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| **Research Group grant application form**  |

**Please refer to Section 5 of the Research Groups Handbook for guidance notes on submitting a grant application**

Please include the following in your completed application:

1. This completed application form
2. A statement, on not more than 2 sides of A4, on the proposed venture, its purpose and a justification for the application using the following headings where appropriate:
* An indication of the innovativeness of the research and whether it will generate new ideas or other support funding.
* A *clear* statement of the aims and benefits likely to accrue to the Research Group members.
* A statement of the organisational arrangements made, or in hand.
* Reasons why the activity cannot be wholly funded from Research Group funds
1. A statement, on not more than one side of A4, on the method that you will employ if you are redistributing funds competitively to members of your Research Group for attendance at a meeting, seminar etc.

**Deadline for submissions: 31 October**

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| **Name of Research Group** |  |
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| **Name, institution, email address and telephone number of the Committee Member making this application** | Name: Institution: Email: Phone:  |
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| **One line statement about the proposed use the grant** Please indicate the main purpose, e.g. seminar, workshop, conference, publication… |  |
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| **Total grant required** | £ |
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| **Please provide a budget, with clear breakdown of the cost of the activity/ies for which the grant is required** Please check the RG Handbook for information about activities that cannot be funded. |  |
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| **What attempts have been, or are being made to obtain funding from other sources?** Please give details of other sources approached, the amount requested and amounts raised. |  |
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| **How much did the Research Group have in its accounts as of 31 August this year?**Refer to guidance note 9 |  |
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| **If any substantial funds have been withdrawn from the Research Group accounts since August of this year, please list the amounts and the purposes for which they were used.** |  |
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| **How much is the Research Group prepared to contribute from its own funds?** Please provide brief comments explaining the amount and reason for that level of commitment. |  |
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| **What proportion of the Research Group membership is likely to benefit from the proposed venture? What other audiences might benefit?** |  |

**Return your completed application to:** **RHED@rgs.org****.**