

ST JOHN'S COLLEGE

UNDERGRADUATE APPLICATION FOR A COLLEGE SPECIAL GRANT

To be submitted to the College Office in advance and no later than **12 noon on Friday of Week 5 in Michaelmas Term and Fridays of Weeks 0 and 5 in Hilary and Trinity Terms.**

You should read the notes of guidance on page 3 before completing this form.

Please complete all parts of this application form using block capitals – incomplete forms may result in any decision being delayed and/or applications being turned down

Applicant's Name:

Honour School:

Current year of course:

Name of College Tutor:

(The written support of your College Tutor must be attached to this application)

You must show that you have attempted to find funding from other sources.

What other sources have you approached:

From where, and what amounts have you:

i) requested:

ii) been promised:

iii) received:

Amount to be provided from own resources:

Have you applied to the College in the past for a Special Grant? YES / NO

If "YES", please state when the grant was awarded, for how much and for what purpose:

DETAILS OF YOUR APPLICATION Country / place of visit:

Dates:

Purpose of visit (You must provide an explanation of the objects of the proposed travel and how you expect to profit by it):

Estimated expenses of visit:

Travel (*please state method[s]*):

International:		£
Internal:		£
Fees:		£
Subsistence:		£
Other:		£
Total:		£

Grants already obtained (*please include all sources of support*):

1. From:		£
2. From:		£
3. From:		£

Applications pending:

1. From:		£
2. From:		£

Sum requested from College:

£

I have read the notes of guidance accompanying this form: YES / NO

Signed:

Date:

NOTES OF GUIDANCE

Please read these notes before completing your application.

Special Grants are available to undergraduate students of St. John's for special **academic** purposes. Examples of these are:

- Travel to undertake research in archives
- In support of work directly relevant to your course, e.g. field trips/compulsory activities
- Attendance at meetings, summer schools, conferences
- Academic project work to be carried out in Oxford
- Travel for the purposes of general cultural enrichment; e.g. visiting sites/museums
- Travel to undertake voluntary work

Special Grants are not available to support sporting activities. Paid and unpaid internships are not normally supported, nor are applications received from students on their year abroad.

Applicants are expected to give their tutors a detailed schedule of what they wish to do, and tutors are required to write in recommendation.

1. Use *only* the application form. Additional material will not be accepted.
2. Remember that your tutor needs time to complete the recommendation on the form.
3. Applications received after the relevant event has taken place will **NOT** be accepted.
4. Purchases of academic materials such as books or software are covered separately by the Academic Grant.
5. Undergraduates in their final year are unlikely to receive funds for an activity due to take place after the end of the Christmas vacation.
6. The College expects to meet only a proportion of expenses and all applicants are expected to seek support from other sources wherever possible, e.g. their department or the trust funds administered by the faculty concerned.
7. Applicants are expected to quote reasonable figures for both travel and subsistence.
8. Candidates may apply for a Special Grant from the College only once per academic year (1st October – 30th September).
9. If you have substantial outstanding battels and do not have hardship or other arrangements in place for delayed payment of battels, payment of the Special Grant may be withheld.
10. Special 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 College Office as soon as possible.
11. 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 the applicant has previously applied for such a grant and the amounts given.

THIS PAGE TO BE COMPLETED BY THE APPLICANT'S COLLEGE TUTOR

Name of Applicant:

Amount recommended: £

Have you discussed the purpose of this application with the student concerned? YES / NO

Are you satisfied that the purpose is a legitimate one? YES / NO

Is the purpose of relevance/use to the student's course? YES / NO

DIRECT RELEVANCE / INDIRECT RELEVANCE / LITTLE RELEVANCE

Please comment below on the proposal as outlined in the application and on the applicant's general academic standing:

N.B. Undergraduates in their final year are unlikely to receive funds for an activity after the end of the Christmas vacation. Any field trip or other visit which is an essential course requirement should be funded by the student's department.

Name (please use capitals):

Signature:

Date: