

NEWNHAM COLLEGE  
CAMBRIDGE

**VACATION PROJECT AND TRAVEL GRANTS**

This is a combined form for applying for the various grants you may be eligible for in connection with travel or academic work over the summer (or Easter travel in a few cases). The College will sort out which grants apply to your particular project; you may be awarded more than one type of grant for the same project.

The funds that you may be eligible for are:

**College Travel/Project Grants** (need not involve travel). All undergraduates are eligible but there are limited funds for graduands. Tripos- and career-related projects will attract higher grants than others. You may apply retrospectively for Easter or Christmas travel, but grants for more than one project are only given if both have strong academic content.

**College Major Travel Scholarships:** up to £1,000 for a small number of projects of special merit.

**Specialist awards:** Duncan Fund for MML students, Mitchell and Piddy awards for Geographers, Fox Fund for Archaeology students, Basil Champneys award for a project in the field of Literature or Art.

Give as full details as you can of the academic content of your project. Ensure that the cost estimates are realistic and that you have included all foreseeable expenses such as insurance, etc.

You are expected to give full details of how you expect to fund your travel (savings, summer earnings, parents, bank loan etc.) so that the Committee can assess whether your funding plans are realistic. You will not be penalised in the awarding of grants if it appears that you would be able to cover all costs by other means. Similarly, list all applications you have made to other funds even if they have failed; they are evidence that you have tried hard to raise the money!

If your project is essential Tripos work and you foresee major difficulty in covering the cost, please explain the situation to your Tutor in detail. You should also enquire, particularly for compulsory projects, what arrangements are being made by your Department to help with funding.

**Completing the application**

Before signing the form please make sure you have read the rest of this covering letter and understand the requirement for a travel report on your return.

You should first take your form to your Director of Studies by 1 May and give them an opportunity to discuss it with you. Then take it to your Tutor by 8 May for comment and signature. Again, you should take it in person; it is not sufficient to leave the form for their signature. They will send the form on to the Tutorial Office who should receive it by 13 May.

## **Conditions of awards**

All awards will be made by early June and payment will be made to your bank account **before the end of June.**

If you find that you cannot after all undertake the planned travel, please arrange to return the travel grant to the Bursary at once by emailing them ([bursary@newn.cam.ac.uk](mailto:bursary@newn.cam.ac.uk)). They will advise you accordingly.

**Any substantial change in plan should be submitted to the Financial Tutor ([financial.tutor@newn.cam.ac.uk](mailto:financial.tutor@newn.cam.ac.uk)) at once for approval, together with a revised estimate of costs.** If you have to change your plans after you have set out, you should let the Financial Tutor know why, and what you in fact did; if you have been unable to use the grant for the purpose for which it was given you may be asked to repay some or all of it.

## **Travel Reports**

All recipients of travel grants are asked to write a report on the travel undertaken, and send it to the Financial Tutor. Except in the case of travel lasting beyond the Long Vacation, travel reports should reach the Financial Tutor **by the first Friday of the Michaelmas Term (11 October 2019).**

The report need not be more than one side of A4 (400-500 words), but it should be well presented and should contain the kind of information you would give to any grant-awarding authority on a project for which you have received financial support. You should include, where appropriate, something about the relevance of the project to your subsequent academic work.

**Students who fail to hand in travel reports, after a reminder, will lose their eligibility for College travel grants the following year and may, in extreme cases, be asked to return the grant to the College.**