

**Housing Studies Association**

**Support and Endorsement of Housing Studies Activities and Events**

**APPLICATION FORM**

**Please complete sections A to E of the application and sign and date Section F**

**A. Personal Details of Lead Applicant**

|  |  |
| --- | --- |
| **Name:** |  |
| **Address:** |  |
| **Telephone Number(s):** |  |
| **E-mail address:** |  |
| **Are you currently a member of the HSA? Note 1** |  |
| **Are you an early career researcher? Note 2** |  |

**Note 1: Please note that lead applicants MUST be members of the HSA to be eligible for support.**

**Note 2: Your response to this question will not determine the outcome of your application and whilst the HSA particularly encourages applications from early career researchers or events that support early career researchers, all members of the HSA, regardless of status, are eligible and welcome to apply for support.**

**B. Description of Activity or Event to be Supported or Endorsed**

Please provide a description of the activity or event that that you wish the HSA to support or endorse. Please include as much detail as possible, for example including activities, titles, venues, participants, dates and the aims and anticipated outcomes and outputs. Please note that we encourage applicants to maximise the publicity and outcomes from the activity or event and we particularly wish to ensure that activities and events promote, where appropriate, the involvement of early career scholars and non-academic stakeholders (practitioners, practitioners, community groups etc.)

**C. Links to the Aims of the Housing Studies Association**

Please briefly explain how your proposed activity or event meets the aims of the *Housing Studies Association*, which are:

* to promote the study of housing
* to bring together researchers, practitioners and policy makers interested in housing research and education
* to encourage the practical application of social research to the field of housing studies
* to represent the interests of those researching or teaching housing studies in higher education to funding and development organisations, and to government.

**D. Reason for Support or Endorsement Being Requested**

Please briefly explain why the support or endorsement of the HSA is required or being sought for this activity or event.

**E. Form of Support or Endorsement Required**

Please provide details of the form and scale of support being requested from the HSA. Where this includes a request for financial support, please provide a detailed itemised breakdown of requested amounts and their purposes and make sure that the total amount being requested is clear. The maximum amount that may be requested is £1,000.

**F. Agreement to Conditions of Support or Endorsement**

***Please read the following section carefully and then sign and date your application:***

The following conditions will apply to all support and endorsement provided by the Housing Studies Association:

1. The activity and event will be delivered as specified in this application. The HSA will be notified immediately if there is any change to the proposed activity or event.
2. The HSA logo must be featured on any publicity or materials related to the activity or event and HSA support and/or endorsement for the activity or event must be clearly identified.
3. The recipient must agree to distribute any HSA publicity material at the activity or event, if requested to do so.
4. The lead or named applicant/recipient will provide the HSA with a short summary report of the activity or event and its outcomes. This report, which may be edited, will be placed on the HSA website. The lead or named applicant/recipient will additionally provide a short financial report which indicates how funds have been spent in accordance with the application and award (this will not be published).
5. Any resources provided by the HSA which are not directly used in relation to the activity or event must be returned to the HSA.
6. The HSA will not accept any liability or risk for the delivery of activities or events or any further events or claims arising from them.
7. The HSA will seek to recover any funds that are used inappropriately.
8. The HSA will not support events which include material which is defamatory or libellous or which breaches race relations or equalities legislation. Event organisers must ensure that no such material is presented and, as far as is possible, ensure that any published material arising directly from the event adheres to this condition.
9. It is the responsibility of the event organisers, and not the HSA, to ensure that any participants from outside the EU have the necessary visa and legal status to lawfully attend events held in the UK.

Other conditions may be applied at the discretion of the HSA support eligibility sub-committee, as determined to protect the interests of the HSA and its members.

I have read and understood these conditions and I agree to abide by them if I receive support or endorsement from the HSA:

|  |  |
| --- | --- |
| **Name (Print):** |  |
| **Signature:** |  |
| **Date:** |  |

Please return your completed application form to Tony Manzi ([t.manzi@shu.ac.uk](mailto:t.manzi@shu.ac.uk)) or post to: Dr. Tony Manzi, Department of Natural and Built Environment, Sheffield Hallam University, Howard Street, Sheffield, S1 1WB.