**The Scots Philosophical Association Conference Grant Application 1 January 2022**

**A. Conference Heading**

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| **1. Conference Title** |

**B. Applicant Details**

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| **2. Name of applicant(s) with \* for main contact:** | **3. Institution (including department title):** |
| **4. Address:** | |  | | --- | | **5. E-mail:** | | **6. Telephone:** | |
| **7. If the applicant is a postgraduate or postdoctoral student, provide a permanent faculty member contact:** | |
| **8. Is the main contact an early career applicant (i.e. within 5 years of receiving PhD)? Yes/No** (Delete as appropriate) | |

**C. Event Details I**

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| **9. Date of Application:** | |  |  | | --- | --- | | **10. Location:** | **11. Dates of Conference:** | |
| **12. Amount Requested: £**  (I.e. up to £750 for one-day events, up to £1250 for longer events, up to £2500 in exceptional cases, plus up toan additional £500 to offset costs of dependent care that are specifically incurred for conference attendance. | |

**D. Event Details II**

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| **13. Is the conference open to all SPA members and philosophy students in Scotland? YES/NO** (Delete as appropriate) |
| **14. Is the conference an annual event that was funded by The Scots Philosophical Association last year?** (Delete as appropriate)  **YES/NO** |
| **15. Will SPA funds be used for food/refreshments for non-speakers/organizers?** (Delete as appropriate) **YES/NO** |

**E. Event Details III**

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| **16. State the aims and purpose(s) of the conference. Be sure to indicate any specific purposes for the grant (e.g., subsidising travel expenses) (continue on a separate page if necessary):** |
| **17. Provide names of all invited speakers as well as institutional affiliations. Indicate C (confirmed), I (invited) or TBC (to be contacted), noting that typically many speakers are confirmed before funds are awarded:** |
| **18. List those speakers who are junior faculty (i.e. lecturers or equivalent):** |
| **19. Explain how your organization of the conference adheres to:**  **BPA/SWiP Good Practice Scheme for Conferences (**[**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)**)**  **BPA/SWiP Guidelines for Accessible Conferences (**[**https://bpa.ac.uk/wp-content/uploads/2018/11/BPA\_SWIP-Guidelines-for-Accessible-Conferences-1.pdf**](https://bpa.ac.uk/wp-content/uploads/2018/11/BPA_SWIP-Guidelines-for-Accessible-Conferences-1.pdf)**)**  **BPA Environment/Travel Guidelines (**[**https://bpa.ac.uk/wp-content/uploads/2019/11/BPA-environment-travel-guidelines-2019.pdf**](https://bpa.ac.uk/wp-content/uploads/2019/11/BPA-environment-travel-guidelines-2019.pdf)**)** |

**E. Event Details IV**

Please provide a detailed breakdown of estimated costs and expenses. 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.

Notes:

* The Scots Philosophical Association does not typically provide funds for travel, meals or accommodation for delegates with the exception of speakers, organisers, chairs, and commentators. The Association will, however, consider contributing to the costs of bursaries to support attendance by members of certain groups, for example, students or early career researchers.
* If a registration fee is charged, the Scots Philosophical Association encourages organisers to offer reduced fees for students and unwaged delegates. It also encourages organisers to charge separately for meals, refreshments, accommodation, etc., to make these expenses optional.

**20. Estimated total expenditure**

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

**21. Estimated total income**

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

Note: you will be asked to give itemised accounts of total expenditure and income in the conference report form (p. 4).

**E. Event Details V**

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| **22. Provide details of all other (internal and external) 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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| **23. Conference website address (if one exists at time of submission; it is expected that one will exist before conference occurs):** |

**Conditions Attached to Receipt of a Grant**

1. The Scots Philosophical Association’s support should be acknowledged in all publicity about the conference (website, CFPs, mailing-list announcements, etc.). Official logos are available on The Scots Philosophical Association’s website (<http://www.scotsphil.org.uk/>).
2. No later than three months after the event, a completed conference report form must be sent to the Association. The form is available on The Scots Philosophical Association’s website (<http://www.scotsphil.org.uk/>).
3. Funds will be released only once a completed conference report form has been approved by the Scots Philosophical Association executive.

**Submitting the Application**

Please email the completed form to the Secretary of the Scots Philosophical Association, Dr. Derek H. Brown, at (scotsphil@gmail.com)