*Please type all answers.*

**APPLICATION FORM FOR GRANTS / AWARDS IN THE FACULTY OF DIVINITY**

**All Applications should be sent by email to:**

Dr Peter Harland, The Administrative Officer, Faculty of Divinity, University of Cambridge, West Road, Cambridge CB3 9BS

pjh42@cam.ac.uk

**Terms and Conditions**

Awards are normally restricted to University Teaching Officers, Teaching Associates, and Research Associates in the Faculty of Divinity. Others who make a substantial contribution to teaching, research, and administration within the Faculty of Divinity may also apply.

Many Colleges also have trust funds to support travel and research. Applicants are encouraged to seek support from more than one source.

The Managers of the funds will consider applications for the cost of research trips, academic conferences and conference organization. Normally the managers cover **reasonable travel costs, conference fees**, **reasonable** **childcare costs** (when attending an event), and **accommodation**.

Applicants should not expect the total level of funding in one academic year to exceed £2000. At the discretion of the Managers, this figure may be reduced where available funds are insufficient to meet demand. In exceptional cases of previous underspend by eligible staff, consideration will be given to claims above this amount in a single year. Funding restrictions do not apply to applications for conference organization which will be considered on a case-by-case basis.

Proposals should be properly planned and costed. All expenditure must be supported by receipts.

Anyone claiming car mileage must provide evidence that their vehicle insurance policy covers business travel. If you are applying retrospectively, please attach your receipts. If you are applying in advance, you will need to supply the administrative officer with receipts on your return.

Applicants can apply to the meeting of Managers before or after the trip (but, if after, the application should be submitted by the next meeting of the Managers following the trip to be funded).

**Term deadlines for applications are**: 11 November 2024, 24 February 2025, and 19 May 2025.

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| **APPLICATION FORM FOR GRANTS / AWARDS IN THE FACULTY OF DIVINITY** | | | |
| Applicant Details: | | | |
| Last Name: | First Name: | | |
| Title: | | | |
| College: | | | |
| Email: | | Phone: | |
| **Summary of Activity**  **Short title of Activity for which you seek assistance**  (e.g., conference attendance; conference organization; language course, research visit)**:** | | | |
| **Total amount applied for:** | | | |
|  | | | |
| **Have you applied to your College for funding? If not, please explain why.** | | | |
| **Are you presenting a paper at the conference for which you are seeking funding? Please provide details.** | | | |
| **Have you completed the risk assessments for work related travel away from Cambridge via the Peregrine Foresight on- line system? This is needed to ensure that your University travel insurance is valid.**  **See** <https://safety.eng.cam.ac.uk/travel-and-working-away-overview> | | | |
| **DETAILS OF Course or Project for which you seek assistance. please provide a breakdown of costs.**  (Use a separate sheet if necessary.) | | | |
| **DECLARATION**  Print Name | | | Date: |
| **I DECLARE THAT THE INFORMATION CONTAINED ABOVE IS TO THE BEST OF MY KNOWLEDGE TRUE AND CORRECT.** | | | |
|  | | | |
| Signature (applicants may use an electronic signature): | | | |

Updated, 17 June 2024