

## Small Grants Application Guidelines

These guidelines are to aid the completion of our application form, available here:

<https://british-aesthetics.org/funding/small-grants/small-grants-application-form/>

### Overview:

- There is an upper limit of £4,000 for small grants awards.
- Deadlines for applications are as follows:
  - 1 April (for a decision by mid-May)
  - 1 October (for a decision by mid-November)
- The Society does not make grants to projects of benefit to only one or a few individuals.
- Applicants are not required to approach other funding bodies, but if they do, details must be provided.
- Only one small grants award will be made to an institution per calendar year. Applicants should check with colleagues to ensure that no more than one application is received per round, in which case both will be rejected. If an institution has successfully bid for funding in the 1 April round, they cannot bid in the 1 October round; however if their April bid was unsuccessful the institution may apply in October, again after checking to ensure that only one application is submitted.

### Conditions:

- The lead applicant **must** be a current paid-up member of the Society and you will need your BSA membership number to complete the application. This is the BJA subscription reference number issued by OUP, and is typically four zeros followed by eight digits. If in doubt, please ask us to check our records: [admin@british-aesthetics.org](mailto:admin@british-aesthetics.org).
- If the BSA is the sole funding body, the applicant **must** confirm that the event or output will be **BSA-branded**, for example: “**The BSA Conference on the Aesthetics of XX**” or “***Emotion and Art, a BSA Short Film***”.
- Whether the BSA is the sole funder or not, successful applicants **must** advertise the Society in all relevant documentation, including online adverts and posts to Philos-L. We will provide BSA marketing materials and the BSA logo, together with guidelines for use.
- Applicants **must** adopt the relevant BPA/SWIP good practice guidance (replicated below) and **provide evidence** of having done so in their final report, including statistics on the gender balance of speakers at any event funded.
- Applicants are **expected** to encourage members of underrepresented groups (including but not limited to: BAME, disabled, trans/non-binary gender identity, low socioeconomic status, first in their family to attend university, etc.) to submit papers/abstracts and to take diversity into account when making decisions for inclusion in any programme.
- In general, applications are **expected** to take diversity into account at **all** stages of planning.

Guidelines for completion of the application form:

- Applications should include a specific description of the project, a rationale of how it fits the aims and objectives of the BSA, and a comprehensive budget, detailing all expected income and expenditure.
- Applicants must clearly distinguish in their applications those who have confirmed their participation in the project (conditional upon funding), e.g., as speakers, versus those who have merely been invited (and who have yet to confirm participation).
- Where the application includes funds for an output, e.g., a short film, a podcast or similar, proof of past experience must be supplied so that the BSA can be assured as to the quality of the final product. Any such output must be signed off by the BSA before being made public and must be BSA-branded, as above.

Guidelines for constructing your budget:

- Examples of income to include:
  - BSA grant requested
  - Grants from other funding bodies
  - Registration fees
    - If including registration fees, applicants must justify this. The BSA strongly prefers to sponsor conferences that are free and open to all, and will reject applications that include such fees where a full (or better) use of our award would obviate their need.
- Examples of expenditure to include in your budget:
  - Speaker travel (details and estimated cost of each speaker's flight/train fare etc.)
  - Speaker accommodation (number of nights and estimated cost)
  - Venue hire
  - Equipment hire
  - Refreshments and meals
  - Childcare facilities (see BPA/SWIP guidelines below)
  - Marketing materials
  - Any 'in kind' support, such as meeting rooms provided free of charge by your institution, or wine reception provided by sponsors, should also be listed.
- The BSA does not support projects which aim to make a profit. Hence, the total projected income, including grant requested, must be equal to the total projected expenditure.
- It is not necessary to budget substantial expenditure in support of UK-based early career speakers (e.g. postgraduates, those who have completed their PhD within the past 3 years, and those in temporary/fixed-term contracts without access to travel funding). Instead, such speakers are to be encouraged by applicants to seek funding through the BSA Travel Stipend scheme, which can provide travel support of up to £800 per year to each applicant. Full details of the scheme are available here: <https://british-aesthetics.org/portfolio/travel-stipends/> . Where this funding is insufficient to cover such speakers, or one or more speakers has used their £800 for the year, only then should expenditure in support of UK-based early career speakers be budgeted.

- On request, funds are available to facilitate the participation of disabled speakers and delegates. Suitable documentation will be required.

Payment of award:

- Payment is made after the event or project, typically to the host institution, upon receipt of:
  - the final conference budget for Treasurer approval, and
  - the final report comprising (i) a brief article for the Society's newsletter and website; (ii) evidence that the organisers followed the BPA/SWIP guidance, including statistics on the gender balance of the event; and (iii) evidence of efforts towards diversity more generally.
- These documents **must** be supplied within 18 months of the event date, or claims will be void.
- We advise that, before applying, you enquire whether your institution is willing to pay for the event/project and invoice the BSA as sponsors afterwards. This not only simplifies payment but also frees up your time, as organisers, to concentrate on the academic side. Funds may only be released in advance at the Treasurer's discretion.

The BPA/SWIP Good Practice Scheme:

It is a requirement of BSA funding that event organisers adhere to the following BPA/SWIP Good Practice recommendations on conference organisation:

- a. When drawing up a list of potential invited speakers, take reasonable steps to ensure that women are well represented; see the Good Practice website (<http://bpa.ac.uk/resources/women-in-philosophy/good-practice>) for more information and advice.
- b. Where possible, consult the women on your list before fixing the date of the conference, to ensure that women speakers are not just invited but will actually attend.
- c. Women may well be at lower-prestige institutions and/or in lower-ranked jobs. (E.g. in the UK, only 12% of professors in Russell Group philosophy departments are women.) They may therefore have less access to institutional funding. If you cannot fund all speakers, ask bigger-name speakers whether they can fund their own travel (they can always say no), freeing up resources for less well-known speakers.
- d. Organisers should ensure that male and female speakers are treated equally on publicity material and the conference programme (e.g. to avoid the situation where a male speaker is described as 'Senior Lecturer in philosophy at ...' but a female speaker, also an SL, is described as 'teaches philosophy at ...'; or where the male speaker's title (Dr, Prof.) is included by the female speaker's isn't).
- e. Investigate whether the provision of childcare facilities for the duration of the conference is possible. Many universities have crèches on or near campus, which may be able to offer a day rate for conference delegates. For larger conferences, if campus facilities are not available consider hosting the conference at a hotel that offers childcare and babysitting services. Consider setting aside funding to subsidise the use of childcare facilities by delegates; see the Good Practice website for more information and advice.



In addition, the BSA will monitor the gender balance of conferences and other events that it funds. It is a requirement of funding that statistics on the gender balance of the speakers at the event are provided by the organisers as part of the final report. Where a conference or event manifests an obvious gender imbalance, the BSA will make enquiries in order to satisfy itself that appropriate steps to promote the representation of women were taken by the organisers.

The BPA Environment/Travel Guidelines Scheme:

It is a requirement of BSA funding that event organisers adhere to the recommendations of the BPA Environment/Travel Guidelines Scheme for environmentally responsible university business travel. Full details can be found here: [Environment/Travel Guideline Scheme](#).