# EVENT GRANT SCHEME - APPLICATION FORM

* The events fund has **two deadlines**: **March 31st** for events taking place the following August-January and **October 31st** for events taking place the following February-July.
* There is a limited amount of funding available from BAFTSS for this scheme, which is typically for the support of seminars, symposia and local conferences organized by individual members of BAFTSS (faculty, graduate students, independent researchers).
* Applications for this funding 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.
* **Eligibility:** you must be a member of BAFTSS to apply.
* Funding requested should amount to no more than **£300**.
* Events organised by BAFTSS student members require the approval and signature of your PGR Director/Supervisor.
* Any activity must accord with the **objectives and constitution of BAFTSS** as set out on our website ([www.baftss.org](http://www.baftss.org/))
* 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.
* **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.
* **Exclusions:** 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.
* **Supporting evidence for all costs** that BAFTSS funding is being applied for must be submitted with the application form. Applications without this supporting evidence will not be considered.
* 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**.
* The event organiser must send a short report on the event to the BAFTSS Treasurer with a budget clearly showing how funds were spent **within a month of the event’s completion.**  This report will be publically available on the BAFTSS website so you may wish to include images with your report.
* 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.

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| **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)* |  |
| **Username or email address used for 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 attach 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** |  |

Please return this application and any evidence as a **pdf** by email to the BAFTSS Treasurer (Bella Honess Roe, [a.honessroe@surrey.ac.uk](mailto:a.honessroe@surrey.ac.uk)) by the deadline. Use the subject line ‘**BAFTSS Event Grant Scheme’**:

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.