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Description automatically generated**FLSW Event Support 2024-25**

**Application form text**

In all cases, we urge you to keep your responses brief and to the point.

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| **I confirm that I am a Fellow of the Learned Society of Wales and that I am eligible to apply for FLSW Event Support** |
| **Name** |
| **Please provide email address of the Fellow submitting this application** |
| **Please provide any names and email addresses you would like copied in to future communications** |
| **What institution or organisation is organising this event? Please state which department if relevant.** |
| **What is the name / title of your proposed event?** |
| **Please tell us a little bit about your proposed event– what do you have planned and who is your audience? (max 500 words)** |
| **What dates you have in mind for your proposed event?** |
| **Is this a one-off event or part of a longer term series of events?**  We will consider funding longer term events but will only provide funding one year at a time. |
| **What support are you applying for?**  Please indicate which of these areas of support you are applying for. You may select one or several of these options.  Please note LSW reserves the right to agree to all or part of your requests and cannot guarantee that all support categories can be approved for the same event.   * **Funding**. Applicants may apply for between £250 and £1,000 per event. LSW funding may be requested as part-funding towards an event that is also receiving core or grant monies from other sources.   *If you are requesting ‘Funding’, please tell us how much you are requesting, how it will be used to support the event and if you are requesting funding from any other sources (match funding). MAX 100 WORDS*   * **Promotion**. We are able to promote all supported events using (as appropriate) social media, the Fellows’ bulletin, our website and our external newsletter. We are also able to share recordings, images and scripts post-event where relevant.   *If you are requesting ‘promotion’ support, please tell us what kind of promotion you would like from LSW and when it would be needed.*  *MAX 100 WORDS*   * **Online hosting.** We have a paid Zoom package and will be able to help partners to host events if they are unable to do so themselves.   *If you are requesting ‘Online hosting’ support, please tell us what kind of event you will run (single online space or breakout).*  *MAX 100 WORDS*   * **In-kind support by staff.** In some cases, we will offer additional support for events that make a particularly strong contribution to our strategic priorities. Depending on what is appropriate for the individual event, this may include support for planning, event staffing, reporting or linked policy work.   *If you are requesting ‘In Kind support by staff’, please detail the kind of support you would like to receive from LSW and how you believe it will contribute to our strategic priorities.*  *MAX 100 WORDS* |
| **PLEASE PROVIDE A BRIEF ANSWER TO EACH OF THE FOLLOWING 5 CRITERIA: You must provide information on each of these to be considered for support. Please keep your answers brief and to 250 words or less on each criteria.** |
| Criteria 1:  Tell us how your event will support the Mission of the Learned Society of Wales? Please list at least one Strategic Aim(s) that the event will meet. Click [here](https://www.learnedsociety.wales/lsw-strategy-2023-28/) to access our Strategy. |
| Criteria 2:  How will you ensure that your event is truly accessible?  *Tell us how you will you be inviting, encouraging and welcoming all (e.g. by appropriate pitching of the topic, promotion through diverse channels, use of participative methods during the event or asking for access requirements such as physical access or large print resources or including Welsh language)* |
| Criteria 3:  How will your event include a diverse range of people?  *Tell us how you will actively seek a diverse range of people to be involved with your event/activity.* |
| Criteria 4:  How will you know that your event had an impact?  *Tell us how you plan to measure the impact of this event on your audience, partners etc (surveys, feedback forms, demographics data etc)* |
| Criteria 5:  How will your event contribute to the promotion and development of Wales’ research and innovation community? |
| **Please answer the following additional section if relevant to your application:** |
| **If you are applying for funding support:**  How will you ensure that your event is Value for Money? (VFM is about achieving the best possible level of outcomes/outputs of acceptable quality at the lowest cost.)  *Tell us about any other funding you are accessing, where you will seek quotes and any other ways you have ensured it will be Value for Money.* |