OUS DORSET: TWO 2018 SUMMER VACATION BURSARIES OF UP TO £350 EACH – GUIDANCE NOTES FOR APPLICANTS

OUS Dorset is an unincorporated association of University of Oxford graduates and postgraduates in Dorset that aims to foster a continuing relationship between its members and the University.

To this end, OUS Dorset is offering two Bursaries, of up to £350 each, towards the costs of undertaking, or of otherwise taking part in, a 2018 Summer Vacation project that is due to be started and completed wholly between the last day of Trinity Term (Saturday 16 June) and the first day of Michaelmas Term (Sunday 7 October) 2018. The project may be of any kind in any place, but must be approved by College and be carefully planned to achieve its stated purpose. Each Bursary is offered on the condition that OUS Dorset has neither any responsibility for the project, nor any liability for its risks. Neither Bursary will be paid if, in the opinion of the OUS Dorset, no sufficiently deserving applicant comes forward.

All undergraduates of the University of Oxford, who are either ordinarily resident in Dorset, or who have matriculated from a Dorset School, are eligible to apply for these Bursaries, other than [i] past and present OUS Dorset Bursary Holders; [ii] final year undergraduates; [iii] third year medical students; [iv] graduates of any University. “Dorset” includes only the local authority areas of Dorset, Bournemouth and Poole. It does not extend to Dorset postal addresses in other local authority areas.

Completed application forms must be lodged with Dr Tony Pawley, Hon Secretary, OUS Dorset, 20 Cotton Close, Broadstone, Dorset BH18 9AJ, by Friday 16 March 2018. Applications received after this date are unlikely to be considered. Applicants are not being interviewed. Outcomes will be notified by 20 April 2018 and will be final.

When completing the application form applicants should bear the following points in mind:

1. When weighing the merits of any application OUS Dorset will focus particularly on how the project may assist the personal development of the applicant, as an undergraduate member of his or her College, and on how it may enrich that applicant's student life to the benefit of that College

2. Budgets and funding arrangements must be credible and explained in as much detail as possible, using separate sheets of paper if necessary. Proposals that appear to rely on significant borrowings, other than for the very short term, are unlikely to be viewed favourably. The figures required are those that the applicant has to raise and to bear personally. "Equipment" means project specific clothing and equipment for personal use only, "Maintenance" means own keep and other personal expenses. "Travel" includes fares, airport taxes, travel insurance vaccinations, visa fees, and all other related travel costs, "Other" means other, but, specifically, includes any fees, charges, non-returnable deposits, charity minimum fund raising targets and the like that may be payable in consideration for being allowed to join any project. A broad analysis of 'other expenses' is required if they total £200 or more in aggregate.

3. The space for ‘further observations’ above the Applicant’s Certificate is intended to allow a fair opportunity to put forward, or to clarify, points that the applicant believes the application form has not adequately provided for elsewhere. The Certificate incorporates an undertaking to report back to OUS Dorset, in writing, within three months of returning from the project. The report will be presented at OUS Dorset's next following Annual Lunch and AGM, and should describe the nature of the project, the bursary holder’s part in it, and its outcomes and benefits, including to the bursary holder personally. The report must be typed (minimum font size 10), and, ideally, contained within 2-3 A4 sides, including photos.

4. For the purposes of the application form, the “Sponsor” is the person who is organising and managing the project. If that person is the applicant, the “Sponsor” shall be taken to be the College or the University Authority (e.g. the OU Expeditions Council) authorising and supervising the project. The Sponsor’s Confirmation should be completed accordingly. However, if the Sponsor’s Confirmation has already been given to the applicant in writing, it will be a sufficient discharge of this requirement to attach to the application form copy of the relevant correspondence. Copy must be complete and of good quality. Company or Charity registration numbers must be clearly legible.

5. Obtaining the College signature to the College Endorsement section of the application form is mandatory. In no circumstances will applications be considered without that signature, but OUS Dorset will draw no particular inferences from Colleges signing these certificates without comment. Applications signed by Colleges without comment will be regarded as College approved applications to be determined on their merits.

6. Applications may be typed. Hand written applications must be in black ink, and sufficiently legible and well presented to be read as e-mail attachments.

Questions to OUS Dorset Hon Secretary, Dr Tony Pawley, by e-mail to dorset@ousoc.oxon.org please.