

# LONDON MATHEMATICAL SOCIETY

## Financial Support for Conferences held in the UK - Scheme 1 Grants

### Guidance Notes

#### Before Completing the Form:

- Please ensure that you have complied with the rules on our website and read the notes below.
- Applications for a grant under this scheme should be made by one of the conference organisers.
- This form should NOT be used for proposals for Durham Symposia.
- Enquiries should be addressed to [grants@lms.ac.uk](mailto:grants@lms.ac.uk).

#### General Guidelines:

- The Society will support only mathematical activities or the mathematical component of wider activities, and here the word “mathematical” excludes mathematics education.
- The Society does not like to receive sequential applications for grants to support the same or closely related events, and will not allow its limits for individual schemes to be exceeded by artificially sub-dividing an application into a number of separate requests under different headings.
- In the case of satellite conferences, organisers of the main meeting are asked to give brief details of any planned satellites as part of their application for a conference grant. Applications for support for satellite meetings should make clear the financial and organisational connection with the main meeting. This is particularly important in cases where the expenses of speakers could be shared between the two meetings. Special arrangements apply to the BMC and its satellites.
- Applicants must comply with the Society’s policy on Women in Mathematics - [https://www.lms.ac.uk/sites/lms.ac.uk/files/Mathematics/wim\\_statement.pdf](https://www.lms.ac.uk/sites/lms.ac.uk/files/Mathematics/wim_statement.pdf) - please note that the Society considers a lack of uninvited women speakers to be a very real problem, and a failure to include women speakers are grounds for refusal for funding.
- Applicants should bear in mind that funding from the Society to support Scheme 1 grants is intended only to be partial.
- Reasonable registration fees of between £10 and £20 per day should be charged. Organisers are encouraged to waive registration fees for participants who are retired or on a career break.
- Academic and financial reports will be required after the visit.

#### Assessment Checklist:

Applicants may like to note the following checklist used by the Society when assessing applications:

- Mathematical quality of the project.
- Well-argued proposal, with a clear statement of the mathematical component in the case of a wider project.
- Well thought out and cost-effective budget, with the request restricted to allowable costs, and an appropriate and clearly identified balance of funding from other sources and the registration fee.
- The difference made by the Society’s grant to the viability and success of the project.
- Likely beneficiaries, in particular research students and participants from Scheme 5 countries.
- Limitation on the number of grants awarded to any individual or department.
- Sufficient time available for publicity of the event.
- Receipt of satisfactory reports on previous grants.

#### Completing the Form:

- Applications should be self-contained; please do not append substantial documents that contain irrelevant detail or refer to websites for key information.
- If the applicant is not a member of the Society then the application must be countersigned by a member who is prepared to support the application.

#### Academic Case:

- The academic justification for a Scheme 1 grant should focus on the benefit to UK mathematics that the proposed conference would bring.

#### Expenditure:

- The maximum award shown on the website is the upper limit, not the standard award. Grants are made to meet actual expenditure on items in the application.
- Visa costs are regarded as part of normal travel expenses.
- The grant is not intended to cover the cost of secretarial help or publicity.
- The grant may not be used to cover room hire but requests for grants to cover room hire at De Morgan House will be considered, where special circumstances can be shown.
- The grant cannot be used to cover registration fees
- Any surplus grant must be returned to the Society as soon as possible and may not be used for other purposes.

#### Application Checklist:

- Applications must be signed and if applicable, countersigned by an LMS member.

Applications will be acknowledged by email.