**Summer School Costs Template**

|  |  |  |
| --- | --- | --- |
|  | **£ Cost per person/day/unit**  **(if applicable)** | **TOTALS £** |
| **Lecturers:** |  |  |
| Fees[[1]](#footnote-1) |  |  |
| Travel Expenses |  |  |
| Accommodation/Day Delegate Rate |  |  |
| Meals/Refreshments |  |  |
|  |  |  |
| **Delegates:** |  |  |
| Accommodation/Day Delegate Rate |  |  |
| Reception/Icebreaker |  |  |
| Conference Dinner[[2]](#footnote-2) |  |  |
| Meals/Refreshments |  |  |
| Course Material |  |  |
|  |  |  |
| **Other Costs (if applicable):** |  |  |
| Room Hire |  |  |
| Equipment Hire |  |  |
| Publicity/Website |  |  |
| Admin Costs-Phone/Postage/Wi-Fi/Photocopying/Consumables |  |  |
| Secretarial/Technical Support |  |  |
| Management Fees[[3]](#footnote-3) |  |  |
| Entertainment/Excursions2 |  |  |
| Contingency[[4]](#footnote-4) |  |  |
|  |  |  |
| **Total Cost:** |  |  |
| **Income:** |  |  |
| **Total Funds Requested from STFC** |  |  |

1. A maximum of £170 per day/£85 per half day, as appropriate [↑](#footnote-ref-1)
2. A maximum of £50 (£60 in London) per delegate in total for conference dinner and/or excursion [↑](#footnote-ref-2)
3. If you are using PDRAs or PhD students to manage the school, you may claim costs at the appropriate hourly rate up to £500 or you can claim a one off £500 management fee. [↑](#footnote-ref-3)
4. 5% of the total cost or £1500 (whichever is the least) [↑](#footnote-ref-4)