

The following guidelines layout the requirements for applications to the Mary Burton Project Grants and should inform submissions.

Application requirements:

- **The on-line form must be completed and submitted before 23:59 (GMT) on Monday 21st October. This includes all references.**
- All applications are dependent on reference and must be approved by a relevant member of academic staff.
- Applications must be directly related to furthering your academic career (e.g. conference attendance) but cannot be a core aspect of academic study.
- Applications should clearly demonstrate the benefit of the activity, including those to the University and your peers.
- Applicants should consider additional areas of funding. Efforts to raise part-funding from other sources (e.g. fundraising activities or applications to other grant-making bodies) will be recognised by the Committee in ensuring that the project is viable.

Exclusions from funding:

- The Fund will not support any elements that are considered core responsibilities of the University this includes staff posts, online subscriptions to the library and furnishings of university buildings.
- Student exchange visits will not be funded as they are part of the formal study programme and a foreseeable expense.
- Projects cannot be funded retrospectively, all projects must be carried out after the deadline for submission and it is recommended that projects do not begin until after applicants have been informed of the Committee's decision.

General

- Applicants have no right of appeal but unsuccessful applicants can request an explanation of why they did not receive funding.
- Payment of grants will normally be made in advance of a project.
- Successful applicants have access to the funding for 12 months after notification, the total grant will be transferred in one transaction.

Conditions of award:

- It is a condition of funding that all applicants submit receipts as evidence of their expenditure.

- It is a further condition that all applicants provide a short summary (c. 500 words) of their project, including high resolution photography and video where applicable. These will be used in promotional material for the Mary Burton Fund.
- The contribution of the Mary Burton Fund should be recognised throughout a project, this includes use of the Fund's name on all publicly available material and written or verbal recognition where applicable.

Travel and Accommodation Costs

- As a general guide, no more than 50% of travel costs for approved projects will be covered and will be subject to a cap. Costs awarded by the Fund will be the lower of the cap or the actual cost as supported by receipts.
- For travel to locations requiring specialist travel management, the Committee reserves the right to decide the level of support awarded and will not be restricted to the caps described below. It is important to be aware of travel restrictions and areas of greater risk, as well as insurance arrangements.
- Accommodation and subsistence costs will not normally be funded. Where the applicant wishes accommodation and subsistence to be funded, the case for this must be made clearly in the application. If awarded, accommodation and subsistence will be capped.
- The Committee expects those seeking travel and/or accommodation support to research the most cost effective means of travel or accommodation for their trip. These will be researched during consideration.

Multiple Applications

- Where a number of applications come from applicants wishing to undertake the same or similar projects and in which there is one organiser, a blanket grant may be issued to the organiser of the activity with the request that s/he divides the amount amongst the participants.

If you wish to discuss any part of your application or if you have any questions or require further guidance, please e-mail disbursals@hw.ac.uk