**GUIDANCE NOTES**

PURPOSE OF ALICE HORSMAN FUND

The Alice Horsman Fund was established in 1953. Its two aims are:

1. To provide alumni with opportunities to travel at such time in their careers as may be of most value to them, in order to either broaden their experience of other countries and their peoples or to carry out research
2. To support alumni in a significant career change

ELIGIBILITY

All Somerville alumni are eligible with the exception of visiting and associate students. It is not possible to use the fund to support course-related travel or research costs incurred by alumni studying at other universities or Oxford colleges. This includes Bachelor of Medicine and Bachelor of Surgery (BMBCH) students. Priority will be given to applicants who have not received previous awards.

Applicants should be in need of financial support, and be able to demonstrate that their proposed project meets one of the two aims of the Alice Horsman Fund:

1. To support travel in order to either broaden experience or carry out research
2. To support a significant career change

There is more information at [Alice Horsman Scholarships for Alumni](https://www.some.ox.ac.uk/awards-horsman-alumni/). The planned travel or project must start after Wednesday 16th June. It is not possible to be considered for retrospective funding unless there are exceptional circumstances.

AWARD LEVELS

Up to £1,000. In exceptional circumstances, it is possible to make awards of £2,000.

DECISIONS

All applications will be acknowledged once the deadline has passed. Decisions will be made by the Somerville College Travel and Special Project Grants Committee in June. All applicants will be notified of the outcome by Wednesday 23rd June at the latest.

REPORTING

Successful applicants will be expected to submit a brief report after the completion of their project.

NOTES FOR APPLICANTS

Please complete the application form and email it to the [Scholarships and Funding Officer](mailto:scholarships.funding.officer@some.ox.ac.uk) with any evidence of estimated or actual costs. The deadline is 12 noon on **Monday 31st May.** Please include **HORSMAN2021** in the subject line of the email.

NOTES FOR REFEREES

Please email your reference to the [Scholarships and Funding Officer](mailto:scholarships.funding.officer@some.ox.ac.uk) by 12 noon on **Wednesday 9th June.** Your reference should comment on the planned project and how it will benefit the applicant.

SUMMARY OF DATES

|  |  |
| --- | --- |
| Monday 31st May | Deadline for the applicant to email the form and any evidence of costs to the Scholarships and Funding Officer. Please include **HORSMAN2021** in the subject line of the email. |
| Wednesday 9th June | Deadline for the referee to email their reference to the Scholarships and Funding Officer. |
| Wednesday 16th June | The planned project or travel must start after this date. |
| Wednesday 23rd June | All applicants will be notified of the outcome. |

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| **APPLICATION FORM** | | | | | |
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| APPLICANT DETAILS | | | | | |
|  |  |  |  |  |  |
| Forename |  | | Surname |  | |
|  |  |  |  |  |  |
| Email address |  | | Surname at Somerville |  | |
|  |  |  |  |  |  |
| EDUCATION | | | | | |
|  | | | | | |
| Please include details of your previous course(s) at Somerville and any other higher education institutions. | | | | | |
|  | | | | | |
| Course |  | | Start date |  |  |
|  |  |  |
| End date |  |  |
|  |  | |  |  |  |
| Institution |  | | Result |  | |
|  |  |  |  |  |  |
| Course |  | | Start date |  |  |
|  |  |  |
| End date |  |  |
|  |  | |  |  |  |
| Institution |  | | Result |  | |
|  |  |  |  |  |  |
| Course |  | | Start date |  |  |
|  |  |  |
| End date |  |  |
|  |  | |  |  | |
| Institution |  | | Result |  | |
|  |  |  |  |  |  |
| POST-SOMERVILLE ACTIVITIES | | | | | |
|  |  |  |  |  |  |
| Please include details of your activities post-Somerville. | | | | | |
|  | | | | | |
| Activity e.g. employment or voluntary work |  | | | | |
|  |  |  |  |  |  |
| Start date |  |  | End date |  |  |
|  | | | | | |
| Activity e.g. employment or voluntary work |  | | | | |
|  |  |  |  |  |  |
| Start date |  |  | End date |  |  |
|  | | | | | |
| Activity e.g. employment or voluntary work |  | | | | |
|  |  |  |  |  |  |
| Start date |  |  | End date |  |  |
|  | | | | | |
| Activity e.g. employment or voluntary work |  | | | | |
|  |  |  |  |  |  |
| Start date |  |  | End date |  |  |

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| --- | --- | --- | --- | --- | --- |
| PROJECT | | | | | |
|  | | | | | |
| Brief description of travel or project |  | | Location(s) |  | |
|  |  |  |  |  |  |
| Start date |  | End date |  | Length |  |
|  | | | | | |
| COSTS | | | | | |
|  | | | | | |
| Total cost | £ | Travel | £ | Fees | £ |
|  |  |  |  |  |  |
| Accommodation | £ | Subsistence | £ | Other costs | £ |
|  | | | | | |
| Please provide details of these costs below | | | | | |
|  | | | | | |
|  | | | | | |
|  | | | | | |
| FUNDING | | | | | |
|  | | | | | |
| Your contribution | £ |  |  |  |  |
|  |  |  |  |  |  |
| Description of other funding |  | | Amount | | £ |
|  |  |  |
| Is the funding pending or confirmed? | |  |
|  |  |  |
| Notification date if pending | |  |
|  |  |  |  |  |  |
| Description of other funding |  | | Amount | | £ |
|  |  |  |
| Is the funding pending or confirmed? | |  |
|  |  |  |
| Notification date if pending | |  |
|  |  |  |  |  |  |
| Description of other funding |  | | Amount | | £ |
|  |  |  |
| Is the funding pending or confirmed? | |  |
|  |  |  |
| Notification date if pending | |  |
|  | | | | | |
| Description of other funding |  | | Amount | | £ |
|  |  |  |
| Is the funding pending or confirmed? | |  |
|  |  |  |
| Notification date if pending | |  |
|  | | | | | |
| Please indicate how much you are applying for and any previous award(s) | | | | | |
|  | | | | | |
|  | | | Amount sought |  | Previous award(s) |
|  | Alice Horsman Scholarship for Alumni | | £ |  | £ |
|  |  |  |  |  |
|  |  |  |  | £ |

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| --- | --- | --- | --- | --- | --- |
| SUPPORTING STATEMENT | | | | | |
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| Please give a fuller description of your planned project, and explain how it meets one of the two aims of the Alice Horsman Fund:  1. To support travel in order to either broaden experience or carry out research  2. To support a significant career change | | | | | |
|  | | | | | |
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| REFEREE DETAILS | | | | | |
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| Please note that it is the responsibility of the applicant to ensure the reference is submitted by the deadline. The college will not approach referees. | | | | | |
|  |  |  |  |  |  |
| Forename |  | | Surname |  | |
|  |  |  |  |  |
| Organisation |  | | Relationship to applicant |  | |