

Venetian Institute
13, Greencoat Mansions, Greencoat Row - Westminster
London SW1P 1PG (UK)

The Venetian Institute Research Grants Scheme aims to assist specific projects of research by providing a financial contribution towards research expenses.

Post your completed application form (with the required attachments) to: Venetian Institute – 13, Greencoat Mansions, Greencoat Row, Westminster - London SW1P 1PG (United Kingdom).

NOTES TO APPLICANTS

The Awarding Committee defines research as a major piece of work leading to the advancement of knowledge by original enquiry, which is normally followed by publication.

The number of grants awarded each year will be at the absolute discretion of the Committee and will depend on the actual financial situation of the Fund.

Applicants may apply without prejudice to other funding bodies. If an applicant is eligible for support from her/his institution, she/he should be encouraged to apply there. It is understood that applicants will notify the Venetian Institute immediately on receipt of any other grant.

ELIGIBLE APPLICANTS: - experienced researchers, but not only members of academia. Awards are not restricted in fact to academics; however, non-academic candidates must have some experience in advanced research.

Applicants must normally be over age 30 on June 1st of the year in which the application is received. There is no upper age limit.

Preference will be given to applicants aiming to have publications (papers, books, submitted theses, etc.) arising from the funded research translated into Italian.

PhD research projects - leading to the award of a PhD degree - may also be considered at the discretion of the Committee. Applications from students in their first year of registration will not be accepted.

Applications for group projects may be considered. Each member of a group project who is eligible to be considered for a grant and who is undertaking individual and separate research should apply individually on their own behalf

SUBJECT AREAS: - institutional, social and economic reforms based on the principles of individual liberty, institutional integrity, free enterprise, limited government and commonwealth. Preference will be given to analyses of successful foreign cases and their practical implementation and adaptation to the Venetian situation.

Other types of studies may also be considered at the discretion of the Committee. Please contact us by writing to grants@venezie.org

ELIGIBLE COSTS: - grants are awarded for, or as a contribution towards, expenses such as consumables/stationery, photocopies, maps, photographic costs, visits to libraries and other sources of original material, translation costs.

The Committee will not normally cover the cost of language courses, i.e. language tuition. The cost of attending conferences and the like will not be met. The purchase of books is not normally considered.

VALUE: - Applications will be considered for grants up to a maximum amount of €1,000. Applicants should ensure that the cost estimates they draw up for this application are reasonable and realistic. The Committee will not award grants retrospectively, i.e. for expenses incurred before the decision of the Committee is known.

PARTIAL AWARDS: - Due to the large number of applications received the Committee often makes partial awards and reserves the right not to fund applications in full. If a partial award is made a grantee would be expected to raise the remainder of the sum required. If this is not possible the grant will not be paid.

Requests for the maximum value of the grant have a greater chance of success if support has been obtained from other sources, so that the Fund is asked to make only a contribution.

LANGUAGE: - If research is to be carried out in foreign countries, special attention will be paid to the candidate's proficiency in the language.

CLOSING DATE: - no deadline. Applications are accepted all year round.

COMPLETING THE APPLICATION FORM:

Full information must be given in regard to the following matters:

- **SECTION A: Personal Details.** As indicated on the application form.
- **SECTION B: Education and Employment.** Applicants are asked to provide a record of their education and employment, including details of their current post or course of study, and any skills which would enable them to conduct the research proposed. Candidates should include a brief statement amplifying on their experience in the proposed area of research. Publications by the applicant most relevant to the application should be listed.
- **SECTION C: Details of Research Project.** The Committee needs to know exactly why a grant is required, i.e. what it is to be used for and why the piece of work being undertaken is essential to the specific subject.

In not more than 500 words, and in terms which will be understood by a non-expert, explain the background to the proposed research, the aims and significance of your project and its place in the overall pattern of research in the subject. Explain nature and methodology of your proposed research, its suitability to the objectives of the project and the expected results. Indicate what work has already been done by you or others in this field, and list three publications considered most relevant to the application written by yourself or others.

Applicants may find the following additional guidance helpful:-

- (a) What is the topic of your research? (ca 25 words)
- (b) Why is the topic significant? (ca 50 words)
- (c) What work has already been done and how is the topic treated in the relevant literature? You should list three publications considered most relevant to the application. (ca 125 words)
- (d) What are your research questions? (ca 50 words)
- (e) How, methodologically, will you address these questions? (ca 150 words)
- (f) What are the expected results? (ca 100 words)

Please note:-

- (a) if research is to be carried out in foreign countries, please indicate your language proficiency;
 - (b) if applicable, indicate any collaborative arrangements, and
 - (c) if applicable, possible applications of the potential results of the work.
- **SECTION D: Expenses.** Applicants are asked to provide the estimated expenditure itemised in detail.
 - **SECTION E: Other Funding Sources.** The information in this section should include:
 - (a) whether the applicant has received, has applied for, or is applying for, any grant from any other source for the same object, and if so, with what results;
 - (b) if applicable, the reasons why the applicant has not applied for, or does not intend applying for, a grant from any other source for the same object.
 - **SECTION F: References.** All applicants are required to arrange for two references to be supplied.
Guidance on submitting references, to be given to the referees, is attached. It is the applicant's responsibility to ensure that references are supplied.

A member of academia should arrange for references from the Head of Department (or equivalent) and from one independent academic referee from outside his/her own institution. A postgraduate student must ask his/her supervisor to act as one of the referees.

Applicants who are not members of academia should obtain references from academics who are familiar with their work. Alternatively, the applicant should provide reviews,

citations, excerpts, etc. from newspapers, magazines, and other publications regarding her/his previous research projects. If neither is possible, please contact grants@venezie.org detailing your particular situation.

CONDITIONS OF AWARD:

- If the recipient of a grant wishes to use the grant in any other way than that specified in her/his application, the prior permission of the Awarding Committee must be obtained, failing which the Venetian Institute reserves the right to require a refund.
- The grantee shall furnish the Venetian Institute with a short report on the way the grant has been spent on completion of the grant's purpose. The report shall include a statement of expenses incurred, accompanied by receipts, vouchers, etc. The Committee reserves the right to require the refund of any outstanding balance.
- Within 90 days of completion of the project a Final Research Report shall be submitted showing the results achieved and listing any publications (papers, books, submitted theses, etc.) arising from the funded research.
- All publications containing the results of research which has been aided by a grant from the Venetian Institute Research Fund shall include a statement acknowledging such aid.
- The grantee shall donate to the Venetian Institute's library two copies of all publications arising from the funded research, and shall allow the Venetian Institute to publish excerpts from the above-mentioned publications.
- The grantee shall participate if requested in debates, conferences, presentations and any other event organized by the Venetian Institute in her/his field of research without asking for remuneration or for any other payment.

- ❑ Before returning the completed form please check that you have dated it and ensure that you have included:
 - A Curriculum Vitae, including degrees, awards, publications and subsequent professional experiences;
 - A statement of proficiency in the necessary languages (*if applicable*);
 - A photocopy of your passport/identity card (*personal details page only*);
 - The contact details of two referees.
- ❑ If you send publications, audiotapes, videotapes, slides or certificates, please send copies; we are unable to return these items.
- ❑ It is your responsibility to ensure that your references and application form do arrive at our office. The only way you can be sure that they have arrived is to write to grants@venezie.org
- ❑ If you have any queries regarding your application please write to grants@venezie.org

The VENETIAN INSTITUTE would like to thank you for taking the time to complete your application form. We strive to maximize the amount of funds used to make grants and in order to do so you will only be informed of the result of your application if you are successful. If you have not heard from the Awarding Committee within one month of your initial application date then you should assume that you have been unsuccessful. You may write to grants@venezie.org for the result if you are unsure.



VENETIAN INSTITUTE 13, Greencoat Mansions, Greencoat Row, Westminster, London SW1P 1PG (UK)				
APPLICATION FOR A RESEARCH GRANT				
SUBJECT AREA				
SHORT TITLE OF RESEARCH PROJECT			AMOUNT REQUESTED: €	
SECTION A. PERSONAL DETAILS				
Surname		First Names		Title
Correspondence address		Permanent Correspondence address		
Telephone number:		Permanent telephone number:		
Above address until:				
e-mail address:				
Country of Birth and Nationality		Date of birth	Day	Month
		Year		
SECTION B. EDUCATION AND EMPLOYMENT				
CURRENT POSITION/STATUS				
ACADEMIC QUALIFICATIONS (most recent first)				
EMPLOYMENT RECORD (most recent first)				
EXPERIENCE IN THE PROPOSED AREA OF RESEARCH (append extra sheets if necessary)				

PUBLICATIONS MOST RELEVANT TO THE RESEARCH PROPOSED (with full references) if any.		
Date	Title	Full reference

SECTION C. DETAILS OF RESEARCH PROJECT (not more than 500 words, append extra sheets if necessary)

Venetian Institute

LANGUAGE PROFICIENCY (if applicable)

COLLABORATIVE ARRANGEMENTS (if applicable)

POSSIBLE APPLICATIONS OF THE POTENTIAL RESULTS OF YOUR RESEARCH (if applicable)

SECTION D. EXPENSES (please give detailed breakdown of expected research expenses, give figures in Euros. If you share expenses only state YOUR share. Append extra sheets if necessary)

Venetian Institute

SECTION E. OTHER FUNDING SOURCES (give details of applications made to other fund awarding bodies)

Funding Body	Telephone Number / Email	Amount €	Expected date of decision

It is understood that applicants will notify the Venetian Institute immediately on receipt of any other grant

SECTION F. REFERENCES (All applicants are required to arrange for two references to be supplied)					
Referee one - Name			Referee two - Name		
Address			Address		
e-mail address			e-mail address		
Telephone number			Telephone number		
Relationship to candidate			Relationship to candidate		
Please give a copy of your completed application form to your referees					
SECTION G.					
PREVIOUS APPLICATIONS Have you ever applied to the Venetian Institute for a Research Grant? If so give result, and date of application					
Research Grant	Result	Year	Research Grant	Result	Year
HOW DID YOU LEARN OF THE VENETIAN INSTITUTE RESEARCH GRANTS?					
SECTION H. TERMS OF GRANT If a grant is awarded by the Venetian Institute towards the cost of the Grantee's Research Expenses as described in their application it will be made under the following conditions:-					
(A) That the Grantee has met the necessary criteria of eligibility.					
(B) That the Grantee has provided two references which support her/his application.					
(C) That the Grantee shall use the grant for the purposes described in this application only.					
(D) That the Grantee shall submit a short report on the way the grant has been spent on completion of the grant's purpose and shall give appropriate evidence of expenditure.					
(E) That the Grantee shall submit a Final Research Report, within 90 days of completion of the project, showing the results achieved and listing any publications (papers, books, submitted theses, etc.) arising from the funded research.					
(F) That all publications containing the results of research which has been aided by a grant from the Venetian Institute shall include a statement acknowledging such aid.					
(G) THAT THE GRANTEE SHALL DONATE TO THE VENETIAN INSTITUTE'S LIBRARY TWO COPIES OF ALL PUBLICATIONS ARISING FROM THE FUNDED RESEARCH, AND SHALL ALLOW THE VENETIAN INSTITUTE TO PUBLISH EXCERPTS FROM THE ABOVE-MENTIONED PUBLICATIONS.					
(H) THAT THE GRANTEE SHALL PARTICIPATE IF REQUESTED IN DEBATES, CONFERENCES, PRESENTATIONS AND ANY OTHER EVENT ORGANIZED BY THE VENETIAN INSTITUTE IN HER/HIS FIELD OF RESEARCH WITHOUT ASKING FOR REMUNERATION OR FOR ANY OTHER PAYMENT.					
I confirm the information contained in the application is true		Date	Signed		

REFERENCE (1) RELATING TO AN APPLICATION FOR A VENETIAN INSTITUTE RESEARCH GRANT

The Venetian Institute Research Grants Scheme aims to assist specific projects of research by providing a financial contribution towards expenses such as consumables/ /stationery, photocopies, maps, photographic costs, visits to libraries and other sources of original material, translation costs.

GUIDELINES FOR REFEREES

PLEASE NOTE: The person asking you to supply a reference should have given you a copy of her/his completed application form. When sending your reference letter please attach the completed copy of the application form which the applicant had made available to you.

A large number of applications are submitted. Therefore the Awarding Committee attaches considerable importance to the reports from referees when selecting the most worthy candidates for the very limited funds at its disposal.

It is helpful if in your reference letter you can include information on the following points:-

- (a) How long have you known the applicant, how well and by what route do you know her/him, e.g. have you ever collaborated on a project with the applicant.
- (b) Please comment on (1) the value of the proposed research, and (2) the applicant's ability to carry it out, i.e. does the applicant possess all the necessary skills?
- (c) The appropriateness of the amount applied for to the needs of the project.
- (d) Whether there is a possibility of obtaining financial support from elsewhere.
- (e) **PhD Supervisors please note:**
 - in relation to applications by postgraduate students the Venetian Institute expects that, where appropriate, students will have received research funding from their own institutions and Departments. Supervisors should declare precisely what funds they have available to them and indicate why the costs applied for by the student cannot be met from the supervisor's resources or other sources.
 - The Venetian Institute expects those currently registered for the MPhil to be planning to apply for transfer to the PhD. If appropriate, the Venetian Institute would find it helpful if supervisors of MPhil students could indicate whether or not it is anticipated that the student will be transferred to the PhD degree and, if so, at what stage in the work this will take place.
 - The Venetian Institute cannot act as a major funder of large-scale fieldwork projects.
 - Grants will not normally be made to students in their first year of registration.

**PLEASE SEND YOUR REFERENCE LETTER
(with a copy of the completed application form) TO:
Venetian Institute, 13 Greencoat Mansions, Greencoat Row, Westminster,
London SW1P 1PG (UK)**

TO BE COMPLETED BY THE REFEREE

APPLICANT'S NAME		
REFEREE'S NAME		
PLACE OF WORK		
POSITION		
ADDRESS		
DAYTIME TELEPHONE		
FAX NUMBER		
E-MAIL ADDRESS		
REFEREE'S SIGNATURE		DATE

The Venetian Institute is most grateful to referees for their help. In order to maximize the amount of funds used to make grants we do not acknowledge receipt of reference forms unless specifically requested to do so.

REFERENCE (2) RELATING TO AN APPLICATION FOR A VENETIAN INSTITUTE RESEARCH GRANT

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- (f) How long have you known the applicant, how well and by what route do you know her/him, e.g. have you ever collaborated on a project with the applicant.
- (g) Please comment on (1) the value of the proposed research, and (2) the applicant's ability to carry it out, i.e. does the applicant possess all the necessary skills?
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