



NINO Conference Subsidy

version October 2026

Important

NINO Conference Subsidies are awarded for the organisation of a workshop, conference or other scientific event (max. € 2.000). For smaller events, or for events aimed at the broader public, we offer NINO Outreach Allowances (max. € 300).

NINO Conference Subsidies are to be used for the *organisation* of a conference, not *participation* in a conference.

Meetings of researchers and (advanced) students in the fields covered by NINO, and organized by a scholarly institution in the Netherlands, are eligible.

The main applicant should be affiliated to a Dutch university, museum or other academic institution.

The Subsidy cannot be used retroactively, i.e. for a conference or symposium with a starting date earlier than the award date.

Application

The application should consist of:

- a cover letter, offering contact details of the applicant;
- a brief abstract of the nature, purpose and envisioned outcome of the event (max. 300 words);
- a (preliminary) program, including a list of speakers and lecture titles (if impossible, a list of speakers and topics to be discussed);
- a budget table, including information on other funds received or applied for.

The three items should be combined in a single pdf and uploaded through the application form on the NINO website: www.nino-leiden.nl/funding/nino-conference-subsidy

Deadlines for application

<i>Deadline for application*</i>	15 February	15 May	15 August	15 November
Approximate award date**	April	July	October	January
Grant to be used until	April next year	July next year	October next year	January next year

* *Applications submitted until this date are reviewed in the next Academic Committee meeting.*

** *Date when the Academic Committee's decision is communicated to applicants.*

Applications are considered four times per year by the NINO Academic Committee. Subsidies are awarded until the budget is spent (total annual budget for Conference Subsidies: € 6.000).

A Conference Subsidy should be used within 12 months following the award.



Budget

Eligible and ineligible costs

Costs to be covered by the subsidy may include

- hire of a conference location and/or rental of audiovisual equipment;
- printing of program booklets etc.;
- travel and accommodation costs for (keynote) speakers;
- catering: coffee/tea/refreshments during breaks, drinks and light snacks (*borrel*) at the end of the program, dinner for speakers, organisers, invitees.

Please note that this is not an exhaustive list, and that not all items listed may be relevant for each event. We recommend to keep catering costs modest.

Not covered are:

- touristic excursions;
- partner programmes;
- printing subvention for conference proceedings.

Include in your budget other funds or awards that you obtained or applied for regarding this event.

Example of budget table

(Use Excel to automate additions)

<i>Expenses</i>	<i>Estimated amount</i>	<i>Supplier</i>	<i>Remarks</i>
flight Berlin-Amsterdam keynote speaker XYZ	€ 200	KLM	speaker has booked flight and will submit expense claim
accommodation keynote speaker XYZ	€ 250	Hotel Nieuw Minerva, Leiden	
coffee/tea during morning and afternoon break	€ 300	UFB Catering	invoice expected ca. 2 weeks after event
...			
Total expenses	€ 750		
Subsidies			
CWB grant	€ 250	Leids Universiteits Fonds	application submitted; decision expected after CWB meeting of (date)
Conference Subsidy	€ 500	NINO	
...			
Total subsidies	€ 750		

Award

Receiving a NINO subsidy

If a NINO Conference Subsidy is awarded or partially awarded, NINO will transfer the awarded amount to the organisers' home institution – not to a private bank account.

Please provide:

- your home institution's IBAN (bank account number);
- precise name of bank account holder;
- address of bank account holder (street, postal code and city);
- email address of contact person (yours or your financial department's);
- details to be included with transfer (usually: project number indicated by your home institution).

For departments of Leiden University, we can usually transfer granted subsidies directly to a cost centre number or project number.



Conference preparations

Please mention NINO as a partner of the event where relevant, e.g., on posters announcing the conference, in the program booklet, etc.

Use the NINO logo to indicate our support when appropriate. Official versions of our logo can be downloaded from our website: www.nino-leiden.nl/funding/nino-logo-for-use-by-grantees (do not copy the logo in the header of our web pages, which is suited only for use on our website).

Please inform us which website and/or social media accounts will post announcements on your conference, so NINO may share them via our social media channels: [Facebook](#), [Instagram](#), [LinkedIn](#), and [Bluesky](#) (tag our account if appropriate).

If your project is sponsored by several subsidy givers, please make sure that all are mentioned in a way proportionate to their contributions.

When posting messages you would like us to share, please email to NINOfunding@hum.leidenuniv.nl.

After the conference

Within two months after the meeting was convened, send us a brief report of the results and an updated budget table reflecting all actual costs. The report may be included in the NINO newsletter; the budget table is not meant for publication.

Guidelines for funding reports to be published in the NINO newsletter: ca. 500 words (in English or Dutch) plus two or three relevant images (e.g. photos taken during the event, conference logo). Please send images as separate files, not pasted into a text document.

If € 100 or more has remained unused from the NINO Conference Subsidy, we ask that you transfer the remainder back to us.

N.B.: Keep invoices and receipts on file for your home institution's administration, but do not attach them to the updated budget table.

The Netherlands Institute for the Near East
Nederlands Instituut voor het Nabije Oosten

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 NINOfunding@hum.leidenuniv.nl

The NINO research centre is part of Leiden University (Faculty of Humanities, LIAS).

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Het NINO-onderzoekscentrum is onderdeel van de Universiteit Leiden (FGW-LIAS).