

**APPLICATION FORM FOR THE ST CATHARINE'S COLLEGE SOCIETY
INTERNSHIP BURSARIES**

Application Period: 22 February to 7 May 2021

INSTRUCTIONS TO APPLICANT: to ensure that your application is considered by the Awarding Panel please do the following:

- Read carefully the description of this scheme on the website at http://www.caths.cam.ac.uk/society_bursaries
- Complete the form below in as relevant and accurate and succinct a way as you can, to enable the Awarding Panel properly to evaluate your application.
- Save a copy of the form for your records
- Provide a copy of your completed form to your Tutor AS AN EMAIL ATTACHMENT
- Your Tutor will complete his/her section and will then send the whole form to **Carrie Whitwell, Society Grant Coordinator** by email, society.grants@caths.cam.ac.uk

It is your responsibility to ensure that your Tutor has provided the completed form to the Society Grant Coordinator by Friday 7 May.

YOU

I confirm that I am receipt of a Cambridge Bursary.

I confirm that the work/internship for which I am applying is unpaid.

I confirm my understanding that funding for a successful application under this scheme may be provided only after the results of other funding applications that I have made are known, and that I should therefore advise the Society Grant Coordinator as soon as I am awarded funds for this work/internship from any other source.

First Name(s):	Surname:
Year of Study:	Subject of Study:
Email Address:	Contact telephone:

Is this project a course requirement for your

degree? Y/N
Name and email address of your Tutor:

THE ORGANISATION

Main organisation with which you will be working:
Description of this organisation's aims, objectives and main activities:
Name and contact details of main person in the organisation with whom you will be working:
The organisation's website address:

THE PROJECT

Description of the <u>specific project or activity</u> that you will be involved with. Include its aims, objectives, and planned outcomes. [NB your own work should be entered in response to the next questions]

YOUR PROPOSED ACTIVITIES

Description of the work YOU will be carrying out and any other PERSONAL contributions YOU will be making to the project:

Duration of the placement/project in days. How long will you be personally involved in this placement/project? Please provide dates if possible.

Location of your project/placement – town/city and country:

YOUR PERSONAL DEVELOPMENT

What specific skills or experience do you hope to develop or gain from this project/placement?

Describe any experience (work, academic or extra-curricular) you have already that that this project/placement complements and builds on:

How will this project/placement contribute to your future career plans?

FUNDING YOUR PROJECT

What are your TOTAL funding requirements for this project/placement?

Break down the above sum by the headings below:

Travel: £

Living accommodation: £

Other – please specify what cost this covers: £

Have you also applied to the University Careers Service for funding? Y N Intend to do so

What other funding have you raised so far? Please give sums and sources:

What other applications for funding have you made that are as yet unresolved?

What will you do about the project/placement if this bursary application is unsuccessful?

PLEASE READ THIS STATEMENT CAREFULLY, AND THE INSTRUCTIONS THAT FOLLOW:

Liability

St Catharine's College and the St Catharine's College Society cannot undertake to investigate organisations to check that they are well regulated, safe or comply with legal requirements. St Catharine's College and the St Catharine's College Society accept no liability for loss or damage suffered whilst undertaking the work placement. The award of a bursary to join an organisation is not our official endorsement that the organisation will be able to offer or fulfil its obligation to provide useful work experience. Voluntary work, especially abroad, may not always be well organised. You are responsible for checking that working conditions and, where applicable, travel and accommodation arrangements are satisfactory and meet the minimum standards you had agreed with the organisation concerned when arranging the placement.

INSTRUCTIONS

Now, as stated at the top of this form, to ensure that your application is considered by the Awarding Panel, please do the following:

- Save a copy of the form for your records
- Provide a copy of your completed form to your Tutor AN EMAIL ATTACHMENT
- Your Tutor will complete his/her section and will then send the whole form to **Carrie Whitwell, Society Grant Coordinator** by email.

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SECTION FOR TUTOR COMMENT

Dear Tutor

The College Society will provide this year up to 10 bursaries of up to £500 each to the most deserving applicants. Details are here: http://www.caths.cam.ac.uk/society_bursaries

Note that this year the College has again generously agreed to match the Society's funding, and so applications that meet the criteria may be part-funded by the Society and part-funded by the College up to a maximum of £1000.

Please review the information provided by this student and then add in the space below any comments that you think will be relevant and helpful to the Awarding Panel.

Then please send the full application to me as an attachment to society.grants@caths.cam.ac.uk. It should reach me by Friday 7 May at the latest, as the awarding panel will meet soon thereafter.

Thank you for your help.

CARRIE WHITWELL, Grant Coordinator, St Catharine's College Society

Tutor Comments