



Public Lectures Committee

Jim Matthew Fund

The criteria for application to the Fund are as follows:

1. applications can only be made by, or on behalf of, University departments;
2. applications will normally be considered for lectures taking place in the calendar year following the application deadline;
3. applications can be made for either a one-off lecture or a series of lectures;
4. the maximum amount of support the Fund will provide is £1,000;
5. applications must be made via the application form;
6. the Committee reserves the right to support lectures proposed by more than one department in each academic year, nevertheless, the total support for the Jim Matthew Lecture(s) will not exceed £1,000 in any one academic year;
7. the grant may be applied to any legitimate expenses incurred for the lecture(s), *including* fees for the speaker(s);
8. lectures must be open to the public;
9. the lecture should be suitable for a general audience;
10. lectures must take place in an adequately sized venue;
11. lectures must take place at a time which allows maximum audience figures;
12. publicity for any lecture supported by the Fund must be headed 'Jim Matthew Lecture';
13. lectures must be widely advertised across the University (including the King's Manor), in York Explore Library, and in the Open Lectures leaflet (the Events Office can advise on [publicity](#));
14. the Committee will ask for invoices/accounts in support of expenditure;
15. Events taking place during York Festival of Ideas are eligible to apply;
16. the Committee's decision is final.

If you have any enquiries then please contact Sue Bennett, Events Office, on ext. 4778 or sue.bennett@york.ac.uk.