

**WORKSHOP GRANT 2024 – 2025
APPLICATION FORM**

Completed application forms should be submitted electronically by email to grants@biea.ac.uk by **5pm EAT ON FRIDAY 19th April 2024**. Please note that all information requested on the form, including a 2-page CV of the primary applicant, should be cut and pasted into the form and should not be submitted as separate documents.

Applicants should use the subject heading 'Workshop 24 25 {SURNAME HERE}'.

Please note:

- Those awarded grants are required to keep BIEA informed of the progress of their workshop planning, and to send a comprehensive financial summary including scans of receipts **within two weeks of the completion of the workshop**.
- The workshop must be held before **the end of February 2025** at the latest.
- Those awarded grants are required to submit a 1,000 - 1,500 word summary at the end of the workshop with photos for inclusion in our Annual Review, and to reference BIEA support in output arising from the work funded by BIEA.
- All BIEA grant recipients must be **paid-up members of BIEA**, minimally for the year the grant is awarded (joining instructions can be found here: <https://biea.ac.uk/members-portal/>).
- A Risk Assessment *by the applicant's own institution* for the workshop must be in place before the workshop takes place and BIEA must receive a copy of this in advance of the workshop.
- Awards can only be made to individuals who have a formal affiliation with a recognized higher educational institution, or a national research/heritage organization. Evidence of that affiliation is required.

1. Name of lead applicant:

2. Present position and Institution / organisation:

3. Degree(s) with date(s) awarded:

4. Email address for correspondence:

5. Physical address of the applicant:

6. Telephone number including country code:

7. Details of previous awards from the BIEA:

8. Names, present positions and institutions of workshop participants

9. Title of proposed workshop, including location:

10. Outline of the aims and objectives of the workshop (1 page):

11. Intended outputs (1 page):

12. CV of lead applicant (maximum 2 pages, paste here):

- 13.** Total **itemised budget** detailing how you will use the amount requested (please note this cannot include costs to cover the applicant's time or any workshop participant's time, or in most cases honorariums for speakers. BIEA may ask applicants to revise budgets for further consideration):

DECLARATION

In making this application, I confirm

- (a) That the details given are correct;
- (b) That I will conform with any additional conditions that may be attached to the grant notification.

Signed:

Date:

*By completing and submitting this form and so entering into this correspondence, you give consent for BIEA to hold and process your personal data in line with the BIEA Data Management Policy. See www.biea.ac.uk/forms & policies for more details.