



HOMERTON COLLEGE - SMALL GRANTS FOR UNDERGRADUATE ACADEMIC PROJECTS

These funds are intended to help Homerton College Undergraduate students with expenses associated with an academic or academic-related project.

WHAT CAN I APPLY FOR?

Funds may be sought for expenses related to Academic purposes, such as:

- Travel to a research site or other research expenses
- Taking part in academic-related activities
- Attendance on courses not covered by the University

Funds are **not** normally awarded for:

- Course expenses covered from University funds
- Purchase of laptops or software
- Normal meals
- Books, unless they are central to a research project and not obtainable from the College or University Libraries

WHEN CAN I APPLY?

Applications will be considered in advance of the anticipated project, at the start of each term in the academic year. Students applying for this grant may NOT also apply for the Homerton Dissertation Grant. Applications should be received by the Finance Tutor via Tutorial Offices by the 5th week of term.

HOW MUCH CAN I APPLY FOR?

Grants of up to £100 will be considered (not more than one grant per student per academic year).

APPLICATION FORM

Applications that are not fully completed, including a Tutor/DoS statement and signature will be returned to the student.

- Students are expected to apply for all other appropriate sources of funding for which they are eligible.
- Students are expected to search for the most economical arrangements available, and to seek out students' fares etc.

If your application is successful, the Finance Tutor will write to you with details of how to make a claim (**enclosing receipts of expenditure**) to the Finance Office. Please also note that funding is limited to the annual budgetary allocation for the year, and awards are intended to benefit those who cannot otherwise access funding to carry out their project. You will need to satisfy your Tutor that you are unable to self-fund it.

Return completed form to Mr Dhiru Karia, the Finance Tutor (dk211@cam.ac.uk) and also copy to Tutorial Administrator (email:tutorial@homerton.cam.ac.uk). If you have any queries about how to fill in the application form, please consult your Tutor, DoS or the Finance Tutor.

**APPLICATION FOR SMALL GRANTS FOR UNDERGRADUATE ACADEMIC PROJECTS ACADEMIC YEAR
2021-2022 HOMERTON COLLEGE**

1.	STUDENT DETAILS
Name:	
Tripos:	
Year of Study:	
Email:	

2. Purpose of the Grant: Please describe below what you will be using the grant for and how it is relevant to your academic study, including dates of travel etc. (Please add an additional sheet, if required).

3.	EXPECTED EXPENSES (as detailed as possible)	
	Estimated at the time of application Please attach documentary proof such as web quotes for travel etc.	For Finance Office Use Only: Actual expenditure with receipts enclosed by the applicant-after the application
Travel:		
Accommodation:		
Other: (please specify)		
TOTAL:		

4.	STUDENT STATEMENT	
<p>I confirm that I have costed the project in the most economical way possible, and that without this additional funding it would be difficult or impossible for me to carry it out. If the total expenses are more than £100 please explain in the box below how you are proposing to fund the balance (e.g. from personal funds).</p>		
	Estimated	Actual (with receipts attached)
Total Expenditure (as per sect.3)		
Less: Funded by:		
:Department Funds		
: College Grant applied for		
: Self/others		

Signed:	
Name:	Date:
Bank/Building Society ----- Bank Sort code ----- Account Number -----	

5. DOS OR TUTOR STATEMENT	
Dear Tutor or DoS,	
Please could you indicate your support for this application, including the academic benefit to be gained by the student from the proposed activity and if they would not be able to afford to do so otherwise.	
STATEMENT OF SUPPORT	
Signed:	
Name (in Capital):	Date:

6. FOR COMPLETION BY THE FINANCE TUTOR	
Date Application received :	
Amount authorised by Finance Tutor:	£.....
Signature: Finance Tutor	
Date passed to Finance Office for payments:	

