



ANZSOC Local Event Support Scheme

Guidelines

ANZSOC is pleased to provide funding up to \$1000 for local events that support and promote criminology in Australia and New Zealand.

The money could be used to fund costs such as:

- Speaker travel and accommodation
- Fees for venue hire
- Costs for digital activities (such as recording of audio and video files)
- Costs associated with remote access such as webinars for online conference
- Advertising
- Catering

Alternatively, you are welcome to get in touch with the ANZSOC Manager to discuss your event proposal and support requirements for which you are seeking funding.

Proposals may only be submitted by ANZSOC members and they will be viewed favourably if they:

- provide added benefit for existing ANZSOC members
- result in content that can be shared with ANZSOC members
- encourage new members to join
- support undergraduate and/or postgraduate students' participation
- supports industry engagement

Application process

Funding approval is dependent upon the merit of the application and ANZSOC's financial position at the time of the application. All applications require approval of the Committee of Management.

Applications for local event funding can be submitted two weeks before each monthly CoM meeting to ensure timely consideration. In that regard, applications should be submitted according to the schedule of dates presented in the table below. Applications that are received by the recommended date will be considered at the next Committee of Management meeting.

Application forms must be completed and submitted to the ANZSOC Manager at info@anzsoc.org.

Table: 2025 submission dates for local event support scheme to ANZSOC Manager

Submit your local event support scheme application on or before,	To be considered at CoM monthly meeting on:
Thursday, 27 February	Thursday, 13 March
Thursday, 27 March	Thursday, 10 April
Thursday, 1 May	Thursday, 15 May
Thursday, 29 May	Thursday, 12 June
Thursday, 26 June	Thursday, 10 July
Thursday, 31 July	Thursday, 14 August
Thursday, 28 August	Thursday, 11 September
Thursday, 25 September	Thursday, 9 October
Thursday, 30 October	Thursday, 13 November

Pre-event requirements

The support of ANZSOC must be acknowledged on materials relating to all activities funded under this scheme. The ANZSOC Manager will provide the ANZSOC logo (high-resolution jpeg format) to be included in all marketing materials.

The local event organiser/s are expected to publicise the event through their own channels, and to facilitate promotion to all members via the ANZSOC website, member mailing lists, and ANZSOC social media platforms. Event organisers must provide the ANZSOC Manager with copies of all marketing material so the event can be publicised by ANZSOC. If social media is used on the day, any ANZSOC tags should be used in posts related to the event.

Post-event requirements

Local event organiser/s are required to provide an acquittal report detailing how all funds provided under this scheme have been spent. Acquittal reports must be sent by email to the ANZSOC Manager within four weeks of the event. Reports must include Tax Receipts for all

funded items that will then be reimbursed by the ANZSOC Treasurer. Alternatively, invoices can be paid for directly by the ANZSOC Treasurer.

Expenses beyond the agreed upon funding will not be covered unless otherwise agreed.

A short report (including pictures) should be provided to the ANZSOC Newsletter Editor via the ANZSOC Manager as soon as possible after the event, to be featured in *PacifiCrim*.