**The Institute of Greece, Rome, and the Classical Tradition**

**Application Form for Funding**

Bids are accepted for events/projects (such as workshops, conferences, lectures by visiting speakers, and reading groups) at the University of Bristol and for co-sponsored events outside Bristol. There is no standard application form, but please make sure that you provide the following information:

1) - Name, position, and departmental address of applicant(s);

2) - An abstract of the event, written for a non-specialist;

3) - A concise description of the planned event/project (max. 1000 words), which will also include: the benefits for the University of Bristol and IGRCT; how the IGRCT will be visible and, in the case of events outside of Bristol, what follow-up event(s) will take place in Bristol;

4) - Budget: total expected expenditure (itemised), amount sought from IGRCT, and what for;

5) - Other sources of funding (approved/pending/planned applications).

For co-sponsored events *outside* Bristol, preference will be given to requests for funding that encourage Bristol participation and high Bristol visibility (e.g. covering expenses of Bristol University staff and/or students; printing of conference materials with IGRCT logo) as well as follow-up event(s) in Bristol, which could include applications for major grants from external funding bodies. Subsidies for wine receptions or conference dinners *outside* Bristol are unlikely to receive funding.

Grants are usually around £200-£2000. Occasionally, larger amounts may be given, depending on availability of IGRCT funds and relevance of the applications.

Examples of recent projects that have received funding can be found on our [website](http://www.bristol.ac.uk/arts/research/collaborations/igrct/igrct-awards/) and also in our [Annual Reports](http://www.bristol.ac.uk/arts/research/collaborations/igrct/annualreport/). Applicants may also request examples of previous, successful bids from the Intern.

Successful applicants are expected to write a report (200-500 words) after the event/conclusion of project, which should, where possible, include photos/images that can be used for the Annual Report.

**Applications will only be considered by the Committee when the call for funding goes out**, which is usually at the start of the academic year, again after Christmas, and finally in the summer. Any questions should be directed to the Institute Intern at artf-igrct@bristol.ac.uk.