**BPI Researcher-Led Activities Fund 2024-25**

**Guidance**

The Bristol Poverty Institute (BPI) has a small amount of funding available to support activities hosted by University of Bristol academics, either in Bristol or online. The purpose of the fund is to support activities such as seminars and workshops which help to grow and develop the University of Bristol poverty-research community and its visibility, as well as building networks for future collaboration. We welcome applications where co-funding will be obtained from other sources.

The fund is open to **University of Bristol researchers at any career stage** and from any school or faculty, and Early Career Researchers (ECRs) are encouraged to apply. Please note that students, including PhD researchers, are not eligible to apply. Poverty must be a central theme, and the activities should align with the focus and objectives of the [Bristol Poverty Institute](https://www.bristol.ac.uk/poverty-institute/). The primary audience should include UoB researchers, with external participants from academia, policy, and practice also welcome and encouraged.

For in-person events, funding would primarily be used to purchase catering and refreshments for events in Bristol, and where appropriate it can also be used towards travel costs for visiting speakers and participants. Alternatively, funding can be used for online events which incur costs for software/technological support, translation (including sign language interpreters), live-streaming, and/or virtual facilitation. Where possible applicants should make use of the support available through the UoB IT services team, however, rather than seeking external costed suppliers. Please note that you will be responsible for all administration relating to your activity, including processing of costs (e.g. ordering catering, processing expenses). Costs such as staff salaries, UoB staff travel, estates/indirects, and conference fees are not eligible costs. If you are unsure whether your proposed activity is suitable, please feel free to contact the BPI team via bristol-poverty-institute@bristol.ac.uk.

Grants awarded under this scheme will normally be in the region of **£200**, although applications up to £300 will exceptionally be considered where sufficient value can be demonstrated. You can only apply for discrete costs for specific items which will be billed through myERP, not a general monetary contribution. You must therefore use UoB approved suppliers for all services. Please provide a breakdown of costs. For example:

|  |  |
| --- | --- |
| **Description** | **Total cost** |
| Tea and coffee for 40 people (£3pp) | £120 |
| Train ticket for speaker Professor Smith from Exeter-Bristol | £70 |
| **Total applied for** | £190 |

**Applications will be considered on a rolling basis** until all funding has been allocated or the call closing date (31 May 2025), whichever is sooner. **All activities and spend must be completed by the end of the current academic year** (31 July 2025). We aim to communicate decisions within three weeks of applications being received, but we are a small part-time team so during busy periods and/or when we are short-staffed it may take longer.

Please note that successful applicants will be expected to acknowledge the BPI’s support in their activity promotion and complete a short end-of-award report as a condition of funding.

Application forms and queries should be submitted to bristol-poverty-institute@bristol.ac.uk.

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**Application form**

The completed application form should be **no more than 2 sides A4**, minimum font size 11 (you may remove the italicised notes) and you must comply with all word limits. Completed forms should be submitted to bristol-poverty-institute@bristol.ac.uk. Applications will be reviewed on a rolling basis until all funding has been allocated.

|  |  |
| --- | --- |
| **Lead Applicant’s Name** |  |
| **Faculty** |  |
| **School** |  |
| **UoB Collaborators** | *Please provide Name/School/Faculty for UoB colleague(s) who will be involved in organising the activity, if applicable* |
| **Project/event title** |  |
| **Anticipated date(s)** | *N.B. This can be approximate at time of application* |
| **Amount requested** |  |

|  |
| --- |
| **Description of project (maximum 250 words)**  |
| *What activity/activities are you proposing?**Who are the intended audience/participants?**What is the purpose of the activity/activities?**What are the expected outcomes?* |
| **Relevance to poverty research (maximum 100 words)** |
| *How is your proposed activity/activities relevant to poverty research?**See* [*https://www.bristol.ac.uk/poverty-institute/*](https://www.bristol.ac.uk/poverty-institute/) *for more information on the BPI.* |
| **Budget** |
| **Description** | **Cost** |
| *Please include breakdown*  |  |
|  |  |
|  |  |
|  |  |
| **TOTAL applied for** |  |
| *Please add/delete rows as required* |
| **External partners**  |
| *Please list any external project partners or collaborators (if applicable)* |
| **Other funding for this project** |
| *Please list any other sources of funding for this or related activities (if applicable)* |
| **Signature** | *Typed signatures can be accepted, so long as the form is submitted from the UoB email address of the signatory* |
| **Date** |  |