 **The County College**

 **Travel Awards**

Dear County Student,

Applications may be made by undergraduate members of the County College for travel grants of up to £150 (depending on the number of applications received). These grants can be used for Global Experience vacation trips or independent trips taken in the Easter or Summer vacation periods. Applications must demonstrate how the trip will **benefit a student’s academic studies.** The College cannot fund field trips that are a compulsory element of a course.

Successfulcandidates will be asked to document their travels in the Facebook site ‘County College Travel Awards’ and provide photos of their experience for County College, Student Union events and marketing purposes.

**Deadlines / Application Process**:

* This completed form must be returned to the College Manager via internal mail or email by **Monday of week 16 (for travel in the Easter break) or Monday or week 26 (for travel in the Summer break)**
* Applications that are incomplete or not submitted in the designated format will not be considered.
* All applications will be considered by the County Travel Award Panel

**Notes on Completing the Form:**

1. The form can be either handwritten or typed, but the formatting must not be changed. Typed forms must not use a font smaller than Times New Roman size 10. Applicants must therefore present a concise case which covers all the salient facts.
2. Special care should be taken to outline the *academic* benefits of the project. If the award is to be a part of a larger funding package (i.e. the applicant is seeking money from other sources) then these must be listed with a total budget (continue on a separate sheet if necessary). Assurances may be sought from the College that this additional money is available and secured.
3. Applicants should seek the support of an academic referee who can provide information on both (a) the benefits of the project to the applicant, and (b) the applicant’s general character and abilities. Applicants should seek the permission of academic referees before proposing them on this form.

Applicants may seek further advice and information about completing this form by visiting the College Manager or emailing countywelfare@lancaster.ac.uk

|  |  |
| --- | --- |
| Name |  |
| Student Number |  |
| Term-time Address |  |
| LU Email address |  |
| Year of study |  |
| Name of Overseas Programme (If applicable) |  |
| Name of Project (If not an LUSU Overseas Programme) |  |
| Date of Travel |  |

Academic Benefit: (How will going on the trip benefit your degree?)

Description of Project: (what will you be doing, where are you going, etc)

What other benefits will this trip have for you?

Total cost of the trip:

Amount requested: (Please include a full breakdown of the money required and evidence e.g. print out of train ticket quote)

How are you going to use this money?

Please outline where the rest of the funding will come from:

Have you applied for the County Travel Award before? YES/NO

***Your referee must be a member of staff from your academic department. This could be an academic or administrative staff member.***

Name of referee: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Lancaster email address of referee: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature of referee: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_

Signature of applicant: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**COMPLETED FORMS SHOULD BE RETURNED TO THE COLLEGE MANAGER BY INTERNAL MAIL (VIA THE COUNTY PORTER) OR EMAIL**