

## Bursary Fund Application Form 2018 – 2019

Financial support is available to UALL members via a bursary fund. It can be used to cover legitimate conference fees, travel and accommodation directly associated with attendance at any UALL events (including executive, network and other relevant meetings) or other events attended by the member in furtherance of UALL's objects and functions.

Successful applicants are expected to provide a report to the UALL executive outlining any event outcomes of relevance to the association's work. Where appropriate, this may be in the form of a published paper, or a conference or event review made available via the UALL website.

The bursary fund is limited in each financial year to a maximum cash amount of awards of £1000 and a maximum cash amount of £250 to any individual member.

**Funding is not guaranteed.**

Please fill in all sections of this form and sign the declaration. If your form is incomplete, it will be returned to you.

### **Evidence we need to see**

Prior to making payment of any award made to you, we will require evidence (e.g. travel tickets, receipts etc.) of the specific expenditure incurred. **Failure to provide the relevant evidence will mean your award will not be paid to you.** If you have difficulty providing this evidence, please contact the UALL administrator for advice.

### **Applications and decisions**

All applications will be considered by the UALL Executive Finance Committee in line with the eligibility and award criteria outlined below. You will normally be informed of the result of your application within 20 working days. Funding is limited, is not guaranteed and will always be subject to funding availability. If your application is successful you will be sent written confirmation showing the amount that has been allocated and how your payment will be made.

Applicants reliant upon the outcome of a bursary application should submit their application significantly in advance of the event for which there are seeking funding.

### **Payment details:**

If we decide to fund your application, payment will be made by cheque payment.

Application for Financial Assistance 2018/19 Section 1: **Personal Details**

First Name:

Surname:

UALL Member (please select one):

Institutional

Individual

International

Student

Please provide the name of your institution:

Address:

Postcode:

Email address:

Section 2: **Details of Expenses**

Details of costs you wish UALL to meet through payment of a bursary award:

Reasons for your application and potential benefits accruing to UALL in line with the association's objects and functions:

The total amount:

£:

Bursary fund eligibility and award criteria:

- Open to all members of UALL, whether as individuals or by virtue of institutional membership
- Limited to a maximum of £250 per individual member per annum (can be for one or more discrete purposes)
- Limited to a maximum cash amount of awards of £1000 in each financial year
- To cover legitimate conference fees, travel and accommodation directly associated with attendance at a UALL events (including executive, network and other relevant meetings) or other event attended by the member in furtherance of UALL's objects and functions (constitution, paras 2 & 3)
- Applicants must confirm in their application that they have first made attempts to secure funding from their home institution, research funder or employer as appropriate (requests for 'match funding' will be considered)
- Successful applicants will be expected to provide a report to the UALL executive outlining any event outcomes of relevance to the association's work. Where appropriate, this may be in the form of a published paper, or a conference/event review made available via the UALL website
- Applications are to be made to the UALL Finance Committee via the UALL Administrator Awards will be made by the Finance Committee with reference both to individual applicant circumstances and to the potential benefits accruing to UALL in line with the association's objects and functions

## Section 5: Payment Details

If you wish for UALL to pay directly to you, we will pay via cheque then payment will be sent to the address you provided in Section 1. Please make sure you have entered the correct address in Section 1.

Do you have a Bank of Building Society account that will accept BACS payments? Yes ☐ No ☐

Name of bank/building society:

Branch:

Account holder's name:

Account number:

Sort code:

## Section 6:

- I certify that the above information and financial details are correct and complete
- I understand that funding is limited and not guaranteed
- I understand that I am responsible for any costs I have incurred in the event that UALL decide not to make an award to me
- I agree to notify UALL of any change in my circumstances which may affect my eligibility for funding as soon as this occurs
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- I understand that payments in any form are my responsibility and will not normally be replaced if lost, stolen, forgotten, damaged, destroyed or misused
- I understand that any funding I am allocated is for the specific purposes I have outlined in section 2 and that a new application will be required for any additional purposes (e.g. attendance at other events).
- I confirm that I have tried to secure funding from my home institution, research funder or employer and am not eligible for funding of the amounts for which I am applying
- I understand that UALL reserves the right to review and adjust the funding accordingly and I am aware that this may result in only part-funding be provided

Signed \_\_\_\_\_

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

## Privacy Notice – How we use your personal information

### Why do we collect personal information?

UALL collects and processes personal data relating to its members to effectively manage and to meet its statutory obligations as a charity organisation. UALL is committed to being transparent about how and why it collects and uses that data and to meeting its General Data Protection Regulation (GDPR) obligations. Further information can be found at <https://www.uall.ac.uk/privacy>

### How is this collected and stored?

This data will be stored within a secure network with limited UALL personnel having access to it.

### Who has access to data?

Data provided in relation to the bursary application will be shared with only the financial group tasked to review the application.

### What rights do you have?

As a data subject, you have a number of rights. You can: access and obtain a copy of your data on request, require the organisation to change incorrect or incomplete data; require the organisation to delete or stop processing your data, for example where the data is no longer necessary for the stated purposes of processing; object to the processing of your data where the organisation is relying on its legitimate interests as the legal ground for processing. Further information can be found at <https://www.uall.ac.uk/privacy>