**The BSA Support Fund**

The BSA Support Fund is available to members of the Association with limited income. Applicants can benefit from financial assistance towards research related expenses, attendance at conferences and study group events, and thesis production costs. To be eligible, applicants must:

* Reside in the UK
* Be a BSA member in the UK Concessionary category) for the membership year
* Be a BSA member for a minimum 12 consecutive months prior to application.
* Produce a 250-word statement explaining what benefits the fund (upto £1000) will bring ie why attendance at an event is relevant

The maximum award to an individual is £1000 and applicants are limited to one BSA Support Fund claim.  If you have applied for free Annual Conference registration and have been successful you may also apply to the Support Fund to support your attendance\*

Applications must be accompanied by a letter of support from a supervisor (where the applicant is a postgraduate student) or in other instances from a suitable referee, stating how this will benefit your study. Letters of support must be printed on the institution’s letterhead and be signed by the supervisor.

Applicants are asked to bear in mind when applying for conference subsistence costs that the committee may not have the opportunity to consider your application before the conference booking deadline or start of the conference. This will not, however, affect your application as funding for conferences may be awarded retrospectively.

Support Fund applications for research and fieldwork expenses must be for forthcoming budgeted costs. Retrospective claims for research and fieldwork expenses will not be considered.

The BSA Support Fund does not award grants towards the cost of course fees; for the purchase of books or equipment; membership fees or electronic journal subscriptions. If you need clarification as to whether your request for funding fulfils criteria for support, then please contact the BSA office.

The majority of funds are provided for:

* Travel and subsistence for subject-related conferences and events
* Research and/or fieldwork
* Thesis production

The BSA asks that after the event/ theses production a 500 word report is submitted to the Communications Officer detailing how the funds were utilized.

\*The Support Fund allocates a percentage of its budget to the BSA Annual Conference. This allocation provides free conference registration, on a first‑come, first‑served basis, to a number of BSA members who fall within the UK Concessionary membership category. The Support Fund Committee are unable to consider further applications for this BSA event.

#### Additional sources of funding

The BSA encourages applicants to approach other organisations and associations for funding, and not to rely too heavily on the funds of the BSA to support their research projects or conference attendances. The Support Fund Committee would welcome applications that have provided evidence where other organisations/associations have been approached, regardless of whether the outcome was successful or not. This is not a criterion for awarding funding. Your application will not be rejected, if evidence of approaching other organisations is not provided. The BSA website is a good place to begin when searching for other sources of funding – see the [Research Funding & Grants](http://www.britsoc.co.uk/students/research%2Bfunding%2B%2Bgrants%2Blinks.htm) page of the BSA’s website.

**Save this form to your computer before you begin:**

* Read the accompanying cover/information sheet before you complete the application
* Complete all sections of the form
* Save the form using your full name as the document name
* Send to enquiries@britsoc.org.uk as an attachment
* Remember to include any supporting evidence that may assist your application

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| --- | --- |
| TITLE FIRSTNAME SURNAME  POSTAL ADDRESS: [ ]  HOME [ ]  WORKPLACE OF STUDY/EMPLOYMENTDEPARTMENTAPPOINTMENT/ROLE (eg: PhD student, Lecturer, etc) | M/F EMAIL ADDRESSDAYTIME PHONEMOBILE PHONEMY CURRENT BSA MEMBERSHIP CATEGORYHOW MUCH ARE YOU APPLYING FOR? **£** HAVE YOU PREVIOUSLY APPLIED FOR/RECEIVED FUNDS FROM THE BSA SUPPORT FUND? [ ]  YES [ ]  NOWERE YOU AWARDED A FREE PLACE AT THE BSA ANNUAL CONFERENCE THIS YEAR? [ ]  YES [ ]  NO |

**FOR WHAT PURPOSE IS YOUR APPLICATION INTENDED?**

 [ ]  Travel and subsistence for a non-BSA event [ ]  Thesis production costs

 [ ]  Travel and subsistence for a BSA event [ ]  Research and/or fieldwork expenses

**Please give further details about area of research or fieldwork, thesis subject, description of event:**

**OUTLINE OF COSTS**

Itemise briefly the costs involved (conference fees, fares, etc). You are not expected to provide full and final costs at this stage, but you should give an accurate indication of the likely costs.

**STATEMENT IN SUPPORT OF YOUR APPLICATION**

The BSA Support Fund has a limited annual budget. To assist the Support Fund Committee assess your application, explain why you think your application should be supported, indicating how your work and/or situation is likely to benefit from an award.

**Continued overleaf**

**OTHER FUNDING BODIES**

Please identify other funding bodies which you have approached for funding and the outcome of your application.

WHAT TO DO NOW

* Remember to save the document and use your full name as the file name
* Send this form as an email attachment to enquiries@britsoc.org.uk. Alternatively, you can post a signed and dated application to the BSA using the address, below.
* Forward a letter in support of your application from a suitable referee. If you are a postgraduate student, this should be from your supervisor and must be printed on the institution’s letterhead. The letter must display your supervisor’s signature, and therefore a Word document is not acceptable. The BSA will accept a signed letter of support in .pdf format as an e-mail attachment. Should your supervisor prefer to post this letter under separate cover to the BSA office, please ensure they use the following mailing address (postage/stamp not required if posted within the UK): The British Sociological Association, Chancery Court, Belmont Business Park, Belmont, Durham, DH1 1TW

CHECKLIST

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|  | ✓ |
| My BSA membership is paid and up-to-date | [ ]  |
| I have completed all sections of this form | [ ]  |
| I have attached a letter of support from a suitable referee | [ ]  |
| My letter of support will be forwarded under separate cover | [ ]  |
| I have signed and dated my applications | [ ]  |

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(a signature is not required if forwarding this form by e-mail)