

## UNDERGRADUATE SPECIAL GRANTS

### NOTES OF GUIDANCE

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

1. 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 to undertake voluntary work

Students may apply for grants involving an element of cultural enrichment but only where this is directly related to a student's course, and confirmed as directly related by their tutor. What counts as 'directly relevant' will vary between students on different degree courses, and it is for you to make a case and ask your tutor to endorse it. Examples might include a relevant residential language course, or a visit to an artefact, site, lab, or person you are working with or on.

2. Special Grants are not available to support sporting activities. Paid and unpaid internships are not normally supported.
3. Applicants are expected to discuss their application with their tutors and confirm they have agreed to support the application.
4. Use *only* the on-line application form. Additional material will not be accepted.
5. Applications received after the relevant event has taken place will **NOT** be accepted.
6. Purchases of academic materials such as books or software are covered separately by the Academic Grant.
7. Undergraduates in their final year are unlikely to receive funds for an activity due to take place after the end of the Christmas vacation.
8. 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. While applicants can apply for more than one grant in a year, they should be aware that the College is unlikely to fund more than one substantial application per year.
9. Applicants are expected to quote reasonable figures for both travel and subsistence in British sterling.

The maximum grant awarded to undergraduate students will usually be 100% of costs up to £300 or 50% of costs up to a maximum of £750, with the possibility of the £750 cap being lifted in exceptional circumstances only.

The College is grateful for the generosity of a former Professor of the College which has resulted in the establishment of the James Fund and the James Undergraduate Success Fund. The former is available to students in Mathematics and associated Joint Schools and is awarded on the recommendation of Maths Tutors with the intention of providing an uplift to the usual value of the Special Grant. The latter, available to all undergraduate students, is intended to be used to meet the accommodation costs of extended vacation residence for relevant academic work or work experience opportunities, where appropriate.

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 Special Grant may be withheld.

11. 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.
12. 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.
13. All applicants are required to follow any relevant UK government guidance on travel and to include in their costings adequate provision for any expenses such as travel health insurance and testing as applicable. Students are responsible for ensuring that suitable arrangements are in place, and travel at their own risk.

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