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| --- | --- | --- | --- |
| **Title of Project and associated Collection** | | | |
|  | | | |
| **Institution hosting Collection** | | | |
|  | | | |
| **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:** | | | | |