**GUIDANCE NOTES**

The Alice Horsman Fund was established in 1953. Its purpose is (a) 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 and (b) to support alumni in a significant career change.

ELIGIBILITY All Somerville alumni are eligible with the exception of visiting and associate students. Alumni who are currently studying at Somerville are not eligible. 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 students. 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:

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

The planned travel or project must start after Wednesday 22nd May. It is not possible to be considered for retrospective funding unless there are exceptional circumstances. There is limited funding available so priority will be given to those who have not previously received awards.

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 Somerville College Travel and Special Project Grants Committee in May. All applicants will be notified of the outcome by Wednesday 29th May at the latest.

NOTES FOR APPLICANTS Please complete the application form and email it to [student.funding@some.ox.ac.uk](mailto:student.funding@some.ox.ac.uk) with any evidence of estimated or actual costs. The deadline is **12 noon on Monday 6th May.** Please ensure that you complete all sections of the application form and do not convert it into a PDF. You should also arrange for a reference to be submitted on your behalf by **12 noon on** **Wednesday 15th May.** Please note that the College will not approach referees.

NOTES FOR REFEREES Please email your reference to [student.funding@some.ox.ac.uk](mailto:student.funding@some.ox.ac.uk) by **12 noon on** **Wednesday 15th May.** Your reference should comment on the planned project and how it will benefit the applicant.

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

QUERIES If you have any queries, please email the [Scholarships and Funding Officer](mailto:scholarships.funding.officer@some.ox.ac.uk).

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| **APPLICATION FORM** | | | | | |
|  | | | | | |
| APPLICANT DETAILS | | | | | |
|  | | | | | |
| Name |  | | | | |
|  | | | | | |
| Course at Somerville |  | | Start year |  | |
|  | | |
| End year |  | |
|  | | | | | |
| Email address |  | | | | |
|  |  |  |  |  |  |
| PROJECT DETAILS | | | | | |
|  | | | | | |
| Title of project |  | | | | |
|  | | | | | |
| Location(s) |  | | | | |
|  | | | | | |
| Start date (DD/MM/YY) |  | End date (DD/MM/YY) |  | Length |  |
|  | | | | | |
| PROJECT COSTS | | | | | |
|  | | | | | |
| **Total cost** | **£** | Travel | £ | Fees | £ |
|  |  |  |  |  |  |
| Accommodation | £ | Subsistence | £ | Other costs | £ |
|  | | | | | |
| Please provide additional information about these costs below. | | | | | |
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| PROJECT FUNDING | | | | | |
|  | | | | | |
| Please provide details of all funding below, both pending and confirmed. You should also include any personal contribution. | | | | | |
|  | | | | | |
| Brief description of funding |  | | Amount | | £ |
|  |  |  |
| Pending or confirmed | |  |
|  |  |  |
| Notification date if pending | |  |
|  | | | | | |
| Brief description of funding |  | | Amount | | £ |
|  |  |  |
| Pending or confirmed | |  |
|  |  |  |
| Notification date if pending | |  |
|  | | | | | |
| Brief description of funding |  | | Amount | | £ |
|  | | |
| Pending or confirmed | |  |
|  | | |
| Notification date if pending | |  |
|  | | | | | |
| Brief description of funding |  | | Amount | | £ |
|  | | |
| Pending or confirmed | |  |
|  | | |
| Notification date if pending | |  |
|  | | | | | |
| Please indicate the amount you are applying for | | | | | |
|  | | | | | |
| **Alice Horsman Scholarship** | | **£** |  |  |  |

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| **APPLICATION FORM CONTINUED** |
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| ACTIVITIES POST-SOMERVILLE |
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| Please briefly summarise your activities post-Somerville. Examples could include further study, employment, voluntary work. |
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| PROJECT OVERVIEW |
|  |
| Please give a summary 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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