**DHS Research Exhibition Grant**

The Research Exhibition Grant is awarded by the DHS annually to assist those engaged in design history research that leads to an exhibition or display. The exhibition or display may be permanent or temporary, and take a physical and/or digital format. Specifically, the Grant may be used towards:

* Photocopying and scanning costs; permission costs and copyright clearance for use of images in the exhibition of display

* Costs incurred for research travel, including travel and accommodation for archive visits, conference attendance, conducting interviews, library, museum and collection visits and other primary and secondary research activities directly linked to the exhibition outcome.

A total of **£1,500** is awarded annually for the Research Exhibition Grant. This sum is divided amongst several applications deemed of high merit, at the discretion of a judging panel drawn from the DHS Executive Committee. Parts of a request might be funded and others rejected. The total project budget may be of any size, but individual applicant’s funding requests should not exceed **£1,000**. Applicants are required to give as detailed a budget as possible.

A full description of the award, including eligibility, assessment criteria and all other details can be found in the Guidance Notes at the end of this document.

The Research Exhibition Grant is open to **all** scholars (including students) working individually or collaboratively anywhere in the world -whether independently or in the employ of an institution. Applicants do not need to be members of the DHS to apply for this grant.

Please send your completed application form by **26th  April** via email to the DHS administrator Jenna Allsopp [designhistorysociety@gmail.com](mailto:designhistorysociety@gmail.com))

All applicants will be notified of the outcome of their submission within **8 weeks** of the application deadline.

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| **1. Exhibition Title:** |
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| **2. Name(s) of Applicant(s):** |
|  |
| **3. Name of Institution and Position of Applicant(s) (or put freelance curator as appropriate):** |
|  |
| **4. Postal Address of Primary Applicant:** |
|  |
| **5. Email address of Primary Applicant:** |
|  |
| **6. Telephone Number of Primary Applicant:** |
|  |
| **7. Amount requested (£1,000 maximum):** |
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**SECTION 1: Research Grant Application Summary**

**SECTION 2: Project Description**

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| **1. Exhibition format (temporary or permanent; physical or online)** |
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| **2. Name of Host Gallery, Institution or Website (or equivalent). Please provide a written letter of support from your institution or an academic associate.** |
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| **3. Primary Applicant Role (e.g. curator)** |
|  |
| **4. Additional Contributors to Exhibition (if any):** |
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| **5. Scheduled Exhibition Opening Date and Closing Date (if applicable). Please attach written evidence of that the exhibition is scheduled to open within 2 years of the application deadline.** |
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| **6**. **Abstract (max 300 words). Please include details of research questions, methods and sources:** |
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| **7. Description of Intended Audience (max 100 words):** |
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**SECTION 3: Rationale**

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| **1. State the intellectual rationale for the research project and its support by the DHS. Make particular reference to project’s original and significant contribution to design history (max 250 words):** |
|  |
| **2. Describe the research project’s contribution to the activities and aims of the Design History Society (please see the** [**DHS website**](http://www.designhistorysociety.org/) **for details of events) (max 100 words):** |
|  |
| **3. Competence and Track Record. Please provide details of relevant existing publications or other outputs/activities (max 100 words):** |
|  |

**SECTION 4: Budget**

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| --- |
| **1. Please describe and itemize the use of all funds to be supported by the Grant:** |
|  |
| **2. Please attach clearly presented invoices, receipts and other written evidence of costs for all requested funds. For image-related applications, the applicant is required to submit a numbered list of confirmed illustrations in addition to a list of individual image costs. Use the space below for any explanation as necessary.** |
|  |

**SECTION 5: Other Funding**

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| **1. List any DHS Grant previously received by the principal applicant (for this or any previous project):** |
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| **2. List any other awards or financial support received (or forthcoming) by the applicant for the exhibition:** |
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**Application declaration**

I confirm that all of the above application is an accurate representation of the research publication and associated costs. I confirm that I will acknowledge the DHS in any public presentation that has used the research made possible by the Grant, and I will submit an article on the research and/or publication to the DHS as outlined in the Guidance Notes. I confirm that I will communicate any change in the research and intended use of funds immediately to the DHS. I understand that the DHS reserves the right to withdraw, withhold or request reimbursement, of the grant.

**Checklist: please ensure you have attached the following:**

**☐**Evidence of scheduled exhibition opening within 2 years

**☐**Supporting letter for research

**☐**Invoices or other evidence of all costs

**Signed:…………………………………………………….……………**

**Date:……………………………………**

**DHS Research Exhibition Grant Guidance Notes**

These notes have been produce to guide applicants in the submission process. Please contact the DHS administrator with any further queries.

**1. The Grant  
1.a** The Research Exhibition Grant is awarded by the DHS annually to assist those engaged in design history research that leads to an exhibition or display. The exhibition or display may be permanent or temporary, and take a physical and/or digital format. 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. In particular, the DHS aims to support high quality, original research activity that has the potential to have a significant or transformative impact on their subject area and beyond.

**1.c** A total fund of **£1,500** is awarded each year. This sum is divided amongst several applications deemed of high merit, at the discretion of a judging panel drawn from the DHS Executive Committee. Parts of a request might be funded and others rejected. The total project budget may be of any size, but requests for funding should not exceed **£1,000.**

**1.d** All applications must contain full and correct information about the research to be conducted. Any grant made by the DHS will be made on the basis of the research described in the application form. Any change in the research must be communicated immediately to the DHS and the DHS reserves the right to withdraw, withhold or request reimbursement of the grant.

**1.e** Payments of the Research Grant are managed through the Society's Treasurer. Where the applicant is a permanent employee of an institution, payment will be made directly to the institution. Successful applicants will be contacted by the Society’s Treasurer within two weeks of notification of the outcome of their grant in order to arrange payment. Please refer to **2.e** for details regarding the notification of the outcome of applications.

**2. The Application Process  
2.a** The deadline for applications each year is midnight (GMT) of 26th April. No applications received after this date will be considered.

**2.b** All applicants are required to fill in the application form and attach the additional requested material: i) Evidence of scheduled exhibition opening within 2 years ii) Supporting letter for research iii) Invoices or other evidence of all costs.

**2.c** Applicants are requested not to send CVs, as these will not be taken into consideration in the judging process.

**2.d** Completed application forms should be submitted by email to the DHS administrator at [designhistorysociety@gmail.com](mailto:designhistorysociety@gmail.com)

**2.e** All applicants will be notified of the outcome of their submission within 8 weeks of the submission deadline via email.

**3. Eligibility**

**3.a** The Research Exhibition Grant is open to **all** scholars (including students) working individually or collaboratively anywhere in the world – whether independently or in the employ of an institution. Applicants do not need to be members of the DHS to apply for this grant.

**3.b** Relevant applicants are also encouraged to consider the other awards available on the DHS website. Applicants can only apply for one Grant per calendar year.

**3.c** The Research Exhibition Grant can be used to assist with the following costs for exhibitions solely or collaboratively curated by the applicant: photocopying and scanning costs; permission costs and copyright clearance for use of images; costs incurred for research travel, including travel and accommodation for archive visits, conference attendance, conducting interviews, library, museum and collection visits and other primary and secondary research activities directly linked to the exhibition outcome.

**3.d** Unsuitable costs include, but are not limited to: equipment; refreshments, subsistence (food and drink); higher than standard class travel or accommodation; exhibition production costs (e.g. materials, insurance, loan costs and installation); exhibition promotion and marketing; payment for hours worked; payment of intern or any other employee/subcontractor.

**3. e** For image-related applications, the applicant is required to submit a numbered list of confirmed illustrations along a list of individual image costs. All applicants are required to attached clearly presented invoices, receipts and other written evidence of costs for all requested funds.

**3.f** The applicant is required to submit written evidence that the exhibition is scheduled to open within 2 years of the application deadline.

**3. g** The applicant is required to provide a written letter of support (max 1 page) from their institution or an academic associate.

**3.** Only one application per exhibition will be considered.

**4. Assessment Criteria**

The DHS Research Grants are assessed by a judging panel composed of 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:

**4.a** Original and significant contribution of the outlined research to the field of design history. Inter-disciplinary projects are welcomed providing they demonstrate a genuine focus upon design history. Applications involving collaborations across multiple institutions, localities and/or constituencies are especially encouraged.

**4.b.** Clearly articulated and appropriate research questions and methods

**4.c** Specificity is essential: priority will be given to applicants who provide sufficient, detailed information of the specific content and context of the outlined research, a clear and accurate budget detailing the proposed use of funds, the planned outputs and outcomes, the rationale for the research activity and its contribution to the field of design history and the DHS.

**4.d** Feasibility of outcomes

**4.e** Value for money and justification of costs

**4.f** Qualifications of applicant(s) to conduct the proposed research including correct following of application criteria and process.

**4.g** Direct contribution to the activities and aims of the Design History Society (please see the [DHS website](http://www.designhistorysociety.org/) for details of events)

**5. Dissemination**

**5.a** You are encourage to disseminate your research and its outcomes to as wide an audience as possible – you should therefore specify the intended audiences and proposed output formats.

**5.b** Recipients of a Research Grant must provide an article relating to their project to be published in the Design History Society Newsletter and on the DHS website within 6 months of notification of receipt of the award. Recipients are to send articles (300 - 500 words), preferably illustrated, via email to the DHS administrator. If the nature of the research funded prohibits this deadline, recipients are to get in contact to discuss an alternative submission date.

**5.c** If possible, a copy of any publication (including the exhibition catalogue) that results from the Grant must be sent to the DHS’s offices at Cowcross Street.

**5.d.** Recipients must acknowledge the contribution of the DHS through the inclusion of the Society’s logo in any published or public presentation. Logos can be obtained from the DHS administrator.

**6. General guidelines for DHS grants;**

* the DHS grants do not fund retrospective costs.
* in submitting applications, institutional emails are preferred for anyone affiliated to an institution.
* awardees are asked to consult with the Society's administrator for any variation of use in grants.
* awardees must submit receipts to the administrator with every applicant's final blog post.
* amounts exceeding the pre-agreed funding budget will not be reimbursed.