


<b>Application for a guarantee grant organisation of congress</b>	<b>Faculty of Humanities LUCL</b>	 Leiden University

**Date of application:**

<b>Contact details applicant</b>	<b>Details co-applicants</b>
Name	Name
Office address	Education
Postcode & city	
Phone number	Name
E-mail	Education

**Details of the congress**

Title/theme of congress to be organised

Brief description

Scientific importance

Planned date/period of the congress

**Personnel support**

Temporary assistance to be offered by a project officer

Explanation: (task, number of hours required, etc.):

Secretarial support to be offered by LUCL

Explanation: (renting of venues, catering, mailing invitations, publicity, etc.):

**Other options of obtaining grants for which an application has been filed.**

**Attachments**

1. Tentative program
2. List of guest speakers to be invited
3. Budget including other possible sources of income

- A checklist for the organization of congresses is available at the LUCL Office (1165-204B).
- You are requested to apply for a grant with LUF as well. Refer to [www.luf.nl](http://www.luf.nl)
- Please send the completed form including attachments to Gea Hakker, email [G.C.Hakker@hum.leidenuniv.nl](mailto:G.C.Hakker@hum.leidenuniv.nl)