**AES Travel Fund Awards –**

**Study Visit**

Terms and conditions

1. Applicants must have been a member of the AES for a continuous period of more than 12 months at the time at which the application is made and continue to be a member during the year in which the award is made.
2. Grants will not be made to support activities for which you (or your employer) will receive payment from a client.
3. Each member can receive no more than one award in any 12 month period.
4. Recipients of a grant must acknowledge financial support from the AES in any outputs connected with the study visit.
5. A brief report be submitted after the study visit, outlining the benefits to you from the completed activity.
6. The decisions of the award’s panel are final, no correspondence will be entered into and no reasons given for decisions.

Guidance notes

You may find the following additional notes helpful when completing the application form. If you have any further questions, please contact the [AES Secretariat](mailto:secretariat@aes.ac.uk) referencing AES Travel Fund Awards – Study Visit in the subject box.

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| **Section** | **Notes** |
| 1 | Applications will only be considered if received by the closing date for calls of 1st November. |
| 2 | Please give your full telephone number, including country code and area code. |
| 5 | The maximum award is £1,250 |
| 5 | Please note that this grant only covers travel and accommodation connected with the visit. Other subsistence costs, visas, etc. are not included. |

**AES Travel Fund Awards – Study Visit Application Form**

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| **1. About the study visit** | | |
| **Subject Title**: |  | |
|  |  | |
| Travel Itinerary: |  | |
| Dates: | Click here to enter start date. | Click here to enter end date. |

|  |  |
| --- | --- |
| **2. About you** | |
| **Full Name**: |  |
| Position: |  |
| Employer: |  |
| Telephone number: |  |
| Email address: |  |

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| --- |
| **3. How much are you requesting from AES (in GBP)?** |
| £ |

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| --- |
| **4. Study Summary (250 words max):** |
|  |
| **5. If attending an event, please explain why you have chosen this meeting (200 words max):** |
|  |
| 1. **Please state how you think this subject will assist your professional development.** |
|  |
| **7. Please continue with any further relevant information about your proposed study visit (if necessary)** |
|  |
| 1. **Statement on financial rewards from study visit and/or any outputs:** |
| I do not anticipate financial reward for myself and/or my employer a:  I anticipate financial reward for myself and/or my employer a:   1. *(myself and/or my employer – as applicable)* |
| **If you will anticipate receiving financial reward from the outputs of this study visit, please explain why you consider you are eligible for AES grant support:** |
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| --- | --- | --- |
| **9. Other sources of funding applied for, amount requested and status of request:** | | |
| 1. Source: | Amount:  £ | Outcome: |
| 1. Source: | Amount:  £ | Outcome: |
| 1. Source: | Amount:  £ | Outcome: |