**Virtual Event Grant (Professional)**

**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.

**SECTION 1: The Event and applicant(s)**

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| **1. Virtual Event title:**  |
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| **2. Name(s) of applicant(s):** |
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| **3. Position of applicant(s)** *(provide a letter confirming employment and support of the project from your Institution or from any affiliation you have if an independent scholar)* |
|  |
| **4. Postal Address of primary applicant:** |
|  |
| **5. Email address of primary applicant:** |
|  |
| **6. Telephone Number of primary applicant:** |
|  |
| **7. DHS Membership Number of primary applicant:** |
|  |
| **8. Amount requested:** *(£200 maximum)* |
|  |

**SECTION 2: Event Description**

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| **1. Description of event** *Please include details of the aims of this event and the means by which it will disseminated and captured virtually max 300 words)***:** |
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| **2. Nature of activity** *(For synchronous events such as a one-day symposium or periodic seminar series or recordings such as podcast series, please outline each applicants’ specific role and responsibilities;**max 100 words):* |
|  |
| **3. Timetable of activity** *(Please provide a timetable of the core dates for the planning, publicising and realisation and legacy of the event. N.B. if a synchronous element is planned, please confirm the agreed date(s) and timing(s)):* |
|  |
| **4. Confirmed affiliates and collaborations***Please list any confirmed collaborative participants or partners (individuals, institutions or organisations with email addresses where they may be contacted):* |
|  |
| **5. Description of intended audience(s)** *(max 100 words)***:**  |
|  |
| **6. Virtual outcomes.** *Please confirm what virtual record of the event you will provide to the DHS and in what format i.e. podcast(s), vodcast(s), text position paper(s), virtual proceedings, etc.)* |
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**SECTION 3: Rationale**

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| **1. State the rationale for the event and its original and significant contribution to design history.** *(max 250 words):* |
|  |
| **2. Articulate how the project contributes to the mission of the Design History Society.** |
|  |
| **3. Demonstrate how the virtual delivery and completion of the project will operate in practice.** *(Please list specifically which programmes/platforms owned and operated by whom the project requires; what specific formats archivable outcomes will take and provide proof of valid licence for all programmes and platforms that will be used, etc.)* |
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**SECTION 4: Budget**

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| **1. Please list each element of the budget needed to complete the whole project:** *(max 150 words)* |
|  |
| **2. Please itemize the precise individual costs and evidence of accurate, current pricing for all funds to be supported by the DHS Virtual Event Grant 2020.** *(Please attach clearly presented invoices, receipts and/or other written evidence of current price points for all requested costs, any costs not specifically included here will not be reimbursed).* |
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**SECTION 5: Other Funding**

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| **1. List any other support applied for and/or agreed for this project.***(i.e. support in kind such as institutional provision of programmes or platforms, copyright-free use of imagery, recordings or publications such as articles to be consulted by participants, voluntary administrative or technical support, etc.)*  |
|  |
| **2. List any DHS support previously received by the principal applicant** *(for this or any previous project):*  |
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**Application declaration**

I confirm that all of the above application is an accurate representation of this Virtual Event project 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 project 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:**

**☐** licences or other evidence of right to use technology needed for the realisation of the project.

**☐** Invoices or other evidence current price points of all requested costs

**Signed:…………………………………………………….……………**

**Date:……………………** [before 12 midnight (GMT) on 15 Jan 2021 for March-July 2021 events or 25 April 2021 for July to December 2021 events]