

# *The Society for Italian Studies*

*Registered Charity no. 313786*

## SUBVENTION APPLICATION FORM

(TO BE USED FOR OUTREACH ACTIVITIES AND TEACHING-FOCUSED WORKSHOPS AND  
CONFERENCES)

**Your attention is drawn to the Society's policy and procedures  
in respect of subventions and bursaries (attached).**

**Title of event**

**Date of event**

**Event venue**

**Event website** (if appropriate; or please attach an outline of plans)

**Organizer's name and contact details**

**I am a member of the SIS and I confirm that I have read and acknowledge the SIS EDI  
policies on event event planning and conduct**

**Anticipated income** (if appropriate: if no fee is to be charged, please indicate this below)

Registration fees	£	(estimated total)
• Full fee	£	Expected numbers =
• Reduced fee	£	Expected numbers =
• Attendance fee	£	Expected numbers =

If no fee is to be charged, please indicate the rationale for this approach:

**Subventions requested from other sources**

**Secure Income**

**Anticipated expenditure** (please fill in any that may be relevant)

- Hire of premises £
- Catering and accommodation £
- Invited speakers' expenses £
- Secretarial costs, postage, etc. £
- Other expenditure £

**Amount and purpose of subvention requested**

**Please state how this event will contribute to the field of Italian Studies**

**Account into which any subvention agreed is to be paid** (if not known, please advise the Honorary Treasurer when claiming the award)

**Signed**

**Date**

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## **SUBVENTIONS AND BURSARIES**

### *Eligibility*

- To be eligible for an award applicants must be members of the Society for Italian Studies. Applicants for Postgraduate Student Bursaries must also apply to their home institutions for funding and have the support of their Head of Department.

### *Criteria for subventions*

- The following criteria inform decisions on subventions
  - The intellectual quality of the event; the relevance of the topic to current debates in Italian Studies, language teaching, student recruitment, and so on
  - Extent of the likely impact on Italian Studies.

### *Applications*

- Requests for subvention of events organized by members of the Society are considered by the Executive Committee on a rolling basis.
- Application should be made on the appropriate form available on the Society's website and sent to the Hon. Secretary.
- Full details of the scope and anticipated cost of the event should be provided, and the purpose for which a subvention is sought should be clear: in addition, applications should lay out the benefit to the subject of the proposed activity.

### *Sums awarded*

- Subventions will be in line with the scope of the event, up to a maximum of £400.

### *Payment of awards*

- Subventions and bursaries will be paid after the event, on confirmation that the stated expenses have been incurred: award holders are asked to provide invoices, receipts, travel documents, etc., as appropriate, in the amount of the sum awarded.
- In the case of bursaries requested by event organizers in order to encourage postgraduate participation, the agreed sum may be paid in advance of the conference or event for which the bursaries are to be made available; any unclaimed bursaries should be returned to the Society.
- Except in the case of personal bursary awards, payment will normally be made to institutions or designated conference accounts and not to individuals.
- It is up to award holders, after the event, to request payment of the sum agreed, and to provide the name of the account to which the Society's cheque should be made out. If payment is to be made by electronic transfer, the account name and number and the sort code of the bank where the account is held will also be required.

### *Publicity*

- Events that receive SIS funding *must* display the Society's logo and details on all related publicity, and acknowledge the Society's contribution in all publications arising from the event.