

## DUNS Travel and Study Grants Policy

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Adapted from the DSU Grants Policy

### **Purpose**

DUNS travel and study grants are available to help nursing students represent Dalhousie at nursing related conferences, competitions and events.

### **Eligibility**

DUNS grants are available to any nursing student who has paid their society fee.

### **Ineligible Uses**

Grants cannot be used to fund tuition or other educational-related expenses at Dalhousie University, including any travel expenses due to distant clinical placements or the First Aid/CPR courses required to participate in the clinical program. Grants also cannot be used to purchase alcohol or fund illegal activity.

### **Application Processing**

The application for the grant will be reviewed by the Vice President Student Support and DUNS members. The council may ask the applicant for additional information before approving the grant.

### **Funding Levels**

The DUNS grants are not designed to compensate more than the actual cost of the event. An individual may not receive more than \$100 in grant funds per year (from May 1<sup>st</sup> to April 30<sup>th</sup>).

### **Applications**

Application must be submitted and received by the Vice President Student Support within the same semester as the event for a grant to be given. Incomplete applications will not be considered.

The following information must be included for grant application:

- An explanation of the rationale behind the grant request.
- A detailed budget relating to the grant request including all revenues (bursaries and scholarships) and expenses.
- A detailed travel itinerary with a confirmation of the conference, competition or event for which the grant has been given.

Receipts must be submitted before the grant will be given.

### **Disclaimers**

DUNS reserve the right to refuse any application.

DUNS does not officially support any activity or event associated with the grant.

Any risk or liability resulting from travel is the traveler's responsibility.

DUNS is not responsible for any injury, accident, death or harm suffered by the individual at the event.

## DUNS Grant Application Form

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Name of student applying for the grant:

(Please Note: Only individuals that pay fees to the DUNS may apply for a grant. All cheques will be made payable to the name listed above.)

Address:

Student Number:

Phone:

Email:

Have you received grant funding from the DUNS in the past and if so what for:

Reason Applying for Grant:

(Please attach a cover letter, budget; including other sources of funding and pending sources of funding, supporting letters and plans, travel itineraries, and any other documentation you feel may be pertinent to the Grants Committee. If you are attending a conference, please attach a proof of registration. A receipt will also be required before the cheque will be given.)

Amount Requested:

(Please provide a detailed budget supporting your request.)

Signature(s): Applicant:

Please allow several weeks for applications to be reviewed, and remember that you must apply for grants within the same semester that event occurs. If you have any questions, comments, or concerns please direct these to the Vice President Student Support of DUNS. We recommend keeping copies of all paperwork submitted, as applications cannot be returned.

Ishini Hewapathirana

DUNS Vice President Student Support

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[please submit a cover letter detailing what the money is for and why you'd like to attend the conference]

Detailed budget:

Budget:

Cost of flight:

Registration:

Transportation:

Food:

Total: [note: any other expenses you feel are necessary]

Potential Funding:

DUNS grant: 100

DSU grant: [if you are applying]