

## EXPANDING HORIZONS PROGRAMME (EHP) GRANT

### NOTES OF GUIDANCE

**Please read these notes before completing your application.**

Purchases of academic materials such as books or software are covered separately by the Academic Grant. Academic travel directly related to your degree studies is covered by the Academic Support Fund.

**Deadlines for student applications** are: 12 pm (noon) on Thursday -1<sup>st</sup> Week and 4<sup>th</sup> Week in Hilary and Trinity Terms.

**Tutor's/Advisor's recommendations are due** by 12 pm (noon) Thursday 0<sup>th</sup> Week and 5<sup>th</sup> Week in Hilary and Trinity Terms.

1. Through the generosity of an alumnus, EHP Grants are available to students of St. John's to fund projects which focus on their intellectual gain through engaging with ideas and/or disciplines beyond their degree subject.

Recent successful applications have included support for courses in languages and cultural or artistic subjects not directly connected to the student's course of studies, and opportunities for intellectual gain. It is envisaged that the majority of activities for which applications are supported will take place during the Easter or Long Vacations.

Where we receive more applications that can be funded, we will support those which seem best to demonstrate real value to the recipient of the proposed work. The terms of the scheme lay particular emphasis on the demonstrable broadening of intellectual horizons of the recipient.

2. You are expected to discuss your plans with your tutor or advisor and confirm they have agreed to support the application. We recommend that you save a copy of your application and forward it to them with a request that they kindly complete the on-line recommendation form [here](#) before the end of Thursdays of 0<sup>th</sup> and 5<sup>th</sup> Weeks in Hilary and Trinity Terms.

You should include in your application a clear statement of the purpose of your planned activity, the desired outcome in terms of learning opportunities, and in particular the ways you believe it will provide intellectual stimulus and/or cultural enrichment.

3. Use *only* the on-line application form [found here](#). Additional material will not be accepted.
4. Applications received after the relevant event has started will **NOT** be accepted.
5. Finalists are not normally eligible to apply for an EHP grant. You must be an enrolled student for the period of travel/activity proposed in your application.
6. First-year undergraduates planning to apply for travel over the Long Vacation should note that payment of their grant is conditional upon passing their First Public Examination (i.e. Prelims) at the first attempt. Awards will be paid after the FPE results are known. Should a student not pass their FPE, the grant will be withdrawn.
7. The College expects to meet only a proportion of expenses, except under the circumstances outlined in point 9 below. While you may apply for more than one

grant in a year, you should be aware that the College is unlikely to fund more than the max cap amount per year (see point 9).

8. When there is a strong demand for grants, one of the factors taken into account when considering each request will be the number of times you have previously applied for such a grant and the amounts given.
9. You are expected to quote reasonable figures for both travel and subsistence in British sterling. The maximum grant awarded to students will usually be 100% of costs up to £312 or 50% of costs up to an annual maximum of £780, with the possibility of the £780 cap being lifted in exceptional circumstances only.

Holders of Crankstart or Oxford Care-Experienced and Estranged Student Bursaries, REACH or JAMES Scholarships, will be eligible to receive 100% of their request up to a maximum of £780.

10. If you have substantial outstanding battels and do not have hardship or other arrangements in place for delayed payment of battels, payment of the EHP Grant will be withheld.
11. EHP Grants are not transferable, and must be used for the purposes outlined in your application. Should your plans be altered or cancelled, you must inform the Academic Office as soon as possible.
12. You are required to follow any relevant UK government guidance on travel and to include in your costings adequate provision for any expenses such as travel health insurance and testing as applicable. You are responsible for ensuring that suitable arrangements are in place, and you travel at own risk. The College cannot assume liability for any cost incurred in connection with your project.
13. Successful grant applicants are required to submit all receipts for expenses covered by the grant and a report (approximately 1,000 words) on what they have learnt through their activities and the extent to which they consider how much their own intellectual horizons to have been expanded by their trip, referring back to their original application. The report should be submitted by Monday of 0<sup>th</sup> Week of the term following the completion of the trip/activity. You are very welcome to add photographs to your written report. If you wish to see an example of a report, please contact [grants@sjc.ox.ac.uk](mailto:grants@sjc.ox.ac.uk).
14. As part of the Expanding Horizons scheme, we send reports annually to the donor, whose generosity funds the programme, and who may wish to write back with a short note of feedback on your report. A collection of student reports will be presented to the donor. It will include details of your application, trip, and possibly any photographs you send us. If you would prefer us not to share this information, or to remain anonymous, just let us know at: [grants@sjc.ox.ac.uk](mailto:grants@sjc.ox.ac.uk).

Reports and essays should be sent to [grants@sjc.ox.ac.uk](mailto:grants@sjc.ox.ac.uk), either in Word format or as a PDF. ***Please note that failure to submit the short report and relevant receipts by the due date may lead to steps being taken to recover your grant.***

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