

THE ZIBBY GARNETT TRAVEL FELLOWSHIP

2020 GRANT APPLICATION

APPLICATIONS MUST REACH THE FELLOWSHIP BY THE CLOSING DATE OF:

Thursday 12th March 2020 by 12 noon.

Information provided by applicants will not be used for any purpose other than the purposes of the Fellowship. Please read the Application Notes and Rules of Eligibility on the 'Grants' page of the website before completing this application form.

Your application should be sent by email to: info@zibbygarnett.org and include the following items:

- 1. Completed Application Form**
- 2. Curriculum Vitae**
- 3. Recent photograph**
- 4. Confirmation from your overseas placement that a place is reserved for you.**
- 5. Letter of support from your current UK tutor/employer**

Please put "APPLICATION – your name" in the subject title of your email(s). All applications will be acknowledged within 3 working days, if you do not receive a message within that time please contact the administrator at: jula.foster@zibbygarnett.org

SUMMARY

Name of Applicant		
Your Home Country		
Destination Country		
Proposed Placement Subject		
Dates of Travel	From	To
Estimated total cost of trip	£	
Sum requested	£	

PERSONAL DETAILS - *Please notify the Fellowship If any of these details change.*

Title - First Name - Surname	
Preferred name	
Date of Birth	
Tel / Mob no.	
Email	
Your Address - Term Time	
Your Address - Out of term	

DETAILS OF YOUR CURRENT PLACE OF STUDY / EMPLOYMENT

Name and address of your current place of study

If you also have a job, give the name and address of your employer and the nature of your work.

Full title of your course

Chosen Subject

Duration of your course

When you will qualify?

Give a brief description of your course content (*max 10 lines*).

Current course - specialist skills achieved so far.

Current course - future specialist skills to be covered.

List your further education qualifications achieved so far, starting with the most recent.

What further qualifications do you hope to achieve.

PROPOSED OVERSEAS STUDY DETAILS	
Location Name / Organisation	
Location Address	
Title of any course(s) or placements you are attending	
Subjects to be covered	
Dates of course(s) or placements	
Is this study trip a requirement of your UK course?	
What objects/artefacts do you expect to work on during your placement?	
Under whose direction will you be working/studying – who will tutor/monitor you?	
Tutor language and how you will understand if not in English?	
What practical conservation experience do you hope to gain?	
Could you gain this knowledge closer to the UK? Say why you have chosen your preferred location.	
Has the organisation confirmed a place for you?	
What equipment do you need to take – where will you source it from? <i>(The Fellowship does not fund equipment or books.)</i>	

Say why you want to go on this placement.

How do you hope your career will develop in the future?

How will this study placement help towards this goal?

How will you use the experience you gain to benefit the world of conservation in the UK?

TRAVEL ARRANGEMENTS

- You will need a valid passport – remember that it can take some weeks to obtain one.
- For some countries you will also need a visa or work permit.
- If you are European and travelling within the European Economic Area you will need a European Health Insurance Card (EHIC).
- The Trustees require you to take out a travel insurance policy which should include cover for illness and cancellation of your trip. You may also need additional insurance when working in, for example, a museum or laboratory. You should find out from your destination employers if they require you to provide this.

NOTE: Before setting off it is important to leave a contact address and telephone number with the Fellowship and also with your university or college.

Have you travelled abroad before?	
Do you have a valid passport?	
Will you require a visa?	
Travel itinerary / dates	
Name of any travel partner or group if you are not travelling alone. <i>(If they also need a grant they should make their own separate application.)</i>	

BUDGET

Before completing this section please read the Budget Notes on the next page.

Travel with UK to/from departure airport	£
Travel from UK to/from destination	£
Travel within destination country	£
Accommodation	£
Subsistence	£
Essential medication	£
Tuition or Course Fee	£
Visa, work permits, essential documentation	£
Travel Insurance	£
Insurance at work, if needed	£
Site and museum visits	£
Maps, guide books, notebooks	£
Materials: paper, printing, developing	£
Cost of written report in triplicate	£ 20
£5 per week contribution to phone charges	£
Other essential costs, specify:	£
TOTAL COST OF TRIP	£
Money you can raise from other sources <i>Other grants, wages, other please specify</i>	£
Total sum you are requesting from ZGTF	£

BUDGET NOTES

Research the costs of your trip carefully – include all costs you think you will realistically need but please remember the Fellowship’s funds have to be spread over many students so don’t be too lavish.

Try to source the most economical travel and accommodation nearby to your place of study/work to keep your daily travel costs down. Please indicate which are estimated costs.

‘Subsistence’ costs are for your food and drink, and the cost of an occasional meal out.

‘Essential medication’ could include inoculations, malaria tablets, insect repellent, sun cream.

The Trustees hope that you will also use any free time to explore the country and enjoy yourself. If time allows you are encouraged to visit galleries and sites relating to your subject. Sightseeing and private expenditure purely for pleasure, unrelated to your study, will be at your own expense. The Trustees encourage students to extend their study trip in order to take a holiday providing this is at their own expense.

Grants are provided for essentials. You may include the items shown in the Budget, but not personal items such as the examples below which you should pay for yourself:

Passports	Taxis, unless absolutely essential
Personal shopping, clothes, luggage, knapsacks, sun glasses	Newspapers, magazines, leisure reading, Postcards, stamps
Presents/gifts to bring home	Telephone costs above £5 per week
Toiletries, beauty treatments, hairdressers, laundry	Text books/equipment for long term use Photo albums

You will need to take your own pocket money to pay for personal items.

If you find you do not need to spend your entire grant, the Trustees will expect you to return the unspent portion which will then go back into the funds to help future scholars.

APPLICANT’S DECLARATION

I apply for a grant as set out in the budget.

I understand that if my application is successful, around 90% of the grant will be paid when I need it before my departure and the balance will be paid on my return, when I have turned in my written report, made my presentation to the Trustees and accounted for my expenses. I have sufficient money to tide me over until then. (If not, please say so.)

I have read and I accept the conditions set out in the application notes and Rules of Eligibility found on the GRANTS page of the website, www.zibbygarnett.org

I consent to my written report being reproduced by the Fellowship for any purpose of the Fellowship including publishing it on the Fellowship website.

Name _____ Date _____

PLEASE NOTE THE COMPLETED APPLICATION FORM SHOULD NOT EXCEED 7 PAGES