**The Mind Association Conference Grant Application**

**A. 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:** |

**B. Event Details I**

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| **7. Conference Title:** |
| **8. Date of application:** |

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| **9. Location:** |  **10. Date of Conference:** |

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| **11. Amount Requested: £** |

**C. Event Details II**

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| **12. Is the conference open to all? YES/NO** (Delete as appropriate) |
| **13. Is the conference an annual event that was funded by The Mind Association last year?** (Delete as appropriate)**YES/NO** |

**D. Event Details III**

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| **14. 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):** |
| **15. Provide the names of all invited speakers as well as their institutional affiliations:** |
| **16. List those speakers who are junior faculty (i.e. lecturers or equivalent):** |
| **17. Explain how your organization of the conference adheres to BPA/SWiP Good Practice Scheme (**[**http://bpa.ac.uk/resources/women-in-philosophy/conferences-seminars**](http://bpa.ac.uk/resources/women-in-philosophy/conferences-seminars)**) and the BPA/SWiP Guidelines for Accessible Conferences (**[**https://www.bpa.ac.uk/uploads/2018/BPA:SWIP%20Guidelines%20for%20Accessible%20Conferences.pdf**](https://www.bpa.ac.uk/uploads/2018/BPA%3ASWIP%20Guidelines%20for%20Accessible%20Conferences.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:

* Funds may be requested for reasonable costs of accommodation, subsistence, room hire, and travel, but not international flights.
* The Mind Association does not typically fund domestic flights, but will consider doing so when public transport is unavailable or for accessibility reasons.
* The Mind Association does not typically contribute to the costs of conference attendance for delegates other than speakers, organisers, chairs, and commentators. It will, however, consider supporting bursaries to support attendance by members of certain groups, for example, students or early career researchers.
* If a registration fee is charged, the Mind 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.
* The Mind Association will consider applications for online events, including their administration, so long as all costs are fully justified within the application.

**18. Estimated total expenditure**

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

**19. 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).

**F. Event Details V**

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| **20. 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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| **21. Conference website address (if one exists):** |

**Conditions Attached to Receipt of a Grant**

1. The Mind Association’s support should be acknowledged in all publicity about the conference (website, CFPs, mailing-list announcements, etc.).
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 Mind Association’s website (<http://www.mindassociation.org>).
3. Funds will be released only once a completed conference report form has been approved by the Mind Association executive.

**Submitting the Application**

Please email the completed form to the Director of the Mind Association, Prof. Daniel Whiting, at mindassoc@gmail.com.

For details of how the Mind Association will store and use the information you submit, please see its [Privacy Policy](https://mindassociation.org/privacy-policy/).