**eSTEeM Bursary Application Form**

This form is to be used to apply for the funding of minor expenses for scholarship activities which fall outside formally endorsed eSTEeM projects. Activities may include, for example, travel and subsistence costs, incidentals, equipment/software purchases but not consultancy fees.

Applications must be made **IN ADVANCE**. Retrospective applications will not be considered.

Funding is limited but will be sufficiently managed to allow for distribution throughout the financial year.

If funding is agreed the eSTEeM management team will be in touch to make booking arrangements/organise purchase.

The eligibility criteria for this funding is based on the same conditions which are applied to eSTEeM project proposals; please refer to the eSTEeM website for more details ([www.open.ac.uk/esteem](http://www.open.ac.uk/esteem)). Where applicable ALs should contact the AL Development Fund to apply for funding for external development activities relating to the core AL role (<https://openuniv.sharepoint.com/sites/intranet-student-services/Pages/what-alspd-team-does.aspx#A>).

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| --- | --- |
| **Name:** | **Email:** |
| **School:** | **Ext no:** | **Date:** |
| **Details of activity** *(if an event please include dates, location, website, etc. If an equipment purchase, please provide supplier details)* |
| **How is the activity aligned with the priorities of eSTEeM?** |
| **What will the outputs be?** *(e.g., short report of event attended, poster, journal publication, etc.)*  |
| **Estimated cost of activity** *(up to a maximum of £250)* |

Please email the completed form to esteem@open.ac.uk

The eSTEeM management team aim to respond to requests within 7 working days