizer.** |  |
| **The username or email address that you use for BAFTSS membership.** |  |
| **Description of the event (c.200 words max). Please include a concise overview of the event, its rationale and aims; the name(s) and affiliation of any speakers.**  |  |
| **Detailed budget.****Please include a breakdown of the BAFTSS Fund requested.** **Please include evidence to support these costs (e.g. attach a PDF or screenshot of typical rail fare, film hire costs, a prospective catering invoice etc.)**  |  |
| **Do you require use of the BAFTSS Zoom account for this event ?**  | *Yes/no**dates* |
| **Details of any additional funding.****(co-funding from other sources, or some departments will match funding from external sources)** |  |
| **Total amount requested** |  |
| **Is there any further information relevant to your application that you would like to be taken into consideration.** |  |
| **Approval Signature (for PGR organizers)** | *Electronic signature and email address are acceptable.* |
| **Signature of Applicant** |  |
| **By submitting this form you confirm that this application for funding has been approved by the SIG Convenor(s). All of the Convenor(s) for your SIG must be copied in when you submit this form.** |
| **Date** |  |

**BAFTSS SIG Funding Application Enquiries:** Dr Elizabeth I Watkins e.i.watkins@leeds.ac.uk

**Please submit your application and supporting information** **using the subject line ‘BAFTSS SIG Funding’ to:**

BAFTSS Secretary and Special Interest Group Coordinator: Dr Elizabeth I Watkins e.i.watkins@leeds.ac.uk

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.