**Inclusion and Diversity Fund**

**FINANCIAL AND ACADEMIC REPORT FORM**

**This form must be completed and returned by no later than three months after the event to:**

Kieran O’Connor, Events Co-ordinator, London Mathematical Society**,** De Morgan House, 57-58 Russell Square, London WC1B 4HS.

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| --- | --- | --- |
| Reference number: |  | |
| **Grant holder’s name:** |  | |
| **Grant holder’s institution:** |  | |
| **Title of event:** |  | |
| **Conditions:** | The grant shall be used for the purposes stated in the application. | |
| **Financial Report** | | |
| **Item** | | **Amount £** |
| **INCOME (Please list all sources of income received for caring costs for this event)** | | |
| **LMS Grant:** | | **£** |
| **Other sources of funding (please list):** | | **£**  **£**  **£**  **£** |
| **Total** | | **£** |
| **EXPENDITURE (Please give a breakdown of the expenses the grant covered)** | | |
| **Total LMS Grant Awarded** | | **£** |
| **From the LMS Grant** | | **£**  **£**  **£**  **£**  **£** |
| Total | | £ |
| Underspend on LMS Grant | | £ |
| *If you have not yet claimed the grant please send your completed Grant Offer and Claim Form with this report.*  *Any underspend greater than £10 should be returned to the Society. Please contact* [*womenanddiversity@lms.ac.uk*](mailto:womenanddiversity@lms.ac.uk) *for details on how to do this.* | | |

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| **Academic Report:**  Your report should: (i) provide an outline of the event held, (ii) give an overview of attendees at the event; (iii) provide any feedback received from attendees; (iv) offer any further comments or feedback. |
| *(Continue on another page if necessary.)* |
| **Signature of Grant holder:** |
| **Email address:** |
| *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 from the Committee for Women and Diversity in Mathematics Secretary (*[*womenanddiversity@lms.ac.uk*](mailto:womenanddiversity@lms.ac.uk)*).* |