# BAFTSS Special Interest Group Funding Scheme

**Application Form**

* **This application form is for events taking place before** **31st December 2020.**
* 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 [SIG].
* **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.
* **For Postgraduate:** Applications from PGRs must be approved by the relevant PGR Director/Supervisor.
* **For SIGs:** Events can be organized by any member(s) of a SIG. The application and final report must be co-signed by the SIG Conveners who will attend the event on behalf of the BAFTSS EC.
* **Between January 2019 -December 2020:** funding requested should amount to no more than **£250 for SIG-**related activities within a 12 month period. This amount can be rolled over to a maximum of £500, if your SIG did not apply for funding in the previous year.
* Your application for funding must include a budget and supporting evidence (e.g. screen grabs of typical costs for travel and accommodation) specific to 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.
* Any proposed activity must accord with the objectives of BAFTSS as set out on our website ([http://baftss.org)](about:blank) and with the stated remit of your SIG.
* Events can be open to the public, directed to PGRs, ECRS and the broader academic community. You may charge for the event, but 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.
* **Costs not covered:** BAFTSS SIG Funding does not cover speaker fees (honoraria) except in exceptional circumstances (e.g. unemployed or unsalaried freelance workers). Such requests must be outlined and agreed by the BAFTSS EC in your initial funding application. Funding can be used for basic catering at BAFTSS SIG symposia. Funding applications can include costs (£50 maximum) for a wine reception.
* **Bursaries:** if your funding application is to support bursaries for postgraduate/ECR/ Independent Researchers, the recipients must have current BAFTSS Membership.
* **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 convener 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.
* The final report must be accompanied by a final financial account and receipts which clearly show how 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). **Funded events that move online due to COVID-19** : the criteria remain the same, in addition to which applicants are asked to address the following **1)**  Can the host University's resources / software support a similar online event or free software (what is the advantage of paying an external company/ software to facilitate the symposium?) **2)** offer a breakdown of changes to costs supported by invoices and then receipts. **3)** consider whether the event can be recorded or documents posted online for access by BAFTSS SIGs and general membership, **4)** does the event still meet the EDI statement?
* **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 2020.**

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| **Title of event.** |  |
| **Date and Location.** |  |
| **Special Interest Group Name.** |  |
| **Has SIG received BAFTSS funding between Jan 2019- Dec 2020?** |  |
| **Applicant’s name, title and academic affiliation/ independent researcher.** |  |
| **Contact information of organizer.** | **Email:**  **Tel.** |
| **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.** |  |
| **Total BAFTSS funding requested.** |  |
| **Detailed budget to account for the funding requested (e.g. travel, accommodation, for speakers, BAFTSS member bursaries, catering etc.)**  **You must include supporting evidence (e.g. PDF or screenshot of typical rail fare, links to film hire costs etc.)** |  |
| **Details of any additional funding.**  **(some departments will match funding)** |  |
| **Further information relevant to your application that you would like to be taken into consideration.** |  |
| **Approval Signature (for PGR organizers)** | *This should be hand signed and the form scanned and sent to us as a pdf.* |
| **Signature of Applicant** |  |
| **By submitting this form you confirm that this application for funding has been approved by the SIG Convener(s). All of the Convener(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](about:blank)

**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](about:blank)

BAFTSS Treasurer: Dr Kate Ince [K.L.INCE@bham.ac.uk](about:blank)

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.