

The Society for Italian Studies

Registered Charity no. 313786

The Honorary Treasurer
Mr Spencer Pearce

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CONFERENCE SUBVENTION APPLICATION FORM

**Your attention is drawn to the Society's policy and procedures
in respect of subventions and bursaries (attached).
Please provide as much detail as you have available.**

Title of conference

Date of conference

Conference venue

Conference website

Organizer's name and contact details

Anticipated income

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

Subventions requested from other sources

Secure Income

Anticipated expenditure

- Hire of premises £
- Catering and accommodation £
- Invited speakers' expenses £
- Secretarial costs, postage, etc. £
- Charges for advertising (publishers, etc.) £
- Other expenditure £

Amount and purpose of subvention requested

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.

Applications

- Requests for postgraduate bursaries to attend conferences which are not funded by the Society for Italian Studies and for subventions for conferences and other events organized by members of the Society are considered by the Executive Committee, which meets twice a year, usually in early January and late June.
- Application should be made on the appropriate form available on the Society's website and sent to the Honorary Treasurer by 15 December or 15 June, for consideration at the next meeting of the Executive Committee.
- 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: vague requests will be referred back to the originator for more complete information.

Sums awarded

- Conference subventions will not normally exceed £300 and bursaries awarded to individual students from the Postgraduate Student Bursary Fund will not normally exceed £100.

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 conference 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. Although it is recognized that in certain circumstances there is no practical alternative to reimbursing individuals, conference organizers should try to avoid this.
- 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.

Assistance

- In making an award, it is the Society's aim to facilitate activities that promote Italian studies: the Honorary Treasurer will be pleased to hear from award holders who have any queries or particular requests relating to their award.