

**For office use only**

 Date of receipt:

**City St George’s Tooting**

**Conference Presentation Fund Application 2024/25**

**The 2024/25 Conference Presentation Fund is available to students registered on a course that is delivered at City St George’s Tooting**

**If your course is delivered at Clerkenwell or Moorgate, please check with your department about any potential funding that might be available**

**The Conference Presentation Fund is supported solely by alumni donations**

**Applications will be accepted on a rolling basis until funds are exhausted**

**Students are advised to apply as soon as possible**

**Applications and supporting evidence should be submitted electronically in PDF format**

**We recommend that you upload the documents to your City St George’s OneDrive and share the link with the Student Funding Adviser at** **studentfinance@sgul.ac.uk**

**IMPORTANT INFORMATION FOR ALL APPLICANTS**

* Please refer to the accompanying guidance notes when completing this application form
* Awards from this Fund are made to support essential costs relating to the presentation of City St George’s Tooting work or research at external conferences that are not affiliated with the University
* Please complete all sections of this form and attach all relevant supporting documents
* **Applications and supporting evidence should be submitted electronically in PDF format. We recommend that you upload the documents to your City St George’s OneDrive and share the link with the Student Funding Adviser at** **studentfinance@sgul.ac.uk**
* Signatures should be scanned originals
* Incomplete applications, those missing scanned original signatures or those missing the required documentary evidence cannot be considered
* Applications will be considered on a rolling basis until funds are exhausted
* Once funds are nearing exhaustion applications may be prioritised based on the level of financial need evidenced

**Section 1 - Personal details**

|  |  |
| --- | --- |
| **City St George’s student number (7 digits)** |  |
| **Forename(s)** |  |
| **Surname** |  |
| **Date of birth (dd/mm/yyyy)** |  |
| **Correspondence address** |  |
| **Telephone number** |  |
| **City St George’s email address** |  |
| **Course title** |  |
| **Year of study in 2024/25 (e.g. 1, 2, 3, T, P, F)** |  |

**Section 2 - Please provide details about the conference at which you have been invited to present (including its full name, location, the date(s) you are required to attend, and whether you will present in person or virtually)**

**Conference name:**

**Conference address:**

**Dates of attendance:**

**Will you be presenting in person or virtually?**

***EVIDENCE NEEDED: Please attach a copy of your abstract acceptance or invitation to present***

***(this must be in your name)***

**Section 3 - Please confirm the title of your abstract and provide a summary of your presentation**

**Abstract title:**

**Summary of presentation:**

**Section 4 - Please explain how you will personally benefit from presenting at the conference**

**Section 5 - Please explain how your presentation at the conference will benefit City St George’s**

**Section 6 - Please list the essential costs incurred, including exact amounts in GBP**

**(for example; registration fee, essential materials (please specify), travel, and accommodation)**

***EVIDENCE NEEDED: Please attach evidence that you have paid for all of the essential costs outlined above using your own funds***

**Section 7 - Please outline your reason(s) for applying for this financial support**

**(please be reminded that consideration may be given to whether an applicant has evidenced additional financial need)**

***EVIDENCE NEEDED: Please attach proof of any financial need(s) detailed above, if applicable (for example; bank statements / SFE or NHS income assessment notification letters / evidence of financial hardship)***

**Section 8 - Will you be receiving financial support for the conference from any other source?**

**(if so, please provide details, including the name of the organisation and amount(s) awarded)**

**Yes / No** *(please delete as applicable)*

**If yes,**

**Name of organisation:**

**Amount awarded:**

**Section 9 - Details of a supporting member of City St George’s, University of London academic staff**

**(e.g. project supervisor or personal tutor)**

|  |  |
| --- | --- |
| **Full name** (CAPITALS) |  |
| **Position at City St George’s** (e.g. Senior Lecturer) |  |
| **Signature** (please scan original) |  |
| **Date** |  |

***PLEASE NOTE: Applications must be signed by a University member of staff in order to be considered***

**Section 10 – Your bank details**

|  |  |
| --- | --- |
| **Name of bank/building society** |  |
| **Account number (8 digits)** |  |
| **Sort code (6 digits)** |  |

Awards made to successful applicants will be paid into the account specified above

**Data Protection Statement**

City St George’s, University of London is a data controller in terms of Data Protection Legislation. The Student Services department follows University policy in matters of data protection, and the data requested in this form is used for the purposes of processing your application and for the subsequent contract with you if your application is successful. We may also use the data provided to evaluate the quality and impact of this service. More detailed information on how the University uses your personal data can be found in the Student Privacy Notice at [Privacy notice (sgul.ac.uk)](https://www.sgul.ac.uk/about/our-professional-services/information-services/information-governance/data-protection/privacy-notice).

Personal data will not be passed on to any third party without your consent, except when the University is required to do so by law. Any formal enquiries concerning the use of data noted here should be directed to the Student Funding Adviser at studentfinance@sgul.ac.uk.

**Student declaration**

**I declare that the information I have given on this form is correct and complete to the best of my knowledge. I understand that giving false information will automatically disqualify my application and may also lead to serious disciplinary procedures. I further undertake to repay any grants obtained by me as a result.**

**I understand that it is my responsibility to obtain permission from relevant members of University staff for any time missed from the course as a result of attending the conference.**

**I am aware that the Conference Presentation Fund is solely supported by alumni donations and that the University provides feedback to donors about how their funds have been used and the impact of their support. I am aware that my application may be viewed by the City St George’s Tooting Development and Alumni team, agree to provide feedback about my experience of presenting at the conference upon request and also to outline how this alumni funding has benefitted me. I understand that City St George’s may also wish to use any information provided as a testimonial for marketing or fundraising purposes.**

**If, due to very exceptional circumstances, my award is paid based on estimates I promise to provide full receipts to evidence all expenditure to** **studentfinance@sgul.ac.uk** **within two weeks of attending the conference. I understand that failure to do this will result in my having to repay the award in full.**

|  |  |
| --- | --- |
| Full name (CAPITALS) |  |
| Signature (please scan original) |  |
| Date |  |

***PLEASE NOTE: Applications missing the above scanned original signature cannot be considered***