



HOMERTON COLLEGE –

SMALL GRANTS FOR SCHOOL OUTREACH

WHAT CAN I APPLY FOR?

These funds are intended to help Homerton College Undergraduates with expenses associated with outreach related activities. They are primarily meant for funding a visit to a student's previous school, but other activities will be considered if they fall within the remit of the college's outreach targets. Applications from groups of students visiting multiple schools will be considered.

Students may simply wish to talk about their Cambridge experience, or engage in subject-related activity. For the purposes of outreach, we will provide a general power-point presentation, and other "stash" for distribution.

WHEN CAN I APPLY?

Applications are considered in advance of the anticipated project, with confirmation of funding being given within 2 weeks of receipt of the application. All activities must be completed within schools by 8th October 2018.

Students should contact their school PRIOR to application and arrange PROVISIONAL DATES for their visit. An e-mail address for the contact at the school must be supplied in the application.

HOW MUCH CAN I APPLY FOR?

Grants of up to £150 will be considered for transport and (if necessary) accommodation. These funds will be paid immediately after completion of the activity, and submission of appropriate receipts. If a student wishes to visit multiple schools, further funds can be requested. All applications should also include a further £50 cost for administration; we require that you document the attendance at your event in a bespoke spreadsheet, and that this form is submitted alongside your receipts. This is so that we can keep track of your event as part of our ongoing outreach monitoring.

If your application is successful, the Admissions Tutor will write to you with details of how to make a claim (enclosing receipts of expenditure) to the Finance Office.

Return completed form to the Tutorial Administrator (**email: tutorial@homerton.cam.ac.uk**).

APPLICATION FORM FOR OUTREACH FUNDING 2018

1. STUDENT DETAILS	
Name of Student:	
Trip(s):	
Year of Study:	
e-mail:	

2. PROPOSED ACTIVITY	
School(s) to be visited:	
Proposed date(s) of activity:	
Details of Activity: (proposed itinerary)	

3. SCHOOL DETAILS	
4. (please duplicate this box if visiting multiple schools)	
Name of School:	
Address of School:	
Name and position of Contact at school (must have been contacted prior to application):	
e-mail of contact:	
Telephone number of contact:	

5. 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.
Transport		
Accommodation		
Other (Please specify)		
Administration (compulsory)	£50	£50
TOTAL		

6. STUDENT STATEMENT			
I confirm that I have costed the project in the most economical way possible, and that the school(s) to be visited have given permission for the visit.			
Signed:			
Name:		Date:	

7. FOR COMPLETION BY THE ADMISSIONS TUTOR	
Date application received:	
Amount Authorised	
Signature	
Date passed to finance office	