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|  | Carer’sConference/ Training Grant Application  |

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| ***This Grant provides funds for staff (both academic and support) with caring responsibilities who, without these funds, would not be able to attend national or international conferences or training days due to their caring responsibilities. These funds are designed to be used flexibly eg to enable another named carer to travel with the applicant, help provide the caring responsibility while applicant is attending a conference or to pay for additional caring required in the applicant’s absence during the conference. Applications must be submitted prior to attendance at meeting or event and all costs must be justified and receipts submitted upon return. The maximum grant allowance is £300 but we are willing to consider smaller amounts to facilitate attendance at events eg, part-time workers who wish to attend an event on a day they do not normally work.***  |
|  |
| Name  |  |
| Title: |  |
| Staff Number: |  |
| Centre and College: |  |

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| --- |
| Address  |
|  |
|  |
|  |
| Postcode: |  |
| Telephone: |  |
| E-mail: |  |
| How did you hear about this grant: |
| Name and Dates of the Conference/Training Day: |
| Country that Conference/Training Day is being held: |

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| **Expenditure***Please summarise how you intend to use the grant detailing carer’s expenditure. This may include carer’s travel, carer’s accommodation and/or carer’s expenses* |
| Carer’s UK Travel |  |
| Carer’s Overseas Travel |  |
| Carer’s Accommodation |  |
| Other expenditure : please describe |  |

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| **Total Value of Grant requested from Athena Swan**  | **£** |

**Applicant’s Declaration**

I confirm that the details given above are correct to the best of my knowledge.

**Applicant’s Signature** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  **Date** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Please provide a supporting statement from your Line Manager

**Line Manager’s Name:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  **Signature** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 **Please email your application, with any additional supporting papers you wish to submit to:**

Andrea Scott, andrea.scott@ed.ac.uk with Carer’s Conference Travel Grant in the Subject line

**Carer’s Conference/Training Grants**

**Regulations**

1. Each recipient, is eligible to receive a maximum of £300/year but multiple applications for small amounts can be submitted.
2. Applications will be assessed and applicants are likely to hear within 2 weeks whether they are successful. Monies will be allocated on receipts provided upon return from event.
3. There are a limited number of grants up to a maximum of £300 available each year. Applications can be made at any time.
4. Please include with your application, acknowledgement of abstract acceptance, invitation to the conference or acceptance on training day.
5. Upon return, please submit a statement confirming that the applicant attended the conference and include receipts detailing expenditure relating to caring responsibilities.
6. The applicant will be required to write a short piece for the Athena Swan newsletter on the grant and how it was utilised.