**Seminar Series Awards (2024-2025)**

**Template Form**

This template may be used to prepare applications for submission via the online form at the [USF website](https://www.urbanstudiesfoundation.org/funding/seminar-series/) (e.g. via copy-paste of content from this template to the webform). Please note that the online form does not permit any text formatting.

This form most be consulted in conjunction with the call for applications, eligibility and terms, application guidance, and other documentation available at the Urban Studies Foundation website.

After consulting the further guidance, enquiries regarding this grant and application process may be addressed to the Urban Studies Foundation via email: [grants@urbanstudiesfoundation.org](mailto:grants@urbanstudiesfoundation.org)

**Document last modified:** October 2024

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# Applicant information

Please complete all of the following section.

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| **1.1 Lead applicant**  Please provide full contact details for the lead applicant. This person will be the main point of contact for the application. | |
| Name: |  |
| Primary institution or organisation: |  |
| Current role: |  |
| Contact address: |  |
| Email: |  |
| Profile web page: |  |

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| **1.2 Additional co-applicants**  Up to two additional co-applicants may be listed here, with the same details as in Section 1.1, above. |
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| **1.3 Other team members (optional)**  Please list any team members or third-party individuals upon whom the delivery of the proposal may depend, e.g. research assistants, support staff, trainers/instructors, etc. |
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| 1. **Applicant CVs – single file upload** 2. (maximum 2 pages per CV, .pdf format, maximum filesize 2mb) |
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| 1. **1.4 Partner organisation(s) and/or venue(s) contact information** 2. Please detail each partner organisation or venue for the events proposed, including a third-party contact at each (this should be the individual who has provided a letter of support for the application). | |
| 1. Name of host institution/venue: |  |
| 1. Is this the primary host organisation for the grant? (Yes/No) |  |
| 1. Address: |  |
| 1. Country: |  |
| 1. Contact name: |  |
| 1. Contact role: |  |
| 1. Contact email: |  |

Please copy the table above to list additional host institutions/venues.

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| 1. **Supporting letters from host organisations and venues – single file upload** 2. (maximum 2 pages per letter, .pdf format, maximum filesize 2mb) |
| 1. [File upload] |

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| 1. **1.5 Referee contact information** 2. Please provide details of two academic/professional referees who can be contacted in support of this proposal and the named applicants. Both referees should be prepared to submit letters of recommendation upon request. | | | |
| 1. Referee #1 name: |  | 1. Referee #2 name: |  |
| 1. Referee #1 role: |  | 1. Referee #2 role: |  |
| 1. Referee #1 relationship to applicant(s): |  | 1. Referee #2 relationship to applicant(s): |  |
| 1. Referee #1 contact address: |  | 1. Referee #2 contact address: |  |
| 1. Referee #1 email: |  | 1. Referee #2 email: |  |

# Proposal information

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| 1. **2.1 Proposal information** | |
| 1. Title of proposal: |  |
| 1. Up to five keywords: |  |

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| 1. **2.2 (expanded) Proposed events** | |
| 1. Date: |  |
| 1. Host institution or venue: |  |
| 1. Event location (country or NA if not relevant): |  |
| 1. Event type: |  |
| 1. Event duration (approximate): |  |
| 1. Notes: |  |

* + - * 1. Please copy the table above to list each additional proposed event.

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| 1. **2.3 (expanded) Proposed outputs** | |
| 1. Output type: |  |
| 1. Target venue/platform/location/etc: |  |
| 1. Notes: |  |

* + - * 1. Please copy the table above to list each additional proposed output.

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| 1. **2.4.1 Proposal summary** 2. (maximum 750 words) |
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| 1. **2.4.2 Outcomes and impact** 2. (maximum 500 words) |
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| 1. **2.4.3 Event programme and format** 2. (maximum 600 words) |
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| 1. **Event programme – optional single file upload** 2. (maximum 2 pages, .pdf format, maximum filesize 2mb) |
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| 1. **2.4.4 Equality, diversity and inclusion statement** 2. (maximum 600 words) |
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| 1. **2.4.5 Bibliography** 2. Please list references from sections above, in standard alphabetical bibliography format (maximum 750 words). |
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| 1. **2.5.1 Budget breakdown** 2. Please include exchange rate information and ensure evidence is attached for items costed at over GBP £1,000. | | | | |
| 1. Item | 1. Details | 1. Evidence attached? | 1. Amount Requested (GBP) | |
|  |  | 1. Y/N |  | |
|  |  | 1. Y/N |  | |
|  |  | 1. Y/N |  | |
|  |  | 1. Y/N |  | |
| 1. Other 2. *(please specify or insert additional rows here as necessary)* |  |  |  | |
| 1. **Total Requested:** | |  | | 1. **\*INSERT AMOUNT GBP\*** |

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| 1. **2.5.2 Budget statement** 2. (maximum 300 words) |
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| 1. **Budget evidence – single file upload** 2. (evidence for exchange rates and all cost items over GBP 1000, .pdf format, maximum filesize 5mb) |
| 1. [File upload] |

# **Supporting documents**

Please confirm that you have included the following documentation with this application (as individual pdf documents, according to the maximum permitted filesize).

|  |  |  |
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| 1. **3.1 Further documentation included** | | |
| 1. 1. Letter of support from named contacts at host institution(s) and/or venue(s) | 1. Included? | 1. YES/**NO** (delete as appropriate) |
| 1. 2. CVs of all applicants (maximum two pages each) | 1. Included? | 1. YES/**NO** (delete as appropriate) |
| 1. 3. Budget evidence documentation (as relevant to budget items) | 1. Included? | 1. YES/**NO** (delete as appropriate) |
| 1. 4. Event programme details (optional file upload) | 1. Included? | 1. YES/**NO** (delete as appropriate) |

# **Submission declaration**

In order to apply for funding from the Urban Studies Foundation, you must agree to the submission declaration upon submission of the application web form.