

Humanities Cultural Programme Funding



Indicative Costs - General

Please reference this document when making applications or administering funds from the **Humanities Cultural Programme Project Fund** and the **Humanities Cultural Programme Visiting Fellowship Fund**.

Accommodation, Catering, Travel, Equipment, Services

These costs are indicative only and are designed to act as guide in drafting applications for funding through the Humanities Cultural Programme. This list is not intended to be exhaustive and other costs may also be allowable – please confirm whether costs are allowable with your Event Manager in advance of expenditure. Awardees are advised to confirm costs with chosen suppliers. Please note: **all costs are indicative only and reimbursement will only be made against receipted expenditure.**

Cost Type	Description of Cost	Indicative Cost	Notes
Accommodation	Single night – college room	£80	Dependent on availability
Accommodation ¹	Single night – city centre hotel	Major city: £150 Others: £100	
Catering	Event catering on a University (non-college) site. Costs per head.	Lunch - £8 Tea/Coffee - £2.50 Wine - £5	Alcohol should not be served with lunch
Catering	Subsistence when travelling/for visiting speakers	Breakfast: £10 Lunch: £10 Dinner: £25 Tips: up to 15%	Lunch: No alcohol Dinner: Limited alcohol

¹ These costs and stipulations are in line with University's expenses guidance (<https://finance.admin.ox.ac.uk/claiming-expenses-claimants-guide>).

Travel	Travel which forms a necessary part of the project can be purchased/reclaimed. Funding cannot be used to cover travel to conferences.	<p>Train: should be standard/economy class</p> <p>Car: 45p per mile + 5p per additional passenger</p> <p>Air: should be standard/economy class</p> <p>Taxi: only permissible if no public transport is available</p> <p>Bus/coach: should be standard/economy class</p>	Can be booked through TORCH in advance or <i>reimbursed if preferred</i>
Equipment (including lighting, recording, IT, instruments, etc.)	All equipment purchased using University funds must be returned to the University at the completion of projects. It is often more cost effective to hire rather than purchase equipment.	<p>The following equipment which can be hired from TORCH at no cost (pending availability):</p> <p>Microphones, tripods, video camera, audio recorder.</p> <p>Other equipment costs should be reasonable and larger costs should be agreed in advance.</p>	<p>I.T. equipment should be purchased via I.T.</p> <p>All equipment purchases must be approved in advance.</p>
Services	Online promotion and digital events.	<p>TORCH provides the following in-kind services:</p> <p>Webpage on the TORCH website; promotion via TORCH's social media channels; access to TORCH's Pro Zoom account and digital event delivery support.</p>	Funding cannot be used to cover website hosting/website design as all projects are included on the TORCH website.
Services	<p>Professional photography/videography (per hour)</p> <p>Professional recording.</p>	<p>Photography: £75-125</p> <p>Videography: £220-£300</p> <p>Additional editing: £65</p> <p>Costs should be reasonable and larger costs should be agreed in advance.</p>	<p>Filming should be booked through the University's preferred suppliers where possible.</p> <p>Recording and post-production costs can also be included but fees should be discussed in advance.</p>

Venue Hire	Venue Hire for performance/rehearsal/exhibition/display or other.	TORCH can provide access to a number of venues at no cost. For other venues or specialist venues, costs should be reasonable and agreed in advance with the Event Manager.	
Consumables	Project expenses such as costume, film, exhibition materials, etc.	Costs should be reasonable and larger costs should be agreed in advance.	All expenditure should be documented with receipts.
Licensing/distribution	Fees for film screenings, use/reproduction of copyright materials etc.	Costs should be reasonable and larger costs should be agreed in advance.	All expenditure should be documented with receipts.
