**The University of Sheffield**

PETRIE WATSON EXHIBITIONS

### Application form Petrie Watson EXhibitions 2023-24

Grants of up to £750 are available to Undergraduate and Postgraduate students in the Faculty of Arts and Humanities to support projects of an Arts nature.

Preference will be given to students who are continuing their study and do not have existing extensive funding. The grant gives an opportunity to experience valuable training elsewhere and is over and above the normal expectations of the course.

Covid-19 - Please note approval of the grants will be in line with any covid mitigation guidance at university level. Students will be asked to complete a risk assessment before travelling.

If you are successful you will be notified at the end of March 2024.

Before completing the application form please ensure you read the notes below.

FULL NAME **\***

REGISTRATION NUMBER **\***

DEGREE PROGRAMME **\***

YEAR/LEVEL OF STUDY

TOTAL COSTS APPLIED FOR **\***

CONTACT DETAILS IN CASE OF QUERY **\*** (i.e. Email and Tel Number)

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| **If you are a PhD student, who funds you?**  Name of funding body **\***  If you are funded how much have you received? £ **\*** |

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| Have you applied for the Petrie Watson Exhibitions before? YES / NO **\***  If YES when was this? Year**\***  If YES how much were you awarded? £ **\*** |

**\*Mandatory Field**

Please note that any unspent grant **must be returned** to the University following submission of the final report.

|  |  |
| --- | --- |
| **Travel** – Give concise information about the itinerary and means of travel. State whether the costs are estimates or firm quotations. It is assumed that the cheapest feasible form of transport will be used. If this is not clear, say what alternatives have been explored |  |
|  | £ P |
|  | £ P |
|  | £ P |

|  |  |
| --- | --- |
| **Accommodation –** State the type of accommodation, which should be of a simple but reasonable standard, the number of nights, and whether the costs are estimates or firm quotations. |  |
|  | £ P |
|  | £ P |
|  | £ P |
| **Maintenance** – Describe the basis on which any application for maintenance is calculated |  |
|  | £ P |
|  | £ P |
|  | £ P |

|  |  |
| --- | --- |
| **Course Fees –** In case of attendance at courses, give the full course fee and state what is covered by it. |  |
|  | £ P |
|  | £ P |
|  | £ P |

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| --- | --- |
| **Other Expenses –** Thismight include insurance, cost of access to libraries or museums, or transport within the area to be visited. Please note that the Committee does not normally grant assistance towards the cost of materials. |  |
|  | £ P |
|  | £ P |
|  | £ P |

|  |  |
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| **Financial Support** – If you are a graduate student, please indicate the source of financial support (if any) for your studies |  |
|  | £ P |
|  | £ P |
|  | £ P |

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| **Statement from Student** – Please complete in as much details as possible, preferably typed or in dark ink (this form will be photocopied). |

**Supporting Statement from Tutor** - Please complete in as much detail as possible, preferably typed or in dark ink (this form will be photocopied).

**Tutor Details:**

Name(s): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Department: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Contact email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Telephone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

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| F.A.O. **Wendy Gautrey**  Petrie Watson Exhibitions | Please fill in the address to where **all** **correspondence** relating to your application should be sent: |
| Student Administration Service |  |
| Student Results and Awards Team |  |
| Level 6, Students Union |  |
| Western Bank |  |
| Sheffield S10 2TG |  |
| Email: sas.prizes@sheffield.ac.uk |  |

I have read and accept the regulations listed if I am awarded a Petrie Watson Exhibitions (please tick).

I confirm I am willing for my report to be available on a dedicated website (please tick).

**NOTES:**

***WHO CAN APPLY?***

Undergraduate and Postgraduate students currently registered either full or part-time in the Faculty of Arts and Humanities are eligible. However, preference will be given to students who are continuing their study, do not have existing extensive funding and the grant gives an opportunity to experience valuable training elsewhere and is over and above the normal expectations of the course.

***HOW TO APPLY***

You should first consult your personal tutor or supervisor to discuss the proposed project. If you are encouraged to proceed, please complete the application form. Your department will then forward the application to the Student Results and Awards Team at the address provided in the box above. It is your responsibility to make sure that your tutor is aware of the details of the project so that additional information can be requested from them if necessary.

* Give a full and clear statement (suggested length 200 words) on the nature and scope of the project or course, its duration, and the reason for undertaking it and the interest and value of the activity involved.
* Say whether this forms part of a larger project and whether you are seeking funds from any other body. If this is the case, please indicate when the other bodies concerned will make their decision. If any material outcome is envisaged (e.g. gaining some qualification or producing an article) this should be mentioned.
* Say whether the project is dependent on financial support or whether it will go ahead, albeit in a reduced form, if finance is not forthcoming.
* Specify the full cost of the project, and specify costs under the headings. If the total amount is less than the total cost asked for, please say where the balance is to come from.

***HOW CAN THE GRANTS BE USED***

The grants are intended to provide an opportunity for carrying out an approved programme of study and travel either in this country or abroad. Grants are also available for students wishing to attend approved vacation courses, summer schools or conferences.

Grants should normally be used to enhance or complement mainstream academic work although other projects will be considered. They cannot be used to cover the costs of required coursework nor to fund basic or core research work foreseeable at registration.

In the case of students specialising in modern foreign languages, Petrie Watson Exhibitions may not be used either to supplement or take the place of funds normally granted for residence abroad, as required by the regulations of the degree programme. These grants are also not offered to support periods of study relating to University approved Study Abroad/Exchange Schemes, nor will they be available to cover basic foreign language acquisition.

Preference will be given to students who are continuing their study and do not have existing extensive funding. The grant gives an opportunity to experience valuable training elsewhere and is over and above the normal expectations of the course.

***HOW MANY GRANTS ARE AVAILABLE AND WHAT ARE THEY WORTH?***

The number of awards made per session depends on the funds available and on the merits of the applications. Each application will be considered by a Faculty of Arts and Humanities Panel on the basis of the intrinsic value of the project, and on the basis of the applicant’s record as attested by the academic department concerned.

Grants will normally be in the region of £250-£750; applications for outside this range may be considered. You will not normally be considered for more than one award during your time at the University.

Applicants are expected to have explored all internal and external sources of funding. You may apply for a contribution to a project partially financed from other sources. You will usually be expected to make some personal financial contribution to your costs.

***CLOSING DATE***

The closing date for applications to reach the Student Results and Award Team, Student Administration Service is **Friday 23 February 2024. Ensure you allow enough time for your tutor to provide a supporting statement or any other additional information needed.**

***WHEN ARE THE APPLICATIONS CONSIDERED?***

The Faculty of Arts and Humanities Panel will meet to consider applications in March 2024.

***WHAT HAPPENS IF I AM SUCCESSFUL?***

You will be notified of the outcome by email at the end of March 2024. Funds will not be paid until April 2024. You will be required to submit a full report of how you have made use of the award. The report must be a minimum length of 1000-1500 words and should be in word processed format. In addition, you are asked to include an initial paragraph summarising the project and the benefits you have gained from the award. It is hoped to produce summaries from those successful in obtaining an award from the Petrie Watson Exhibitions on a dedicated website for use by future applicants considering this award. You are also asked to provide receipts for major items of expenditure only (e.g. travel, accommodation and tuition costs etc). Any unspent grant must be returned to the University following submission of the final report. The report and receipts, together with details of expenditure form will need to be submitted to the Student Results and Awards Team before September 2024, if this is a problem please indicate this on your application form. You may also like to inform your tutor/department of the outcome.

***WHAT HAPPENS IF I AM UNSUCCESSFUL?***

You will be notified of the outcome by email at the end of March 2024.

***QUESTIONS***

1. Will applications be considered after the closing date? - NO. Applications received after the deadline are not considered for the award
2. Should I apply to the Learned Societies Fund and other funding bodies before completing this application – YES. If you have been successful with other funding it is unlikely you will receive a Petrie Watson Exhibition
3. If I have received a Petrie Watson Exhibition award in previous years can I re-apply – YES. However, it has been agreed that a fairer approach is to consider first time applications to allow more students the opportunity to be made an award
4. I am due to graduate this year, can I apply for a Petrie Watson Exhibition – The criteria requires that you are a registered student in the Faculty of Arts and Humanities. The selection will prioritise students continuing their studies at the University of Sheffield.
5. If I do not use all the money allocated to me will I have to pay this back to the University – YES