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| **Title of Project and associated Collection** |
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| **Institution hosting Collection**  |
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| **Name of Head of Department/Faculty/School/ Institution** | **email** |
|  |  |
| **Name of Main Contact administering Grant Application** | **email** |
|  |  |
| **Start and End Dates of Project:** **Projects to be completed within 18 months of the award being offered** |
| **Start Date: End Date:** |
| **Names of at least two UTOs/CTOs/Research Fellows/Curators collaborating on the project** | **email** |
| 1 |  |
| 2 |  |
| **Summary financial details** **(totals rounded to nearest £)** **NB max claims for a and b cannot exceed £2,500 and £2,000 respectively, but up to 10% can be vired between them – see notes)** | **Actual costs\*** | **Amount sought****from INT** **(the maximum award from INT is £5,000)** |
| A Institutional Costs | £ | £ |
| B Meeting Costs | £ | £ |
| **Total Costs (A + B)** | £ | £ |
| C Funds offered by host institution | £ |
| D Do you wish to claim up to £500 funds on basis of institution funding | Yes/No |
| **E Total amount sought from INT**= (A + B – C) + (up to £500 to match the institution contribution, or to bring the total amount sought up to £5,000, whichever is smaller) | **£** |
| \*Please provide a breakdown of all costs in both categories, and details of your institutional contribution, (if any) as an attachment to this application |
| **I confirm that my institution is willing to host the meeting(s), that the collection will be research-ready, and that the grant will be disbursed in a timely manner.** |
| **Head of Institution Signature: Date:** |