**Discribe Workshop Funding Proposal**

This form is to be completed when seeking support for the organisation/delivery of an event associated with the Digital Security by Design Programme.

Prior to formal approval, the submitted request will undergo review by the Discribe Executive team.

Once completed, please email your request to [discribehub@bath.ac.uk](mailto:discribehub@bath.ac.uk)

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| **Requestor Name:** |
| **Requestor Email:** |
| **Name of event:** |
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| **Details including date (including year), venue location, times and estimated delegate numbers:** |
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| **What is the purpose of the event?** |
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| **How does this fit with Discribe or DSbD objectives?** |
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| **How does this bring added value to the Discribe or DSbD programme?** |
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| **Is the event to be delivered in collaboration with another body, e.g. your own university or a stakeholder organisation?**  **Please provide details (nature of the collaboration, funding arrangements etc):** |
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| **Please provide a breakdown of the budget you are requesting.**  **(Please include any travel, accommodation, room hire, catering and/or speaker costs etc. – ensuring these are in line with ESRC regulations):** |
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If you request is successful, a representative from Discribe will initiate contact with you regarding contractual arrangements.

It is important to note that the procurement of new suppliers and/or contracts may entail a prolonged timeframe; hence, we kindly request advance notification to adequately facilitate your requests.