Weidenfeld-Hoffmann Trust

MAX WEIDENFELD TRAVEL GRANTS

Application Guidelines

I. Eligibility criteria

- Funds must be exclusively used for travel costs related to academic/research purposes and/or professional opportunities during your time as a Weidenfeld-Hoffmann Scholar at Oxford.
- Travel grants will only be made to scholars who have participated fully in the Leadership Programme events and activities.
- The project must contribute to the advancement of your academic and/or professional career development.
- The attached form must be completed in full for applications to be considered.

II. Deadlines for Submission and Assessment

- Please submit your application form to the Scholarships Programme Manager by no later than **25 January 2019.**
- All applications for funding will be then be reviewed by the Scholarships Management Committee and you will receive a response as soon as possible.

III. Conditions of the Grant

- You agree to provide the WHT with regular updates (including via social media) and blog posts (including photos) during the course of your trip which can be published on our website.
- During your trip, you will make the most of any opportunity to share information about the Weidenfeld-Hoffmann Scholarships and Leadership Programme.

IV. Amount of Grant and Payment

- Grants will not normally exceed **£500** per project in any one year, although, where a project is deemed to justify it, larger grants may be provided.
- The overall sum available for travel grants in the course of the academic year 2018-19 is approximately £3,000.

- Scholars will usually receive reimbursement of the granted amount after having undertaken their travels and handed in a full report (including finances and copies of receipts – see V. for more on this).

V. Post-grant requirements

- You must provide a full detailed report of the trip, covering the points outlined in the template below, no later than four weeks after the trip. This report should be suitable for publication on our website and include images.
- If you do not provide this report, including full details of finances and receipts, in a timely fashion, your expenses cannot be reimbursed.

- Please note that if there is any change of plan or if for any reason your trip does not go ahead, you should inform us as soon as possible so that we can reallocate funding to another scholar.
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Please note: *Funds available are limited and the Eranda Foundation, the donor of the Max Weidenfeld Travel Grants, has specifically requested that the funds be provided to Scholars with limited resources and infrequent opportunities to go abroad. We would ask Scholars to kindly bear this in mind when applying for these grants.*

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MAX WEIDENFELD TRAVEL GRANTS:

Application Form

1. **Please describe the travel opportunity you intend to undertake.**

2. **Please explain how the travel grant will contribute to your academic and/or professional growth.**

3. **Will there be any concrete outputs (e.g. research papers, presentations, journal articles etc.) from this travel opportunity? If so, please list them.**

4. **Please provide a detailed budget listing all costs, such as travel costs, accommodation etc. This should be for the total costs of the travel opportunity, not just the amount requested from the Max Weidenfeld Travel Grant. Please clearly indicate the budget breakdown using the below template.**

   Example budget:

Field Trip Budget				
Object	*Cost per Unit*	*No of Units*	*Total covered by Max Weidenfeld Travel Grant*	*Total covered by other sources*
flight from x to y (return)	£700	1	£300	£400
accommodation in x for two nights	£50	2	£100	
conference registration fee	£80	1	£80	
Sub-total			**£480**	£400
Total Budgeted for Project/Trip				**£880**

   Please submit the budget as a separate Excel sheet.

5. **If other sources are required, please indicate who you have approached regarding these. Have other sources of funding been secured? Will you be approaching others and, if yes, whom?**

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MAX WEIDENFELD TRAVEL GRANT

Final Report Template

In your final report you should reflect on what receiving the Max Weidenfeld Travel Grant meant to you, including **images** and links to any blog posts written during your trip.

Please also cover the following points:

1.) Describe the trip you undertook / the project in which you participated.

2.) What did you learn on your trip?

3.) What were the outcomes of your trip (professional, academic or otherwise)? *Please include any relevant links to publications or research findings*

In additional you must also provide a detailed financial report (including aeroplane/train tickets, and receipts for all expenditure) and attach it to this report.

Please use the template below to do this:

Field Trip Budget					
Object	*Cost per Unit*	*No of Units*	*Total covered by Max Weidenfeld Travel Grant*	*Total covered by other sources*	***Actual Expenditure***
flight from x to y (return)	£700	1	£300	£400	
accommodation in x for two nights	£50	2	£100		
conference registration fee	£80	1	£80		
Sub-total			£480	£400	
Total Budgeted for Project/Trip				**£880**	
Total Actual Expenditure					

Please submit the financial report as a separate Excel spreadsheet.

Please let us know if you have any questions or feedback about the application and reporting process for the Max Weidenfeld Travel Grants. Thank you!