



Minderoo-Oxford Challenge Funding Indicative Costs

Please reference this document when making applications or administering funds from the Minderoo-Oxford Challenge Fund.

All costs given are indicative and designed to act as a guide in drafting applications only. Payments of any type must be discussed with TORCH at the point of award.

For enquiries, please email: hcp@torch.ox.ac.uk.

Fees (*general support – for example, a post holder paying a student helper for a conference*)

The following indicative costs are for individuals providing general support. TORCH provides some project/event/activity support as part of its in-kind package.

LEVEL	COST	PAYMENT PROCESS
UG	G5.1 (£13.67 ph)	Casual Contract
PGR/PGT	G7.1 (£17.29 ph)	Casual Contract
Early Career	G7.1 (£17.29 ph)	Payroll
Postholder	<i>(not eligible)</i>	<i>(not eligible)</i>
External (new graduate)	G5.1 (£13.67 ph)	Invoice
External (3 yrs' experience)	G7.1 (£17.29 ph)	Invoice
External (5 yrs' experience)	G7.1 (£17.29 ph)	Invoice

Note: External parties are individuals that are self-employed or employed by a private company that is not part of the University of Oxford or its colleges.

Fees (*speaker fees etc.*)

If suppliers are unknown and if quotes cannot be obtained for the purpose of your application, please contact TORCH for further guidance: hcp@torch.ox.ac.uk.

Please note that speaker fees will not usually be paid where the speaker has an employment contract with the University of Oxford, which covers work of this type.

General costs guide (Accommodation, Catering, Travel, Equipment, Services)

This list is intended as a guide only, and is not exhaustive.

Cost Type	Description of Cost	Indicative Cost	Notes
Accommodation	College room	£80	One night
Accommodation	City centre hotel	Major city: £150 Others: £100	One night
Catering	University (non-college) site.	Lunch - £8 Tea/Coffee - £2.50 Wine - £5	Costs per head
Catering	Subsistence when travelling/for visiting speakers	Breakfast: £10 Lunch: £10 Dinner: £25 Tips: up to 15%	Lunch: No alcohol Dinner: Limited alcohol
Equipment (e.g lighting, recording etc.)	It is often more cost effective to hire rather than purchase equipment.	We advise hiring equipment from the University in the first instance, where possible.	Equipment purchases must be approved in advance.
Travel	Travel can be purchased/reclaimed. Receipts must be kept.	Car: 45p per mile + 5p per additional passenger Train, Air and Coach must be standard/economy class	TORCH may be able to support with bookings
Services	Professional photography/videography (per hour)	Photography: £75-125 Videography: £220-£300 Additional editing: £65 Professional livestreaming: up to £1000	Costs should be reasonable
Services	Online promotion and digital events.	TORCH provides in-kind services	Funding cannot be used to cover website hosting/website
Venue Hire	performance/rehearsal/exhibition/display or other	Costs vary. TORCH can support with some venue spaces or support with a digital event.	Seek quotes in advance of your application