



**Committee for Women and Diversity in
Mathematics Chair:**

Professor Sara Lombardo

Events Co-ordinator:

Kieran O'Connor

Email: womenanddiversity@lms.ac.uk

[Candidate name]

By email

28 August 2024

Dear [candidate]

Reference: [ref]

[Event title]

The Committee for Women and Diversity in Mathematics of the London Mathematical Society is delighted to offer funding for your event.

Institution or organisation: XXX

Lead Organiser: XXX

Proposed location: XXX

Proposed dates: XXX

Funding awarded from the LMS: £XXX

Please note the conditions set out in the claim form below.

The organisers should complete a final report following the event, which should be returned to womenanddiversity@lms.ac.uk.

The grant may be claimed by completing, signing and returning the enclosed Grant Offer and Claim Form. **Please quote the above reference on all future correspondence about this grant.**

The London Mathematical Society wishes your event every success. If you have any queries please do not hesitate to contact me.

Yours sincerely

Kieran O'Connor

Events Co-ordinator

Enc: Grant Offer and Claim Form, Final Report Form

Grant Offer and Claim Form

Grantee's name and address (lead organiser): XXX	Ref No: XXX
	Event: XXX
	Date(s): XXX
	Amount awarded: £XXX
Conditions of the award:	
<p>(i) The grant shall be used for the purposes stated.</p> <p>(ii) Grants can only be used to support the event in the offer letter attached.</p> <p>(iii) If, for any reason, the event cannot take place the Society should be notified as soon as possible (email: womenanddiversity@lms.ac.uk)</p> <p>(iv) A report on expenditure from the grant and on the activities supported by it shall be sent to the Society on the enclosed form by no later than 3 months after the event.</p> <p>(v) Any unspent part of the grant must be returned to the Society with the above report. Remittance advice for refunds MUST include the grant reference number.</p>	
How to claim the grant:	
<p>1. The grant may be claimed up to three months prior to the date of the event and should be claimed prior to the event.</p> <p>2. Payment will be made to the lead organiser's University or University Department.</p> <p>3. Please complete this form clearly. The form must be signed and returned in hard copy or by e-mail to: Committee for Women and Diversity in Mathematics, London Mathematical Society, De Morgan House, 57-58 Russell Square, WC1B 4HS or womenanddiversity@lms.ac.uk</p> <p>4. Enquiries should be addressed to: Kieran O'Connor, email: womenanddiversity@lms.ac.uk</p> <p>5. Personal data provided on this form may be held and processed on the Society's computer. A summary of the Society's data protection policy, including the rights of subjects upon whom data is held, is obtainable on request.</p>	
To be completed by the grantee (lead organiser) (*please delete as applicable):	
I am claiming the grant before/after* the start of the project.	
I accept the conditions of the grant as notified above and confirm that the amount claimed will be/has been* used fully and solely in accordance with the conditions of the award.	
Amount claimed: £	Date:
Signature of grantee:	Name of grantee:
PLEASE NOTE THAT OUR NORMAL METHOD OF PAYMENT IS VIA BACS (DIRECT BANK TRANSFER)	
Bank Account in the Name of:	Bank Sort Code: <input type="text"/> <input type="text"/> <input type="text"/> - <input type="text"/> <input type="text"/> <input type="text"/> - <input type="text"/> <input type="text"/> <input type="text"/>
Bank Name:	Bank Account No.: <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
Please send the remittance advice to:	Address (if different to grantee's):
Name:	
Email Address:	
Tel No:	
	Your reference (if applicable):
For office use only:	
Authorised by:	Date:
Nominal account no:	Payment Description:
Batch entry:	Payment entry
BACS/Cheque date:	BACS/Cheque no: