

**Faculty of Arts and Science Conference Fund**  
**Faculty of Arts and Science**  
**Queen's University**

The FAS Conference Fund provides support for regular faculty members and continuing adjuncts in the Faculty of Arts and Science who are organizing professional conferences, colloquia, symposia, or workshops in the Kingston area or at the Bader International Study Centre in Herstmonceaux. The maximum amount of an award is \$1,000. The funds may be increased to \$3,000 for use as in-kind matching funds for external funding obtained through successful applications to external programs like the SSHRC Connection Grants Program. If an application for external funds is unsuccessful, the applicant will still be eligible for \$1,000 in support.

Funding is awarded on a competitive basis and priority is given to events that (a) reach a broad audience, particularly at the national or international levels, (b) include student participation, particularly involving presentation of their research, and (c) include partnering support from a department or departments. The deadlines for applications are October 1, January 1, April 1, and July 1. Funds must be spent no later than 12 months after the deadline for the competition in which the funding application was submitted. Normally, funding decisions are made, and applicants are informed, no more than two weeks after the relevant application deadline.

Applications should include the following information:

- 1 Name, rank, and unit of the organizer(s) (in the case of a co-organizer, please indicate the name of the other university).
- 2 Description of the conference/colloquium/symposium/workshop
- 3 Proposed date(s), venue, expected number of participants, and a brief description of the participants (e.g., faculty, graduate students) including a statement regarding equity, diversity, and Indigeneity.
- 4 Role of students
- 5 Budget
  - a. Overall anticipated costs (i.e. administration, travel, food/refreshments, publications, facilities)
  - b. Overall expected revenues (i.e. conference fees, sponsorships) and contributions (list sources, amounts and indicate whether each one is confirmed or anticipated)
  - c. Amount requested from the FAS Conference Support Fund (to a maximum of \$1,000)
  - d. An indication of the amount of in-kind funds (to a maximum of \$3,000) requested to match external sources of funding.

Please submit applications in an electronic format (Word or PDF) by email to [FASConferenceFunding@queensu.ca](mailto:FASConferenceFunding@queensu.ca).