

Appendix F

Travel Grants

F1. Monies for Travel Grants are to come from a separate JCR fund, within the main JCR account, devoted to worthwhile vacation projects undertaken by JCR Members between matriculation and graduation. The JCR Treasurer shall set aside a minimum of £500 for Travel Grants in Michaelmas and Hilary Terms, and a minimum of £1000 in Trinity Term.

F2. The allocation of Travel Grants shall be decided by a vote, subsequent to the Travel Grants Meeting. The Travel Grants Meeting shall directly follow the fourth Ordinary JCR Meeting of Term, and shall be chaired by the Independent Chair.

Applications

F3. No Applicant may apply for more than £200, or 30% of their costs – whichever is smaller.

F4. All applications must have a Proposer and a Secunder, neither of which may be the Applicant, and both of which must be Members of the JCR. The names of the Applicant, Proposer and Secunder shall be kept confidential until after the vote is made.

F5. Each Applicant shall submit:

- a) the title of their project (up to 10 words);
- b) the estimated total cost of their project;
- c) the amount sought from the JCR;
- d) a short description of the project (up to 100 words);
- e) a short explanation as to why the JCR should fund the project (up to 200 words); and
- f) a short declaration of any other sources of funding they have obtained for the project, and the respective amount(s).

This shall be set out in a Travel Grants application form, distributed by the JCR Secretary at least a week before the submission deadline for applications.

F6. Applications for funds must be accompanied by evidence of the estimated total cost of the project, such as letters from the organisers, proof of bookings, receipts, screenshots of costs for flights or hotels not yet booked.

F7. All applications must be submitted to the JCR Secretary by email no less than 48 hours before the Travel Grants Meeting is due to commence. Any applications submitted after this deadline will be immediately rejected by the JCR Secretary.

Eligibility

F8. The Applicant must not be obtaining funding from their subject department, and the project must not be part of their compulsory degree course. Projects that are supplementary to a degree course, such as voluntarily visiting an area in order to aid understanding of a topic of study or thesis, are eligible for funding. The Applicant must, where possible, provide evidence of unsuccessful previous attempts to acquire funding from their subject department, the college, or the university.

F9. No JCR Member who has successfully applied for and received a JCR Travel Grant during any one academic year may apply for a second JCR Travel Grant during the same academic year, even if it is for a different project. This clause will come into effect from Michaelmas Term 2018.

F10. The JCR Secretary shall keep a log of successful past applications for Travel Grants, in order to ensure that clause F9 is met.

F11. A JCR Member may not apply for more than one Travel Grant in any one term.

F12. It is permitted for candidates to apply for a Travel Grant for a project not taking place in the vacation immediately following the term in which the election is being held, and for candidates to re-apply following one failed nomination if the project is still upcoming. No monies will be refunded retrospectively for projects already completed that did not receive Travel Grant funding prior to the trip.

F13. In cases where more than one JCR Member wishes to apply for funding for the same project (whether to be undertaken jointly or separately), they may apply for separate Travel Grants, but may not apply jointly for one Travel Grant.

F14. JCR Members in their final year of study are permitted to apply for a Travel Grant for a project undertaken during the vacation immediately following the Trinity Term of their final year, but may not apply for a Travel Grant for any projects due to be undertaken thereafter.

F15. The Travel Grant must be used exclusively as a contribution towards the costs of travel and accommodation. A project that involves the use of the funding as a contribution towards a charity or related third party is not eligible.

F16. A Travel Grant application does not affect the rights of JCR Members to apply for funding for other unrelated purposes through an Action Motion for Debate asking for funding.

Travel Grants Meeting

F17. The JCR Secretary shall notify the JCR of the opportunity to apply for Travel Grants at least a week before the submission deadline for applications, and shall

alert the JCR to the regulations for doing so, as set out in this Appendix.

F18. The JCR Secretary, with the oversight and support of the JCR Returning Officer, shall check that the applications meet all of the criteria set out in this Appendix. Any applications that do not meet all of the criteria will be immediately rejected by the JCR Secretary.

F19. All applications which meet the criteria set out in this Appendix will be provided to the Independent Chair at the Travel Grants meeting. The Independent Chair will read out:

- a) the title of the project;
- b) the amount of funding sought from the JCR;
- c) the short description of the project
- d) the explanation as to why the JCR should fund the project
- e) any other sources of funding secured, and their respective amounts

The names of the Applicants, Proposers and Seconders will not be disclosed.

F20. After each application is read out, those present in the Travel Grants Meeting will vote on whether or not that specific application should be vetoed. If a majority of those present in the Travel Grants Meeting choose to veto the application, the application will be rejected and will not appear in the online vote.

F21. Once all of the applications have been heard, voting shall commence by an online secret ballot, open to the whole of the JCR, in the form of the Alternative Vote [Electoral Reform Society]. The vote shall open in the 24 hours following the Travel Grants Meeting, and shall close at least 48 hours after having opened.

F22. The online vote will include the information read out by the Independent Chair at the Travel Grants Meeting, as set out in F19. The names of the Applicants, Proposers and Seconders will not be disclosed.

F23. No JCR Member is permitted to campaign in support of any Travel Grant. If any such campaigning is discovered, the JCR Committee has the right to remove that Travel Grant application from the election.

F24. The setting up and running of the online voting system shall be administered by the JCR Returning Officer, with the support and oversight of the JCR Vice President.

F25. The JCR Returning Officer shall publish the results of the vote within two days of the vote.

F26. In the event of there being more money asked for than is available, the preferential list shall determine the rank order for the distribution of monies.