**Women in Mathematics Day**

**FINANCIAL AND ACADEMIC REPORT FORM**

**This form must be completed and returned by no later than three months after the event to:**

Dr John Johnston, Society Communications Officer, London Mathematical Society**,** De Morgan House, 57-58 Russell Square, London WC1B 4HS.

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| --- | --- |
| Reference number: |       |
| **Grant holder’s name:** |       |
| **Grant holder’s institution:** |       |
| **Title of event:** |       |
| **Conditions:** | The grant shall be used for the purposes stated in the application.  |
| **Financial Report** |
| **Item** | **Amount £** |
| **INCOME (Please list all sources of income received for caring costs for this event)** |
| **LMS Grant:** | **£**      |
| **Other sources of funding (please list):**                     | **£**     **£**     **£**     **£**      |
| **Total** | **£**      |
| **EXPENDITURE (Please give a breakdown of the expenses the grant covered)** |
| **From the LMS Grant**                          | **£**     **£**     **£**     **£**     **£**      |
| Total | £      |
| *If you have not yet claimed the grant please send your completed Grant Offer and Claim Form with this report.* |
| **Academic Report:**Your report should: (i) provide an outline of the event held, (ii) give an overview of attendees at the event; (iii) provide any feedback received from attendees; (iv) offer any further comments or feedback; (v) be concise. |
|       |
| (Continue on another page if necessary.) |
| **Signature of Grant holder:**       |
| **Email address:**       |
| Personal data provided on this form may be held and processed on the Society’s computer. A summary of the Society’s data protection policy, including the rights of subjects upon whom data is held, is obtainable from the Women in Mathematics Committee Secretary (womeninmaths@lms.ac.uk). |