**Please read the guidelines carefully before submitting your application.**

Forms should be typed or written clearly in black ink. Incomplete applications will not be considered. It is **YOUR** responsibility to submit all information/material requested.

1. **Applicant Details**

***(if part of a group, please give details of all students involved)***

Full Name……………………………………………………….Title ...…………………………

Address...………………………………………………………………………………………….

 ………………………………………………….……Postcode ………………………………..

Personal Email ……………………………………..Day-time Tel No.………………………..

Student No. ………………………….………………Mobile No……………………………….

Course ………………………………………………Year of Study ……………………………

Course Start Date Month……………….. Year………………..

Expected Graduation Date Month……………….. Year………………..

Director of Studies/Supervisor…………………………………………………………………..

All applications must be supported and **signed** by your Director of Studies/Supervisor. Please ensure that they have approved your application and completed the section below **before** submitting the form.

Application supported by:

**Name** ……………………………………….. **Signature**…………………………………...

**Position** ……………………………………… **Date:** ………………………………………..

The above named student has successfully completed Year 1 of their studies:

YES/NO (delete as appropriate)

|  |
| --- |
| **Brief statement in support of this application** (This statement forms part of the shortlisting criteria: see tutor guidelines pp.7-8. Attach separate sheet if necessary.) |

|  |
| --- |
| 1. **Project Details**

Please describe your project, paying particular attention to how it is relevant to and will enhance your studies/research/personal development; support excellence in sport and the arts; contribute to your business start-up plans. (please attach additional sheets as necessary)  ***Word Count:*** *Minimum 400 / Maximum 800**Points to cover* ***include:*** * *project outline*
* *how you have organised your project*
* *expected outcomes*
* *impact of your project – how do you see the effects of your work continuing into the future*

**If your destination falls within the remit of the Santander Mobility Grant, or any other grant, we may transfer your application. You will be informed of this.****……………………………………………………………………………………………………………………….****Please complete this section if you are applying for funding for a placement:** Is it a core University placement? YES/NOHave you arranged your placement independently? YES/NO***(Priority is given to students who have arranged their placement independently)***  |

**3.** **Project Costs and Funding Sources**

Please provide a breakdown of the costs of your project, and sources of funding, e.g. self, other University sources\*, other grant applications:

 **Description of Expenditure** **£**

 **Total estimated expenditure** **£**

 **Other Sources of Funding** \* **Is the funding definite (Y/N)** **£**

**A. Total estimated expenditure £………………..**

**B. Other sources of funding £………………..**

**C. Estimated shortfall (C = A-B) £………………..**

**D. Amount of Student Grant Requested (D = C) £………………..**

\*Where significant funding is also being sought from other University sources, the Development Office reserves the right to liaise with these sources to decide upon a best course of support for a particular student.

Estimated **start** date of project: Month\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Year\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Estimated **end** date of project: Month\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Year\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Your project must be completed and paperwork returned to the Development Office 4 weeks prior to graduation

Is your project dependent on funding? **Yes/No**

NB – Individual applications should not exceed £1,000. The maximum individual amount of £1,000 is awarded for exceptional projects only. If your project expenditure is more than £1,000, please state where the rest of the funding will come from. Group applications will be judged individually and may exceed £1,000.

**4: Student Declaration**

Have you applied for a Student Grant before? **YES/NO** (delete as applicable).

If YES – please give details:

**Applications will only be considered if accompanied by two copies of your latest Record of Academic Achievement.**

**Please tick the statements below and sign to confirm:**

* I confirm that I have completed the application form fully and have enclosed two copies of all parts of the application, including the Record of Academic Achievement and any supplementary pages.I also understand that I must contact the Development Office if I change any elements in my project or the timescale changes.
* I agree to the conditions of award as laid out in the guidelines for applicants.
* I have read the Quick Guide to Student Travel document and have understood the University’s guidance to the necessity of carrying out a risk assessment. If awarded funding, it is my responsibility to liaise with the Head of School, or equivalent, to ensure that the correct Risk Assessment is carried out prior to travel.

**Signature …………………………………………….. Date ………………………………**

Submitting your application

Once completed, please put **2 copies** of your full application in an envelope, clearly marked f.a.o**. Karen Mulila – Student Grant Initiative/Dame Joan Stringer Travel Grant**. These can either be posted directly to my office or deposited at one of the following locations:

**By post: By hand:**

Karen Mulila – ERC Sighthill – 1.B.27

Edinburgh Napier University Merchiston – Student Hub

Room 5.B.24 Sighthill Campus Craiglockhart – Coursework deposit box, 1.53

Sighthill Court

Edinburgh

EH11 4BN

Closing date: **5pm on Monday 2nd March.**

Late applications will not be considered.

Please **do not** submit your application by email. Only printed, signed documents will be accepted

**Guidelines for Applicants**

**Background:**

Student Grants are funded from donations received through the **Edinburgh** **Napier Fund** and the **Dame Joan Stringer International Student Fund**, both of which are administered by a registered charity, **The Edinburgh Napier University Development Trust.** These Funds have been made available because of the generous support of Edinburgh Napier alumni, staff and friends; interest accrued on Development Trust accounts; and through income received on commercial services offered by the Development Office.

**Application Criteria:**

**These Grants are intended to provide students with opportunities which will enhance their studies or personal development at Edinburgh Napier. The grants are one off contributions, designed to help students to undertake projects that they would not otherwise have the opportunity to complete, and awards are made in the following areas:**

* Travel, research, or study which is directly relevant to the student’s course of study or beneficial to personal development.
* To provide ‘start-up’ funds for new initiatives which, if successful, are expected to become self-funding or be supported from other sources.
* To support excellence in sport\* or the creative arts.

\*Sports Sciences students should apply directly to s.gray@napier.ac.uk.

**Who is eligible to apply?**

**Undergraduates** – all full-time matriculated students in the 2nd year or above at Edinburgh Napier University. Priority will be given to students who have carried no failed credits into subsequent years, during their studies.

**Postgraduates** – all full-time matriculated students at Edinburgh Napier University who are progressing from an undergraduate course at Napier.

All successful projects must be undertaken and completed whilst a registered student. Projects must be completed and paperwork returned to the Development Office at least four weeks prior to graduation.

Students will not normally receive more than one award per course of study.

**Note:**

*Trustees will consider applications for core University placements, however priority will be given to students who have arranged an independent placement or to those who have gone that ‘extra mile’ in preparation for their project.*

Student Grants will not be awarded retrospectively in any circumstances, nor will they be awarded to cover Edinburgh Napier University course fees, accommodation, subsistence or hardship. Successful applicants will be expected to meet their own living expenses, accommodation and food costs when undertaking travel. Student Grants will not be awarded on the basis of a continuing commitment.

Applications are invited either from individuals or groups of students. Individual awards will be made for a maximum of £1,000 per project. It should be noted, however, that grants may be awarded for less than the full amount requested. Only under exceptional circumstances will an award of £1,000 be granted. Group applications may exceed £1,000.

**Conditions of Award**

* Grants must be used for the purpose awarded - should circumstances relating to the award change, the Trust must be informed immediately.
* Successful students will receive an information pack explaining what paperwork is required from them. Awards must be used within one year of receipt, or returned to Edinburgh Napier University Development Trust.
* A breakdown of expenditure including receipts (where appropriate), should be submitted to the Trust within one month of project completion. Any under-spend must be returned to the Trust
* The support of The Edinburgh Napier University Development Trust must be acknowledged where possible. By accepting a grant, you are giving permission for your details to be used in further fundraising and marketing materials. All award recipients must provide relevant photos and testimonials for these purposes.
* If the Development Trust does not receive the required paperwork on completion of your project, it will seek the assistance of the University to recover the grant from you; this may affect your ability to graduate.

**Selection Procedure**

Applications must be submitted by the specified deadline. Applications will be collected at the closing time stated and late applications will not be considered.

The Development Trust will conduct the selection process and will collate a list of recommended recipients for the Principal.

Final selection will be approved by the Principal and there will be no right of appeal against any decisions taken.

Applications will only be considered if supported by your director of studies/course supervisor, and when accompanied by your latest record of academic achievement.

Students are responsible for ensuring that their application is submitted by the appointed deadline.

**Please note:** You may apply to more than one fund, e.g. Student Grant, Santander Mobility, but, only in very exceptional circumstances, would you receive more than one award.

If you have any questions with regard to this application, please contact Karen Mulila at the address above, call (0131) 455 6316, or email k.mulila@napier.ac.uk

**Guidelines for Director of Studies/Supervisors**

**Background:**

Student Grants are funded through the generous donations received from alumni, friends and supporters of the University. Limited amount funding is available. Trustees give priority to exceptional projects that students have organised themselves, rather than to core university placements.

**Supporting Statement:**

Applications will not be considered without a supporting statement from the student’s Director of Studies/Supervisor. When writing a statement of support please clearly state why you think this particular student is worthy of support.

Where you have more than one student applying for a similar project, the statement of support should clearly show the individual student’s merits. Please do not write the same statement for each student application.

The Development Office may come back to the Director of Studies/Supervisor for a more accurate description of why a student would be worthy of an award.

Applications to fund core University placements will be considered but since the volume of these is usually high, Trustees will give priority to students who have arranged a placement independently and who have gone that ‘extra mile’ in preparation for their project.

**Before writing a statement of support, please read the criteria below. A full set of applicant guidelines can be found at the back of the student application form.**

**Who is eligible to apply?**

**Undergraduates** – all full-time matriculated students in the 2nd year or above at Edinburgh Napier University. Priority will be given to students who have carried no failed credits into subsequent years, during their studies.

**Postgraduates** – all full-time matriculated students at Edinburgh Napier University who are progressing from an undergraduate course at Napier.

All successful projects must be undertaken and completed whilst a registered student. Projects must be completed and paperwork returned to the Development Office four weeks prior to graduation.

Students will not normally receive more than one award per course of study.

**Your support is a vital and very much appreciated part of the application process. Thank you.**

**Application Criteria:**

**These Grants are intended to provide students with opportunities which will enhance their studies or personal development at Edinburgh Napier. The grants are one off contributions, designed to help students to undertake projects that they would not otherwise have the opportunity to complete, and awards are made in the following areas:**

* Travel, research, or study which is directly relevant to the student’s course of study or beneficial to personal development.
* To provide ‘start-up’ funds for new initiatives which, if successful, are expected to become self-funding or be supported from other sources.
* To support excellence in sport or the creative arts.

Student Grants will not be awarded retrospectively in any circumstances, nor will they be awarded to cover Edinburgh Napier University course fees, accommodation, subsistence or hardship. Successful applicants will be expected to meet their own living expenses, accommodation and food costs when undertaking travel. Student Grants will not be awarded on the basis of a continuing commitment.

Applications are invited from either individuals or groups of students. Individual awards will be made for a maximum of £1,000 per project. It should be noted, however, that grants may be awarded for less than the full amount requested. Only under exceptional circumstances will an award of £1,000 be granted. Group applications may exceed £1,000.

**Further information:**

If you require any additional information about the application process, please do not hesitate to contact:

Karen Mulila x6316

k.mulila@napier.ac.uk