



**GUIDELINES FOR THE PROVISION OF SUBSIDIES  
FOR OCCASIONAL CONFERENCES/SEMINARS**

1. Convenors of occasional seminars or conferences in the areas of Classics and Ancient History involving national and/or international participants may apply to the Society for funding to assist with the running of the conference or seminar. Applications should be made in writing to the Secretary at least **six months in advance** of the conference or seminar, and preferably by the end of the year preceding that in which the event is planned (to assist in the preparation of the Society's budget for that year). Once the Society's budgeted figure for such events in any one year has been allocated, it will not be possible to consider any further applications.
2. A lengthy application is not required – just a general statement of the plans for the conference (e.g. aim, number of days, likely audience and number expected, projected registration fee, and other likely sources of funding). The application should be accompanied by a brief, general budget for the event, and a specific indication of how any ASCS funding would be spent.
3. Funding may be requested (in order of priority) (a) towards the general costs of running the conference, or (b) towards the provision of subsidies to enable postgraduate students to attend the conference, or (c) towards the costs of travel and/or accommodation for a keynote speaker at the conference.
4. In the case of (a) any subsidy provided should be regarded as a “start-up grant” to cover some initial costs, with the expectation that if there were any surplus at the end of the conference some of this surplus would be returned to the Society (thereby enabling it to have an ongoing amount to fund future conferences of this sort). Convenors of such events are encouraged to set a registration fee which will recover some of the costs, so that a full or partial refund to ASCS can possibly be made.

In the case of (b) the grant could be used to provide reduced registration fees for postgraduate students, or a subsidy towards the cost of travel and/or accommodation by them to attend the conference.

In the case of (c) it would be assumed that the keynote speaker would be someone of international standing. The grant should not be used to provide travel assistance for regular participants in the conference.

5. The maximum amount of funding provided will be \$1000 and lesser amounts may be approved, though a case may be made for a larger amount if need can be demonstrated (but will only be provided in exceptional circumstances).
6. Decisions on applications will be made by the President, Secretary and Treasurer.
7. Successful applicants must provide a detailed statement of the actual expenditure of any funding they receive no more than two months after the conference or seminar. Any funds being returned to the Society should accompany that statement.