**BNA Special Interest Group (SIG) application form**

**Please read the SIG Charter before completing the SIG Application**

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| --- | --- |
| Title/topic: |       |
| SIG Chair or Co-Chairs | Name, Institution/Hospital, emailName, Institution/Hospital, email |
| Initial SIG members:*At least 12 people in the initial SIG. It’s expected that all SIG members are members of the BNA, and represent a range of institutions, genders and geographies. See Charter for more information.* |
| Name, Institution/Hosp, emailName, Institution/Hosp, emailName, Institution/Hosp, emailName, Institution/Hosp, emailName, Institution/Hosp, emailName, Institution/Hosp, email | Name, Institution/Hosp, emailName, Institution/Hosp, emailName, Institution/Hosp, emailName, Institution/Hosp, emailName, Institution/Hosp, emailName, Institution/Hosp, email |
| Aim: | Briefly state overall aim of SIG |
| **SIG three year plan***Please give an outline of the SIG’s activities and aims over the coming three years. (Max 350 words)* |
| Outline three year plan for your SIG |
| Specific objectives:*Give specific objectives, with target dates if possible. List as many or few as appropriate.* |
| Objective 1. |
| Objective 2.  |
| Objective 3. |
| Objective 4. |
| Objective 5. |
| Objective 6. |
| Objective 7. |
| Objective 8. |
| Objective 9. |

**SIG funding application:** If you are applying for funding (max £500) please complete below.

|  |  |  |  |
| --- | --- | --- | --- |
| Total amount of funding requested (£):  | Click here to enter text. | Outline budget included\*\*:  | [x] YES [ ]  |
| Account name, number and sort code for making payment\*: | Account name       -  -   |
| Activity/event summary: | Brief outline |
| Full description of activity/event (maximum 750 words)*(please submit a separate document if more space is required*):  | Full description |
| Explain how the funded activities will meet the purpose of BNA SIGs (see SIG Charter) | How this will enable SIG to fulfill its purpose |

\* If successful, funding will be paid by bank transfer to the account stated. It is expected this will be held at the university/institution of the SIG Chair.

\*\* Applications without an outline budget cannot be considered

**SIG chair signature**: *(click on icon to insert image)*



Date: dd/mm/yy

**SIG Co-chair signature** (if applicable): *(click on icon to insert image)*



Date: dd/mm/yy

Please note that:

* SIGs must follow the BNA Policies (<https://www.bna.org.uk/about/policies>)
* The BNA Council has the right to decline applications for a new SIG if it is very similar to an existing SIG.
* SIGs are expected to fulfil its responsibilities (see SIG Charter)
* The BNA Council reserves the right to cease supporting a SIG during the course of its three year term if it feels it is not serving the purpose of a BNA SIG.

If a SIG is applying for and is awarded funding, it will need to:

* submit an outline budget as part of the application.
* Write a short report on how the funding has been used, at the completion of the activity which is funded, which must include evidence of how the SIG has fulfilled its purpose as stated in the SIG Charter. This should include as much quantitative data as possible (e.g. attendance, membership, satisfaction surveys and demographics). Reports should be no longer than 500 words (not including data e.g. survey results). Use of photographs and multimedia for online publication are encouraged.
* This report can be part of the SIG’s annual report to BNA Council.
* Failure to provide a report so will have a bearing on future decisions to support applications submitted by the SIG.
* The BNA may publish reports in whole or in part in their print or online publications.

**FOR OFFICE USE**

Signature of BNA Trustee indicating that the SIG application has been accepted by the BNA Council:
*(click on icon to insert image)*



SIG Starting Date: dd/mm/yy
SIG Date for renewal (dependent on review by BNA Council): dd/mm/yy