



DHS Day Symposium Grant Application Guidance Notes.

These notes provide a full description of the grant, eligibility, permissible/ non-permissible costs, particular costs attached to use of the DHS premises in central London, criteria and other details to assist the completion of the application form. Please contact the DHS administrator with any further queries.

1. The Grant

- a. The DHS Day Symposium Grant is awarded by the DHS to assist DHS members to convene and host a Day Symposium organized and planned to discuss and disseminate advanced design history research. The award of the grant is part of the Society's aim to promote and support scholarship in the field of design history and to play a role in shaping an inclusive field. The DHS Day Symposium Grant intends to support high quality, original research activity that has the potential to have a significant or transformative impact in design history and beyond.
- b. A total of up to £750 is awarded to a successful application for a Day Symposium. The event must be free for all delegates to attend.
- c. All applications must contain full and correct information about the Symposium to be held. Any grant made by the DHS will be made on the basis of the Symposium described in the application form. Any change in the event applied for must be communicated immediately to the DHS and the DHS reserves the right to withdraw, withhold or request reimbursement of the Grant.
- d. Payments of the DHS Day Symposium Grant are managed through the Society's Treasurer. Successful applicants will be contacted by the Society's Administrator within two weeks of notification of the outcome of their Grant in order to arrange payment. All applicants will be notified of the outcome of their application within 6 weeks of their submission, via email.
- e. Payments of the Day Symposium Grant will be made directly and only to the institution where the primary applicant is employed.

2. The Application Process

- a. The DHS Day Symposium can take place at any time of the year, with the exception of during or around the annual DHS conference. Completed application form must be submitted 3 months prior to the planned date of the symposium, to the DHS Administrator Michaela Young (designhistorysociety@gmail.com)
- b. All applicants are required to complete the application form and attach required evidence: i) evidence of support for the Symposium, ii) invoices or other evidence of all requested costs, iii) planned programme of Symposium.
- c. Applicants are not requested to send a CV as these will not be taken into consideration.
- d. All applicants will be notified by email of the outcome of their application within 6 weeks of their submission (later if dependent on an upcoming DHS Trustees meeting).



3. Eligibility

- a. The DHS Day Symposium is only open to members of the Society anywhere in the world. To join or renew membership, please see the [DHS website](#).
- b. The Day Symposium can take place anywhere in the world, however the event must be in the English language. DHS members can propose to hold the Symposium at the DHS premises in London and are invited to discuss this option with the DHS Administrator.
- c. Applicants can only apply for one Grant per calendar year.
- d. The DHS Day Symposium Grant can be used to assist the following costs: speakers' standard class return travel to the Symposium location only within the country in which the Symposium is being held; if the Symposium is proposed to be held at the DHS premises (weekdays, 9.30am-5.30pm only) please include the costs of DHS Administration for up to 2 hours to enable conveners access to premises 45 minutes prior to event and to ensure return of premises to order after the event. Any further draw on the Society Administrator will be billed to the grant recipient.
- e. Unsuitable costs include, but are not limited to: equipment, subsistence (i.e. food and drink, support for this should be sought from applicant's institution), any alcohol, higher than standard class travel, international return travel to the Symposium venue, accommodation, teaching cover, administration or other employment related to the Symposium, venue hire, a ticketed Symposium or any Symposium linked to a book launch.
- f. All applicants are required to attach clearly presented invoices, receipts and other written evidence of costs of ALL requested funds.
- g. Evidence of the following is required: i) evidence of support of the Symposium from the primary applicant's institution or academic associate (1 page), ii) invoices or other evidence of all requested costs, iii) planned programme of Symposium.

4. Assessment criteria

The DHS Day Symposium Grants are assessed by a judging panel composed of the Trustees on the DHS Executive Committee. In particular, the Society aims to support research activity that cannot be effectively or entirely funded through other funding avenues. Applications are judged on the following criteria:

- a. Original and significant contribution of the research (to be presented at the Symposium) to the field of design history (not including architectural or art history).
- b. Clearly articulated and appropriate research questions framing / intellectual rationale of the Symposium.
- c. Specificity is essential: applications must provide sufficient, detailed information of the specific content and context of the research to be presented at the Symposium including its rationale and its contribution to design history, a clear and accurate budget detailing the precise use of funds, and any planned outputs and outcomes.
- d. Feasibility of event.
- e. Value for money and justification of costs and DHS support.
- f. Suitability of applicant(s) to convene the Symposium including the correct following of



application criteria and process.

- g. Direct contribution to the activities and aims of the Design History Society (see the [DHS website](#)).

5. Publicizing the Symposium/ Dissemination

- a. The DHS Day Symposium must be advertised widely, named as such, as a free event, through all DHS platforms (website, newsletter, Twitter, e-list, Facebook page - please liaise with the Society Administrator to facilitate this) as well as through those venues the convener sees fit. A DHS logo may be used only for the purpose of publicizing the Symposium and can be obtained from the Society Administrator.
- b. Please specify clearly the audience the Symposium intends to attract/ reach.
- c. Successful recipients must return a full report of 500 words in English to the DHS within 3 months of the Symposium which must be ready to be published on the DHS website and through the DHS Newsletter; the report must also provide an accurate and evidenced (include receipts) account of the grant awarded (any surplus must be reimbursed).
- d. Where relevant any publication that results from the DHS Day Symposium Grant must acknowledge the Grant and a copy must be sent to the DHS offices at Cowcross Street.