**The deadline for submission is** **17:00 on Friday 6 September 2019**

Please email your completed application to the Edinburgh Mathematical Society at [edmathsoc@ed.ac.uk](mailto:edmathsoc@ed.ac.uk) with the subject title ‘Maths Week Scotland Small Grants Fund – [*your organisation name*]’

If you need help or advice with your application then please contact us by email at [laura.ross@gov.scot](mailto:laura.ross@gov.scot)

Information on Maths Week Scotland can be found at <https://mathsweek.scot/events/call-for-ideas>

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| **Lead organisation/individual** | | | |
| **Please give the name and contact details of the person who will deal with this application, all correspondence relating to it and the management of any monies awarded to you.**  The person named here must be authorised to answer all queries and to sign all paperwork relating to this application, and be responsible for the overall management and co-ordination of the proposed activity. | | | |
| Name |  | | **Title of your activity/bid** |
| Position |  | |  |
| Organisation |  | |
| Address  (including postcode) |  | | **Summary** (max 50 words)  Please provide a summary of your proposal. Note that we may use this wording in reports and in press releases, so it should be a concise statement of your proposed plans. |
| Direct telephone |  | |  |
| Mobile |  | |
| Email |  | |
| Finance department details | Finance contact name |  |
| Phone and email |  |

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| Please use the space below to give a **more** **detailed overview of your proposed activities.**  Please include sufficient details of your plans including:   * A clear description of why you are submitting the proposal and the need you are seeking to address; * How it will address the aims and outcomes attached to the Fund; and, * An explanation of what you plan to do and how you plan to do it. | | | |
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| Please outline the amount you wish to bid for from the Maths Week Scotland Small Grants Fund 2019 by providing a breakdown of the costs relating to your proposal. Add extra rows if required.  *Please only bid for the funds that are actually needed, this will help us ensure that the fund supports as many organisations as possible across Scotland. Please tell us about any other funding that you are able to access to support your bid.* | | | |
| **Summary of funds required** | | | |
| **Details of proposed funding spend (if bidding for over £250)**  Please provide details of how you will spend the funds you are bidding for. Please outline these using the table below. A*dd additional rows as required.* | | | |
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| **Your statement and signature(s)** | | | |
| Before submitting your application, please ensure that you have:   * Answered all the questions, providing sufficient detail where required * Considered the statements below   I/We confirm that I have read and understood the guidelines that accompany this form.  I/We confirm that I have completed all the questions on this form.  I/We confirm that all the information in this application is true and correct.  I/We confirm that I will tell you immediately if anything changes which could affect this application in any way. | | | |
| **Lead organisation/individual** |  | | |
| **Contact name and position** |  | **Digital signature** |  |
| **Manager name and position** |  | **Digital signature** |  |
| **Date** |  | | |