

Terms and Conditions for award of Stapledon Memorial Trust Travelling Fellowship

1. The level of grant is determined by the Committee of the Trust.
2. The full amount of grant will be transferred to the UK lead organisation, normally at least two months before the Fellowship is due to commence.
3. The UK lead organisation will have responsibility for administering the grant and making appropriate payments to the Fellow.
4. Within two months of the completion of the Fellowship, the UK lead organisation must provide details of expenditure incurred using the Financial Statement (Annex 1) or, if more convenient, provide equivalent information in a different format.
5. Within the total allocated, the expenditure under different headings may be varied by the UK lead organisation by 30% without reference back to the Trust. If larger variations are anticipated, approval should be sought from the Trust.
6. If the total grant is under-spent, any unspent funds should be returned to the Trust within a month of the submission of the Financial Statement
7. If the grant is not taken up then unspent funds should be returned to the Trust within a month of agreement having been reached with the Trust that the Fellowship will not be taken up.
8. Remittances to Fellows may be made according to the normal procedures of the UK lead organisation, including advanced payments if appropriate.
9. Previous experience indicates that on some occasions purchase of air tickets directly by the UK organisation may be advantageous, with possibilities of reduced air fares, savings in exchange and avoiding hard currency or cash flow problems for the Fellow. The Trust is happy for such arrangements to be made and will, if necessary, bring forward the time of payment of the full grant to assist these arrangements.
10. The Fellow is required to submit a report to the Trust within two months of the completion of the Fellowship (see Annex 2). Whilst the Trust Committee decided not to retain a proportion of the grant until approval of the report, we hope that the UK lead organisation will actively encourage the timely submission of the report. If the report is not submitted in time, the Trust will be less likely to support future applications involving either the Fellow or that UK lead organisation.
11. The Trust does not pay medical (or other) insurance, but encourages the UK lead organisation to ensure that appropriate arrangements are in place. The Trust takes no responsibility for meeting any such costs should problems arise.
12. If the Fellowship involves travel to a country experiencing unrest, the UK lead organisation should seek advice from the appropriate Embassy or the Foreign Office, before agreeing for the visit to proceed. The Trust does not take responsibility for decisions on whether or not it is safe to travel or make a visit.
13. If the Fellow or the UK lead organisation wishes to make major changes in the timing, duration or structure of the Fellowship, these changes should be agreed with the Trust (contact by email in the first instance to the Secretary of the Stapledon Memorial Trust, whose contact details appear on the Trust's website: www.stapledontrust.org.uk).