



## Guide To Filling Out Your Application Form

Filling in an application form may seem a little daunting, but really it is a chance for you to show just how important this activity is to you!

Hopefully this guide will give you some help and answer any questions you have; if you are stuck at any point please do contact the Scholarships and Bursaries Coordinator by logging in to [MyCareer](#) and submitting a question (select the 'scholarships and bursaries' option from the question type list).

Firstly, make sure you have read the terms and conditions and that you are eligible to apply for funding from the award. Please complete all the questions. Applications with missing details will be automatically rejected.

There is an example of an [App Hub](#) application included at the end of this document to give you an idea of the quality and level of detail the awards panel are looking for.

### About You Section

Your personal details will fill in automatically with the information currently recorded with student services. Please ensure that all of this information is correct and up to date.

You must name your tutor or subject/course leader who will be able to provide a supporting statement for the project or activity for which you are applying for funding. The person named will receive an automatic email so please ensure they are:

- a) aware of your application and
- b) happy to give you a statement of support

The statement from your given supporter should reflect your activity and state how it will support your academic and future career – so it is really important that you speak with them first and show just how important it is to you.

### Details of the Funding you are Applying for Section

The forms vary depending on the fund you are applying to but please ensure that you fill in all sections.

### Description of activity/project/equipment:

This is your chance to talk about the activity/project you would like to do. In essence this is your business case and should captivate your audience. You should be able to give a clear description of the activity or project you would like to pursue and have in mind the following questions:

- Why have you applied for these particular items/activity/project?
- How will the items/activity/project benefit your academic course and/or subsequent career?
- Why should you receive this award?
- What is the benefit to the wider university community?

There is usually a 500-word limit on these sections.

### **Expenses and Income Section (not on all forms)**

All expenses and income should reflect the costs of the entire activity or project.

#### Expenses:

Please ensure you take the time to fully research the cost of the activity/project you wish to pursue. Think about all the things you will need to spend money on.

For example, if you are applying for funding for a study or work placement remember to include:

- Visas
- Flights
- Travel both to and from the airport each end as well as travel costs whilst in the country
- Do you have a passport or will you need to get one?
- Accommodation costs (both for your placement as well as any holding rent costs you may incur back here in the UK)
- Subsistence (food and drink) - over and above what you would normally expect to spend on these if you were at home.
- Any other costs - things that do not fit into the other sections which are vital to the activity

Please supply documentary evidence for all of the expenses detailed.

#### Income:

Please use this section to state what money you have already secured and from what sources. Please only state the funds you have available to contribute towards the activity.

- If the placement is paid then state how much you will receive for the entire time

- If you have saved money from your part time job then please state how much you have been able to set aside for this activity
- If you have saved part of your student loan towards the activity. Please only put in the amount you have saved, not the entire loan!
- Other income - have you raised funds from other sources towards the activity (e.g. bake sales, applying to other funds)? Please state all the funds raised and how you have raised them in this section.

### **The Shortfall**

The form automatically calculates your shortfall from the expenses and income. This is the amount that you require in order to pursue the activity. To give you the heads up, it should be a negative number.

Please state whether you will be able to participate in this activity without the funding and give a bit of explanation for your answer.

Please inform us of any other steps you have taken to address the shortfall such as increasing your part-time hours, applying to other funders, having cake sales etc.

### **Notes and Attachments**

Please use the notes section to add any additional information which may be relevant to your application.

Please attach relevant supporting documents (e.g., quotes for the cost of an item or activity, confirmation of acceptance to participate in a project/activity). Applications without supporting documentation will be automatically rejected.

The below is an example of what you might see when completing an application via app hub. This is an example only and may not be fully representative of the exact scheme you are applying for.

## BSU International Travel Fund

### Applicant details

Title	Forename	Surname
Ms	Sam	Sample

Department/School  
COLA

Degree/Course  
BSc (Hons) Environmental Science

Year of Study	Student ID
2	123456

Telephone Number	Email Address
07777123456	s.sample123@bathspa.ac.uk

Term time address:  
Twerton Mill  
Lower Bristol Road  
Bath  
BA2 1HB

Permanent address  
42 Fayke Street  
Weston-super-Mare  
BS01 1XY

Name of Tutor  
Henry Tudor

Email address of tutor

h.tudor@bathspa.ac.uk

**Placement/Study trip details**

Name of Organisation/University providing the placement/study trip

CELL Iceland 'Maymester'  
Programme

Country or countries in which you will be working/studying during this placement/study trip

Iceland

Are you the first Bath Spa University student to be offered this placement/study trip with this organisation/educational establishment? If another student has on this placement, please explain why we should fund another placement there.

Yes

Date of start of placement/study

07/05/2018

Duration of placement/study

Three weeks

Is the placement/study trip paid?

No

Rate of pay

n/a

**Summary of placement/study trip**

*Briefly describe what work you will be doing during this placement. Include details of why this placement should be considered particularly unusual, enterprising or innovative, and any barriers which you will need to overcome to participate. **You may supplement this information with further supporting documents attached, but MUST provide a summary here:***

I am a 2nd year BSc (Hons) Environmental Science student. I have always had an interest in protecting our planet from environmental threats such as global warming and pollution, and to help create a world that is more sustainable and eco-friendly. To help me achieve this, I have applied to and been offered a place on the CELL Iceland 'Maymester' Programme, where I will take part in a three week course -

Sustainability: Secrets of Simplicity. Through readings and class discussion, as well as through expeditions and volunteer work, the course will explore sustainability within the context of international/global strategies and programmes designed to address the threats of global warming and ecological sustainability, as well as within the context of focusing on individuals and smaller communities, and what we can all do to help preserve and protect our environment.

Whilst on the course I'll have the opportunity to visit and volunteer at Sólheimar, an 'ecocommunity' of about 100 people, founded in 1930, which is completely self-sufficient and dedicated to environmental sustainability. I'll help to plant trees to offset my carbon footprint and work in a zero-emissions greenhouse, growing organic vegetables. I'll also have the chance to visit a farm which has its own 'micro-geothermal' plant, used to power the farm and the farmhouse, and to learn about and experience a night in an Icelandic 'turf house'. I will gain a more in-depth knowledge about Iceland and the way of life there whilst also being lucky enough to experience one of the most beautiful and unique landscapes in the world.

*Briefly describe in what ways your placement will help you in your academic and future career, why you should be considered and how you will act as an ambassador for the University whilst you are abroad:*

Iceland is a wonderful example of a country that places a high priority on the environment and sustainability, and is a pioneer in 'eco-living'. Virtually all of Iceland's electricity and heating comes from renewable energy sources (either geothermal or hydropower), and in 2010 it was noted by Guinness World Records as 'The Greenest Country' in the world, receiving the highest score by the Environmental Sustainability Index. For Icelanders, eco-living isn't just a quirky lifestyle choice; it's simply their way of life, and they recognise its importance. The programme will allow me to experience this way of life first-hand and talk to and collaborate with ordinary Icelanders as well as experts to get their thoughts on environmentalism, and take these ideas back home, where I can work to implement these strategies throughout my career as a scientist and an environmentalist. It will also give me an excellent head start on what will eventually be my final year dissertation, which will look at ways that individuals and small communities can make a positive, global impact on the environment, and how the earth's future doesn't necessarily lie in corporate or governmental responsibility.

I should be considered for this award because I am the first person in my family to go to university. I really want to make the most of my time at Bath Spa and enhance my experience and studies in any way that I can.

I want to help create a world that is more sustainable and eco-friendly. I've chosen the field of Environmental Science because I have always been scientifically-minded and I want to use my talents to help develop and promote better ways of protecting the environment, but I also really feel that the best way to help the world is to involve individuals, to build a bridge between the scientific realm (which can often be perceived as elitist) and the everyday realm of 'regular people'. I would use my experience in Iceland as an example of 'environmentalism done right' and as a personal motivation to try and live a more eco-conscious life. The experience and knowledge I gain can be used to teach others how they could have a more positive impact on the environment - it all starts with the individual. It has been a personal goal of mine to visit Iceland since I was 14. What started as an idle curiosity, inspired by my love of Icelandic musicians Bjork and Sigur Ros, has become a full-fledged appreciation and admiration of Icelandic culture and landscape. The fact that Iceland's dedication to eco-conscious living aligns with my own interests in Environmental Science and conservation makes it that much more special to me.

I'm applying for funding for this course because, after saving up for the past year and taking other steps in my daily life to spend less so that I can contribute towards the course, I have still not been able to come up with enough to cover the entire cost. My parents have been very supportive of me in applying to go on this trip, but unfortunately they aren't in a position to be able to lend me any money to help.

This would benefit the wider University community because I would of course share any and all knowledge and information from my trip with others on my Environmental Science course, my tutors, and anyone else who might be interested in eco-consciousness and the environment. I would be representing Bath Spa University whilst I am in Iceland, contributing to a global community of students and budding scientists, as well as representing myself as a citizen of the world. I also plan to keep a blog/journal of my time in Iceland, which I would happily share with anyone who wanted to read it, and hopefully inspire others to do something similar!

**Placement Expenses - How much will your placement cost?**

Travel to placement location	Cost	Exact/Estimate
Air fare from Bristol	£311.50	estimate
Visa	Cost	Exact/Estimate
n/a	0	

Daily Travel during placement/study trip	Cost	Exact/Estimate
Included in course fees	0	estimate
Accommodation	Cost	Exact/Estimate
Included in course fees	0	
Subsistence	Cost	Exact/Estimate
Meals in Reykjavik (2 days)	£50	
Any fees not paid by the placement provider	Cost	Exact/Estimate
One day museum and bus pass in Reykjavik, plus spending money (2 days)	£75	exact
Any other expenses (please specify what for)	Cost	Exact/Estimate
Course fee, including accommodation, meals, travel to field trip locations, etc.	£3500	exact
Total (A) Expenses		
£3936.60		

### Income – How will you pay for your placement?

*Outline estimates or known figures for how you will meet the expense incurred on your placement.*

From placement provider (wages, expenses, other if applicable)	Amount expected £	Exact/Estimate
n/a	0	
Other wages (e.g. from part-time job)	Amount expected £	Exact/Estimate
Part-time job	£650	estimate



Student loan	Amount expected £	Exact/Estimate
Amount set aside from student loan	£400	estimate
Other loan(s) or grant(s) – give detail	Amount expected £	Exact/Estimate
GreenPeas grant (decision pending)	£250	exact
From parents, relatives, etc.	Amount expected £	Exact/Estimate
n/a	0	
Savings	Amount expected £	Exact/Estimate
Savings	£1600	exact
Any other income – give details	Amount expected £	Exact/Estimate
None	0	
Total (B) Income		
£2900		

**Funding shortfall (Total A minus Total B)    £1036.60**

Other than applying for a grant from the Bath Spa University International Travel Fund, what other steps have you taken or do you intend to take to address this shortfall?

I have taken on extra hours at my part-time job in order to save money for this trip.

I also considered doing a crowdfunding campaign on the university Launch Pad site, however I was advised by the Development team that campaigns for trips abroad tend not to be very successful.

Finally, I have researched and found a local charity based in Bristol - GreenPeas - which awards grants for activities 'researching and promoting environmentalism'. If successful I would receive £250, however I won't know whether or not I am successful until February, after the application deadline has passed.

If you do not get a grant from the Bath Spa University International Travel Fund, will you still be able to do this placement?

If I am not awarded any funding I would most likely have to use my overdraft to cover the shortfall. However I would really prefer not to have to go into debt if I can avoid it. This would also use up the majority of my overdraft, without the means to easily repay it - leaving me without much of a safety net in the case of a financial emergency (which is the main reason why I have an overdraft).

**Notes – Please add any additional information to support your application in this section.**

I have attached all proof of costs and some further information about the course from their website.