The Aristotelian Society

Conference Grant Application

2023/2024

General Information

The Executive Committee of the Aristotelian Society meets twice a year – in early October and late April – to consider applications for conference grants.

The **deadlines** for applications are the following: **September 15th** (Autumn meeting) and **April 1st** (Spring meeting).

Additional information:

* Each meeting has a conference grants budget of £3000. *The average amount granted for* *most events is £300*. *The maximum amount that can be applied for is £500*.
* Retrospective applications will not be considered; the event must take place after the meeting (Autumn or Spring) of which the application was submitted.
* The Society will only provide grants for conferences that are to be held in the United Kingdom.
* Due to large number of applications, our priority will be to fund one-off events and graduate conferences. Invitation-only conferences and established events will generally receive low priority, although all applications will be considered on their merits.

Application

Please fill in the application form using a word processor and try as much as possible to retain the original format. Your responses should be in regular (i.e., not bolded or italicised) 11 pt font.

Handwritten applications will not be accepted. If this presents a problem, please contact the Managing Editor.

*Please make sure the application is complete: the Executive Committee reserves the right to reject any unfinished applications*.

Adherence to bpa/swip good practice scheme

The Aristotelian Society requires that organisers of conferences funded by the Society follow the [Good Practice Scheme for Conferences and Seminar Series](http://bpa.ac.uk/resources/women-in-philosophy/conferences-seminars), the [Guidelines for Accessible Conferences](https://bpa.ac.uk/uploads/2018/BPA%3ASWIP%20Guidelines%20for%20Accessible%20Conferences.pdf), [and the Guidelines for Philosophers for Business Travel](https://bpa.ac.uk/wp-content/uploads/2019/11/BPA-environment-travel-guidelines-2019.pdf).

Where gender imbalance is manifest, the Society will make enquiries about the steps taken to promote the representation of women.

**Please confirm that you have read and agree to follow the BPA/SWIP Good Practice Scheme for conferences & seminar series by ticking this box: ☐**

**Please confirm that you have read and agree to follow the BPA/SWIP Guidelines for accessible Conferences by ticking this box: ☐**

Applicant Details

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| --- | --- |
| **1. Name of applicant(s) (including title):** |  **2. Institution (including department title):** |
| **3. Address:** |

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| **4. E-mail:**  |
| **5. Telephone:** |

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| **6. Applicant Status (e.g., conference organiser):** **If the applicant is a graduate student, provide the name of the faculty member charged with supervising the conference:** |

Event Details I

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| **7. (Delete as appropriate) Application for the October/April Executive Committee meeting** | **8. Date of Application:** |
| **9. Conference Title:** |

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| **10. Location:** |  **11. Date of Conference:** |

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| **12. Graduate Conference (‘Yes’ or ‘No’):** | **13. (Delete as appropriate) New/Previous Applicant****If a previous applicant, provide date of last application and amount awarded:** |
| **14. Amount Requested: £** |

Event Details II

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| **15. If the conference is part of a series, provide the number. Leave blank otherwise:** | **16. Is attendance at the conference open to all?** | **17. If the conference is not open to all, please explain any restrictions (continue on a separate page if necessary):** |

Event Details III

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| **18. State the aims and purpose(s) of the conference.  Be sure to indicate any specific purposes for the grant (e.g., subsidising travel expenses) and a breakdown of expenses (e.g., 10 speakers x £35 per dinner = £350 dinner). Continue on another page if necessary.** |
| **19. Provide the names of all invited speakers as well as their institutional affiliations:** |
| **20. Briefly explain why these speakers have been invited. Moreover, if there will be any open sessions, briefly explain the process by which the speakers will be selected:** |
| **21. Please provide the maximum number of participants and where they are likely to be from:** |
| **22. Please explain how your organization of the conference adheres to the BPA/SWIP Good Practice Scheme (**[**https://bpa.ac.uk/wp-content/uploads/2018/11/Conferences-seminar-series.pdf**](https://bpa.ac.uk/wp-content/uploads/2018/11/Conferences-seminar-series.pdf)**). As stated in the guidelines, there are a range of things you can do to make your conferences and seminar series more inclusive, for example inviting more women as speakers (and inviting them earlier); having a clear and advertised policy on harassment and unwelcome behaviour; offering childcare; and finding ways to stop the Q&A being dominated by the most assertive people in the room.** |

Event Details IV

Projected Expenditures

23. *An itemised estimation of the total expenditure*

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| **Category** | **Amount** |
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| **GRAND TOTAL** |  |

Projected Income

24. *An itemised estimation of the total income*

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| **Category** | **Amount** |
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| **GRAND TOTAL** |  |

If you require more space, you can do one of the following; 1) add more cells to the default table, 2) continue on a separate page, 3) provide your own spreadsheet.

Event Details V

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| **25. Provide details of all other sources of funding that have been or will be applied for. Be sure to include the amounts awarded; also indicate those that were unsuccessful:** |

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| **26. Conference website address (if one exists):** |

Conditions Attached to the Receipt of a Grant

1. That the Aristotelian Society’s support (although obviously not the specific amount) be acknowledged in all publicity about the conference (website, CFPs, mailing-list announcements, etc.).
2. No later than three months after the event, a conference report form must be sent to the Society. These forms are available on the Aristotelian Society website ([www.aristoteliansociety.org.uk](http://www.aristoteliansociety.org.uk)) as well as from the Executive Administrator.
3. If the conference makes a profit, an appropriate proportion shall be remitted to the Society (taking into account the amounts granted by other bodies).
4. Finally, any sum granted can be paid only into an official conference account or departmental account. Payment cannot be made to specific individuals.

Sending the Application

Applications should be sent in **Word 2003 or higher** to Lauren Slater, Administrative Assistant, lauren.slater@aristoteliansociety.org.uk

Queries

All questions or concerns should be addressed to Lauren Slater, Administrative Assistant, lauren.slater@aristoteliansociety.org.uk