The Honorary Treasurer
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SLS Grants' Costings Guidance

Key 'costing' principles

Value for money – costs should be modest and reasonable.
"Reasonable" expenses are those that are cost effective when weighed against the purpose of the activity. Reimbursement in full is not guaranteed if the claim is not considered value for money.

Sustainability of the activity
Before committing to any costs, applicants must review the sustainability of their activity. Given the Society's commitment to sustainability, all of our activities should strive to be eco-friendly and/or by the most economical means.

Inhouse discount/free hire should be considered first
Costs should only be used when it is not possible and/or practical for the home University to pay and/or discount and/or offer free hire for the goods or services, directly. Should your costs include room hire, please explain why your Institution is charging you for this and whether or not you have been able to obtain a discounted rate.

Administrative support
Will usually not be funded for your event (whether internal to your institution or from an external provider) unless there is a strong justification for this due to the complexity of the event. If you are seeking funding for administrative support, please provide a clear explanation as to why it is required.

Costs incurred are for event only - applicant does not receive a personal benefit.

Further **specific guidance** is provided, as follows:

Hospitality: food and beverages
Food and beverages taken as a meal (breakfast, lunch and dinner) can be claimed, but such costs should not be excessive. As a guide, reasonable rates in the UK are:

- Breakfast: £10
- Lunch: £15
- Dinner: £35

This guidance is on a *per meal* basis, per delegate and includes food and beverages.

Note that the Society will reimburse 'reasonable' spend on alcohol as part of conference/event dinners, inclusive within the hospitality rates.

Transportation costs
Given the Society's commitment to sustainability, all modes of travel claimed ought to be eco-friendly and/or by the most economical means.

Online licensing
If you are seeking funding for a Zoom (or similar) licence for an online or hybrid event, please explain why your institution's IT provision may not be used or is unsuitable.

Reimbursement of funds to non UK-applicants or institutions
Where expenses are to be reimbursed to a non-UK applicant or institution, applicants must include any associated bank charges or foreign transaction fees within their funding request.

Bursaries
If you are requesting bursary funding as part of your application, you need to: specify the financial value of each individual bursary; and, explain how these bursaries will be allocated (noting the total number of bursaries; selection criteria; and, the purposes for which the costs will be covered).

Also, please advise whether priority will be given to a category/categories of attendees (e.g. ECRs, underrepresented groups, speakers, etc).

Please note that should this information NOT be provided, the Awarding Panel on behalf of SLS will be unable to award bursaries as part of your application.

Budget presentation and management
All your costings should be as clear and precise as possible. For example, a budget which has £300 for catering and £500 for transportation - the Society's fund reviewers will want to know how these figures are calculated in order to understand if there is value for money and that they conform to our Society's guidelines and/or principles.

Please note if your application is successful funding awarded can only be used for the activities specified in your application to the Society. This applies to each item in your budget. For example, if you are awarded £500 for travel costs and £400 for accommodation, and you find that you only need £300 for travel, you may NOT spend £600 on accommodation without the Society's prior permission.

If you need to request a change in the use of the funds or reallocation of funds, please contact admin@legalscholars.ac.uk, outlining the request and rationale, which will be considered by the Chair of the Committee and Honorary Treasurer.

If there is underspend on the project as a whole, the surplus funds cannot be repurposed in any way that has not received the Society's prior agreement.

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Honorary Treasurer