Small Meeting Grant Application

**Please download and read the entire Small Meeting Grant Application Handbook prior to submitting this application.**

The Handbook specifies 1) what costs are acceptable or not acceptable to be included in your budget; 2) who can apply for funding; 3) the amount of financial support we will provide; 4) specifications of the events that will be considered for funding; 5) how to complete and submit your application; and 6) terms and conditions of funding. Applications that do not adhere strictly to the guidelines of the handbook will be considered incomplete and will not be reviewed.

Please complete all sections not specifically listed as ‘optional’. The application should be submitted in English.

# Applicant Details

**Note:** The applicant is considered the contracting party for purposes of the grant agreement. This individual or institution must be *legally authorized* to sign the grant agreement on behalf of the organizing group or institution.

Applicant name, position, and affiliation:

Applicant email address:

Applicant address:

Does the applicant have an institutional or organizational, *not personal,* bank account for transfer of funds? (yes/no; further details not required at this stage):

# Affiliations with Professional Fundraisers or Conference Agencies

Is the meeting being organized with the assistance or support of any professional fundraisers or conference agencies? Please list them below, or put N/a.

**Note:** The IWRS generally does not fund meetings organized with the assistance/support of professional fundraisers or conference agencies. If you listed an affiliation with one of these groups, please contact [director@insectwelfare.com](mailto:director@insectwelfare.com) to determine if your circumstances may be considered exceptional before continuing with your application.

# Conflicts of Interest

Please visit the ‘Team’ page of the IWRS website. Review the Awards Committee membership. If you believe any of these reviewers has a conflict of interest in assessing your application, please list their name below so they can be recused (otherwise, N/a):

# Meeting Details

Meeting name:

Meeting logo (*optional*):

Meeting website (*optional*):

Meeting date(s):

Meeting type (seminar, workshop, conference, etc.):

Single meeting, or series of meeting:

Taxonomic focus of the meeting:

Organizing group (put N/a if the meeting is not organized through an official group):

Members of the organizing committee, including names, positions, and institutional affiliations:

In-person meeting location, if applicable (address, including country):

Please describe any anticipated virtual components and how they will be hosted, including any institutional affiliations and security features (300 words or less).

Expected attendance (# of people, specify in person or virtual):

Expected distribution of attendees (local, regional, national, global):

# Political, Social, and Advocacy-related Programming

Will there be any political or advocacy-related components to this event? **Please note the IWRS does not fund political or advocacy-related meetings of any kind.**

Is the IWRS being asked for funds to support social events in association with this meeting? If yes, please describe:

# Meeting Aims and Research-Related Programming

**The IWRS aims to 1) connect academic researchers and stakeholders and 2) support the dissemination of evidence-based knowledge about insect welfare.**

Please describe how your event will meet aim 1 and/or 2 of the IWRS, paying particular attention to your event’s connections to *insect welfare research* (500 words or less)*.*

Why is the research focus of your event *important* (300 words or less)?

Please provide a rough schedule of events and their foci (1 page maximum, per day of the event).

Please list any speakers confirmed[[1]](#footnote-0) for your event (1 page maximum). For each speaker, provide their position and institutional affiliation.

Please describe any expected products from this meeting (*optional;* 100 words or less).

# Budget

Total funding requested in USD (≤ $2000.00 USD):

Please provide a list of items and associated costs that the IWRS funding would support:

Please list any other funding sources that may support this meeting (e.g., have agreed to fund already, that you have submitted or intend to submit applications to) and the amount requested from each:

Are there any registration/membership fees associated with your event?

# Accessibility and Equity

Please describe if any funds will be used to improve accessibility of the meeting and/or encourage equitable attendance from the global research and stakeholder community (300 words or less).

Please list any other ways you plan to make your meeting accessible/equitable (300 words or less).

# Submission Instructions

The application should be submitted **as a pdf attachment** sent to the email address [grants@insectwelfare.com](mailto:grants@insectwelfare.com), using the subject line “Small Meeting Application – MEETING NAME”. You should receive an email acknowledging receipt of your application within a week of its submission. If you do not receive an email within 5 business days, please follow up with [director@insectwelfare.com](mailto:director@insectwelfare.com) to ensure there have been no technical issues.

Applications that are incomplete, not written in English, do not adhere to length limits, or are written for events either 1) within 90 days of the submission date or 2) in the past, will not be accepted or reviewed.

1. If no speakers are confirmed, please list proposed speakers (and clarify they are proposed, not confirmed). [↑](#footnote-ref-0)