Economics Student Event Fund (ESEF) Application Form

The Department of Economics has a fund known as the Economics Student Events Fund (ESEF) to which registered LSESU Societies may apply to help with the cost of running a small number of events each year. Students wishing to apply to the fund should fill in this form, including an itemised budget, and submit it via email to the Department of Economics, at [Econ.Link@lse.ac.uk](mailto:Econ.Link@lse.ac.uk) by the Friday of Week 3 in Michaelmas Term, and the Friday of Week 1 in Lent Term. Applications which are received after this date, which are incomplete, and which do not include an itemised budget will not be considered.

All applications will be scrutinised by a meeting of the ESEF sub-committee of the Department of Economics’ Committee, which will meet twice per year, in Week 4 of Michaelmas Term, and in Week 2 of Lent Term.

The sub-committee will award a maximum of £500 for each application, to be set against one or more items listed in the applicant’s budget. Funds will be distributed at the discretion of the Economics Department.

The sub-committee’s decision on each application will be forwarded to the LSESU Student Societies Officer immediately after the meeting. At the same time, the ESEF sub-committee will inform applicants if their application has been successful, and confirm the amount to be awarded.

Only those expenses which comply with the LSE’s Financial Regulations[[1]](#footnote-1) will be considered.

Suitable uses for the ESEF include:

* Catering (except alcoholic beverages)
* Stationery and promotional material
* Travel costs of keynote speaker(s)
* Stewards, cleaning or security staff
* Audio-visual equipment hire

ESEF funding may not be sought for the following:

* General society activities (i.e. those activities relating to the business of running a student society)
* Organised trips, including conference attendance
* Sports or social events
* Career or job market events
* Honoraria or fees for event participants
* Alcoholic beverages
* Monetary prizes

Conditions for ESEF funding:

* Only registered LSE Student Union Societies may apply for the fund[[2]](#footnote-2);
* All events must be held at the LSE;
* All events must be directly related to the discipline of economics;
* All events must comply with LSE and LSESU regulations relating to public events;
* All successful applicants must submit a post-event report of at least 200 words to the Department of Economics at Econ.Link@lse.ac.uk within 2 weeks of the event.

Preference will be given to collaborative events that are co-hosted by or co-organised with other LSE academic departments and societies.

Disclaimers:

* ESEF-funded events may be described in publicity as being held “with the support of the Department of Economics”, but must not imply that they are wholly, partially or jointly sponsored, organised or hosted by the Economics Department;
* The use of the Economics Department’s branding or logo is strictly forbidden;
* Economics support staff will not help organise any part of the event;
* The Economics Department will not provide additional services for the event such as photocopying or IT support.
* No correspondence with applicants will be entered into by any member of the Economics Department. All queries should be emailed to Econ.Link@lse.ac.uk

Application for Economics Student Events Fund (ESEF)

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| **Applicant’s Details** |
| Name of LSESU Society |
| Society Contact 1 (Name, email, mobile number, position in the LSESU Society) |
| Society Contact 2 (Name, email, mobile number, position in the LSESU Society) |
| Social Media details (website URL, Twitter account name, Facebook page, etc.) |
| **Event Details** |
| Proposed date of event |
| Event Title |
| Event Location |
| Event Description |
| How does this event fulfil the criteria for funding set out on page 1 of this form? |
| Is this a recurrent event or a new initiative? |
| What do you hope to accomplish with this event? |
| How and to whom do you plan to publicise the event? |
| Who do you think this event will appeal to? |
| How many people do you expect to attend? |
| **Funding Summary** |
| Amount requested from ESEF |
| How will you use these funds? |
| Do you plan to seek additional funding? If so, please describe[[3]](#footnote-3). |
| **Additional Comments** |
| If you would like to submit a statement in support of your application, please attach it to this form. It should not exceed 300 words in length. |

If you have any questions about the ESEF, or need advice on filling in this form, please email the LSE Societies Development Coordinator.

Itemised Budget for ESEF Application

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Description of Product, Fee, or Service | Vendor | Is Receipt or Quote Attached (Y or N) | **Expenses**  (Amount or Estimate of Expenditure) | **Revenue**  (Donation, Contribution Estimate) |
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| TOTAL: | | | £ | £ |

Total Expenditures £

Less Total Revenue £

Balance £

Amount requested from ESEF[[4]](#footnote-4) £

Only those expenses which comply with the LSE’s Financial Regulations[[5]](#footnote-5) will be considered.

1. See <http://www.lse.ac.uk/intranet/LSEServices/financeDivision/Financial%20Regulations.aspx> [↑](#footnote-ref-1)
2. The ESEF is only available to registered LSESU Societies. If you would like to organise an event, you are advised to join one of these societies, or to start up your own LSESU Society. For details of how to do this, please see <http://www.lsesu.com/activities/howtoguides/> [↑](#footnote-ref-2)
3. Multiple funding sources will increase the likelihood of an application’s success. [↑](#footnote-ref-3)
4. If different from balance, please provide an explanation. [↑](#footnote-ref-4)
5. See <http://www.lse.ac.uk/intranet/LSEServices/financeDivision/Financial%20Regulations.aspx> [↑](#footnote-ref-5)