

## ***Society for French Studies***

### **Conference Grant and Workshop Awards Scheme: Application Form**

N.B. This fund is for those organising conferences, workshops or seminars. If you are seeking funding as an individual to attend a conference, you should apply to the Research Support Fund (see the Society's website for details).

<b>Applicant Name:</b>	
<b>Institution:</b>	
<b>Correspondence and e-mail address:</b>	
<b>Are you a member of the <i>Society for French Studies</i>?</b>	
<b>1. Title, date and nature of the proposed event (including expected attendance):</b>	
<b>2. Draft budget</b>	
<b>(a) Expenditure</b>	
<b>Item</b>	<b>Amount</b>
Speakers	
Catering / Accommodation (per delegate, per day)	
Room / Equipment Hire	

Administrative costs (please specify)	
Printing and Publicity	
Other (please specify)	
<b>Total expenditure</b>	<b>£</b>

**(b) Income**

Item	Amount
<b>Fees</b>	
Full Delegate Fee      £ <input type="text"/> No. of delegates at full fee (projected) <input type="text"/>	
Total income from full delegate fees	£
Reduced fee      £ <input type="text"/> No. of delegates at reduced fee (projected) <input type="text"/>	
Total income from reduced delegate fees	£
<b>Grants from other sources</b> (please specify)	
<b>Other</b>	
<b>Total income</b>	<b>£</b>

**Details of grant requested from the *Society for French Studies***

Item	Total Amount
<b>Speakers' travel</b> (please give name of speaker(s), travel details and fares)	

<b>Speakers' accommodation</b> (please give name of speaker(s), no. of nights at conference, and cost per night)		
<b>Speakers' maintenance</b> (please give name of speaker, no. of days at conference, and cost per day)		
<b>Administrative expenses</b> (please specify)		
<b>Other</b> (please specify)		
<b>Total grant requested</b>	£	
<b>4. Please state how the bid would serve to disseminate research and/or pedagogic practice in the broadly defined field of French Studies</b>		
<b>5. Signature of applicant to confirm an undertaking to abide by the conditions of the award, if successful</b>		

Completed application forms should be sent electronically to [martina.williams@qmul.ac.uk](mailto:martina.williams@qmul.ac.uk)