# EVENT GRANT SCHEME APPLICATION

* This funding is typically for the support of seminars, symposia and local conferences organized by individual members of BAFTSS (faculty or graduate students).
* Funding requested should amount to no more than **£300**.
* **FOR PGR STUDENTS:** Events may be organised by any BAFTSS student member but requires the approval of your PGR Director/Supervisor.
* Any activity must accord with the Objectives of BAFTSS as set out on our website (<http://baftss.org)>.
* The event must take place **before 30 September 2019**.
* Events may be open to the public, directed at PGRs, ECRS or the academic community, and you may – if you wish to do so – charge for the event. A clear rationale should be made in the application.
* Co-funding may be secured from elsewhere towards the cost of your event. You should indicate where any other support is available. In all cases, the event should be labelled as a BAFTSS one, with the BAFTSS logo clearly displayed on any material.
* The event will be advertised through the BAFTSS jiscmail list.
* The event organiser must send a written account of the event with a budget clearly showing how funds were spent.  This report will be publically available on the BAFTSS website so you may send some images along with your report.
* The event organiser will liaise with the Treasurer to arrange transfer of funds.
* **The scheme has no specific deadline for applications but do allow three months before your event at the very least.**

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| **Title of Event** |  |
| **Place and Date(s) of Event** | *e.g. 20/06/18-21/06/18 – dates must be more than three months from date of application for events* |
| **Have you or this Department/School received BAFTSS funding in the last three years? When?** |  |
| **Organiser Contact Information (name, affiliation, email and telephone number)** |  |
| **BAFTSS Username** | *e.g. filmfan1 (this is to check your BAFTSS membership)* |
| **Brief description of the activity** |  |
| **Amount requested** |  |
| **Breakdown of costs**  Indicate how BAFTSS contribution will be used; please attach supporting evidence of the costs involved |  |
| **Details of any additional funding** | *e.g. match funding by department research committee will cover refreshments (lunch, tea/coffee)* |
| **Further information** relevant to your application that you wish to be taken into account |  |
| **How will payment be required?** | *e.g. electronically to these bank account details or by cheque payable in this name* |
| **Address to which payment (in the form of cheques) should be sent.** | *e.g. organiser’s address or University finance department etc…* |
| **Approval Signature (for events organized by PGR)** | *This should be hand signed and the form scanned and sent to us as a pdf.* |
| **Signature of Applicant** |  |
| **Date of Application** |  |

Please return this application and any evidence as a **pdf** by email to the BAFTSS Treasurer. Use the subject line ‘**BAFTSS Event Grant Scheme’**:

Treasurer: Dr Elena Caoduro [Elena.Caoduro@beds.ac.uk](mailto:Elena.Caoduro@beds.ac.uk)