**GUIDANCE NOTES**

|  |  |  |  |
| --- | --- | --- | --- |
|  | PURPOSE OF AWARD | ELIGIBILITY | PROJECT DEADLINE |
| [Travel and Special Project Grants](https://www.some.ox.ac.uk/funding-and-opportunities/awards-for-travel-projects-internships-and-personal-development/travel-special-project-grants-pg/) | To fund academic-related activity such as discretionary travel or projects. Core or compulsory elements of a student’s degree cannot be funded through these awards. | Enrolled graduates in the first four years of their course. Students who are on suspension, visiting students, associate students and finalists whose project will take place after the end of their course are not eligible. | 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. |
| [Catherine Hughes Grants](https://www.some.ox.ac.uk/funding-and-opportunities/awards-for-travel-projects-internships-and-personal-development/catherine-hughes-grants/) | To fund initiatives to raise aspirations and expand horizons in the student community with a focus on intellectual curiosity and social conscience. | Enrolled graduates including research graduates who have submitted their thesis, but not yet received leave to supplicate. Students who are on suspension, visiting students and associate students are not eligible. |  |
| [Dr Stephanie Dalley Internship Awards](https://www.some.ox.ac.uk/funding-and-opportunities/awards-for-travel-projects-internships-and-personal-development/internship-awards/) | To fund internships with non-profit organisations, be they cultural or charitable. |  |  |
| [Alice Horsman Grants](https://www.some.ox.ac.uk/funding-and-opportunities/awards-for-travel-projects-internships-and-personal-development/alice-horsman-grants/) | To (a) fund travel to broaden experience or carry out research or (b) to support a significant career change. | Enrolled graduates in the final year of their course. Students who are on suspension, visiting students and associate students are not eligible. | The planned travel or project must start after the course completion date. |

AWARD LEVELS The following award levels will apply unless there are exceptional circumstances. All the figures shown are the maximum amounts available over the length of the course.

|  |  |  |  |
| --- | --- | --- | --- |
|  | Travel within the UK or outside Europe(standard award) | Travel within Europe which does not involve flying (increased by 20%) | Travel within Europe which involves flying (reduced by 20%) |
| Travel and Special Project Grants(1 year courses) | £400 | £480 | £320 |
| Travel and Special Project Grants(2 year courses) | £800 | £960 | £640 |
| Travel and Special Project Grants(3 or 4 year courses) | £1,150 | £1,380 | £920 |
| Catherine Hughes Grants | £3,000 | £3,600 | £2,400 |
| Dr Stephanie Dalley Internship Awards | £4,000 | £4,800 | £3,200 |
| Alice Horsman Grants | £500 | £600 | £400 |

Please note that travel to places where students are usually resident when not in Oxford will not normally be funded.

APPLICATION PROCESS FOR STUDENTS Please complete Section 1 of the application form and email it to your Supervisor, copying in student.funding@some.ox.ac.uk. We recommend that you do this by Monday 29th April. This is to allow enough time for your Supervisor to complete their section and submit the form on your behalf. You should also include any evidence of estimated or actual costs. Please ensure that you complete all sections of the application form and do not convert it into a PDF. You do not need to ask your College Adviser for their comments as this will be done on your behalf after the deadline. Please do not exceed the word limits specified.

NOTES FOR SUPERVISORS Please complete Section 2 of the application form and email it to student.funding@some.ox.ac.uk by **12 noon on Monday 6th May.**

NOTES FOR COLLEGE ADVISERS Please complete Section 3 of the application form by **12 noon on Wednesday 15th May.**

DECISIONS All applications will be acknowledged once the deadline has passed. Decisions will be made by Somerville College Travel and Special Project Grants Committee during 5th week of Trinity Term. All applicants will be notified of the outcome by Wednesday 29th May at the latest.

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| --- |
| **SECTION 1 – TO BE COMPLETED BY THE STUDENT** |
|  |
| STUDENT DETAILS |
|  |
| Name |  |
|  |
| Course |  |
|  |
| PROJECT DETAILS |
|  |
| Title of project |  |
|  |
| Location(s) |  |
|  |
| Start date (DD/MM/YY) |  | End date (DD/MM/YY) |  | Length |  |
|  |
| PROJECT COSTS |
|  |
| **Total cost** | **£** | Travel (flying) | £ | Travel (not flying) | £ |
|  |
| Accommodation | £ | Subsistence  | £ | Other costs | £ |
|  |
| Please enter all costs including those being funded from other sources. You should check the figures are correct and add up to the total cost. Please provide a detailed breakdown of these costs below. |
|  |
|  |
| PROJECT FUNDING |
|  |
| Please provide details of all other 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 |  |
|  |
| FUNDING APPLIED FOR |
|  |
| Please indicate which awards you are applying for and the amount if known. You should check the figures are correct and add up to the total amount sought. |
|  |
|  | Yes |  | No |  | Amount if known |
|  |
| Travel and Special Project Grant |  |  |  |  | £ |  |
|  |
| Catherine Hughes Grant |  |  |  |  | £ |  |
|  |
| Dr Stephanie Dalley Internship Award |  |  |  |  | £ |  |
|  |
| Alice Horsman Grant |  |  |  |  | £ |  |
|  |
| **Total amount sought** |  | **£** |  |

|  |
| --- |
| **SECTION 1 CONTINUED – TO BE COMPLETED BY THE STUDENT** |
|  |
| ALL APPLICATIONS Please give a brief summary of your planned travel or project (300 words max) |
|  |
|  |
| TRAVEL AND SPECIAL PROJECT GRANT APPLICATIONS **ONLY** Please briefly explain how your planned travel or project is related to your course (150 words max) |
|  |
|  |
| CATHERINE HUGHES GRANT APPLICATIONS **ONLY** Please briefly explain how your planned travel or project meets the [purpose of the Catherine Hughes Fund](#CHG) (150 words max) |
|  |
|  |
| ALICE HORSMAN GRANT APPLICATIONS **ONLY** Please briefly explain how your planned travel or project meets the [purpose of the Alice Horsman Fund](#ahg) (150 words max) |
|  |

|  |
| --- |
| **Section 2 – to be completed by the SUPERVISOR** |
|  |
| Name |  |
|  |
| Department |  |
|  |
| Do you support this application? |
|  |
| Yes |  |  |  |
|  |
| No |  |  |  |
|  |
| Please briefly comment on the student’s planned travel or project. If it is related to their course, please explain how it will benefit their studies. |
|  |
|  |
| **Section 3 – to be completed by the college adviser** |
|  |
| Name |  |
|  |
| Do you support this application? |
|  |
| Yes |  |  |  |
|  |
| No |  |  |  |
|  |
| Please briefly comment on the student’s planned travel or project. If it is related to their course, please explain how it will benefit their studies. |
|  |