



THE GANE TRUST TRAVEL AWARD TERMS AND CONDITIONS

Successful recipients subject to a number of conditions, detailed below.

- **Recipients must be a current registered student both at the time of application and at the time of the activity the funds are to support.**
- The student selected for the award must deliver a presentation to peers, staff and trustees and provide a 3000 word written report detailing how their experience has influenced their practice, studies and future career.
- The Award will be paid in 2 instalments: £800 shall be paid to the student prior to the visit and the balance will be paid when the Trustees have attended a presentation given by the student at the Bath School of Art & Design.
- A condition of the Award is that successful projects will be publicised on The Gane Trust and University website, and promoted in the media. Award recipients will be expected to provide appropriate feedback to support this.
- If, by reason of any emergency or other circumstance, the Award-holder is unable to complete the visit, in part or in whole, he or she will be required to refund all or part of the Award as may be considered reasonable in all the circumstances.
- Recipients may be publicised on the University website and in the media; recipients will be expected to provide appropriate feedback (reports, blogs, pictures and/or videos) to support this.
- **Recipients will be asked to report on the progress of their studies/research/exhibition to the Development and Alumni Office at darobathspa.ac.uk.** This information will be used in literature to promote the value of and provide feedback to those who support the fund and the University.
- Recipients may be interviewed by the press office and/or be invited to attend events with donors who support the fund, partners in the project, other successful recipients and the wider University community, allowing discussion about the projects that have been carried out. **Reasonable efforts must be made to attend these events.**
- Recognition of the award should be made wherever possible. Wording such as 'Supported by Bath Spa University Gane Trust Travel Award' would suffice, but please run the wording by the Development and Alumni Relations Office on 01225 876088 or darobathspa.ac.uk
- The following scholarship logo is provided for promotional use when referencing support received from the Bath Spa University Gane Trust Travel Award -



REPORTING BACK

Congratulations!

We hope that the award you received will really help you in your studies and future career. You have received one of the many scholarships, bursaries and awards which are supported by charitable donations given to Bath Spa University. The donor could be an individual who has personally given a gift, it may be a collection of donors whose individual gifts have been brought together to support an initiative, or the funds may have been given by a business or a charitable trust.

The University would like to be able to offer financial support to many more of our current and future students, so they too can be given the opportunity to pursue their dreams and fulfil their potential. There are numerous ways in which this can be achieved, but the most successful way requires *your help*.

REPORTING BACK

There are various ways you can report back to the donor and the University. There are two stages where contact must be made: upon being awarded the funds, and when you have completed the activity you have received the funds for.

Below is a guide. It is only a rough example, so don't feel that you have to be constrained by the ideas – after all we are a University driven by creativity, culture and enterprise, and it is for these very reasons that the donor has chosen to support Bath Spa University students! There are numerous ways to report on your achievements including:

- Blog
- Website
- Music recording
- Written report
- Film
- Photos
- Drawings and sketches
- Presenting to your peers

1. RECEIVING YOUR AWARD

Write a thank you letter or postcard to the donor. This is a short thank you, which should be handwritten and will need to be received by the Development and Alumni Relations Office before we can release the funds to you.

2. REGULAR UPDATES

If your award is to support travel abroad, then a postcard from the place you are visiting would be an ideal way of saying thank you.

If your project is longer than two months you are expected to supply regular updates on the progress of your project, placement or studies. These need not be long written essays; in fact it is important that the reporting back includes as much of your personality as possible – for example you could produce a photo diary, a film, write an online blog, draw a story board or create a story/poem etc.

3. FINAL REPORT

The best way to secure future gifts is to thank donors. However, the people they really want to hear from are *you*. They want to know how their gift has benefitted you and your work, what the gift has enabled you to do and what you plan to do next. When they hear of the

positive impact on your life, they are more likely to consider giving again and support another student like you.

Not only does your story have a positive impact on donors' intentions, it can also encourage other people and organisations to give. Being able to talk about how previous support has benefitted students in their studies and careers allows people to understand what their gift could do. With your help we can do amazing things!

You will be required to deliver a presentation to peers, staff and trustees and provide a 3000 word written report detailing how their experience has influenced their practice, studies and future career. ***Please ensure to send a copy of this report to darobathspa.ac.uk***

Your report will allow the development office to demonstrate the impact of their financial support and to ensure that future students can benefit as you have.

CONTACT DETAILS

EAU, Bath Spa University, Newton Park Campus, Bath, BA2 9BN

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