

ROYAL SCOTTISH GEOGRAPHICAL SOCIETY

Application form for approval and grant aid for an overseas expedition

1. **NAME OF EXPEDITION**.....
2. **EXPEDITION LEADER** **NO OF MEMBERS**
3. **ADDRESS OF EXPEDITION LEADER**

Permanent address:

Term-time address:

Postcode:

Postcode:

Tel.(day):

Tel.(day):

Tel.(eve):

Tel.(eve):

E-mail:

E-mail:

4. **CONTACT PERSON**
5. **ADDRESS OF CONTACT PERSON**

Permanent Address:

Term-time address:

Postcode:

Postcode:

Tel.(day):

Tel.(day):

Tel.(eve):

Tel.(eve):

E-mail:

E-mail:

6. **DESTINATION** **LOCATION** Lat/Long
7. **DATES OF DEPARTURE / RETURN** **DURATION OF FIELD WORK**
Depart / / Return / / Number of weeks in the field

8. **SUMMARY OF EXPEDITION'S OBJECTIVES**

Not more than one hundred words - full details to be given under question 9.

9. DETAILS OF EXPEDITION / RESEARCH PROGRAMME

This statement should be concise, not exceeding 600 words. Please state overall research aims and rationale, giving details of individual projects and methodology. Please highlight the geographical relevance of the project.

10. BIBLIOGRAPHY OF PROPOSED RESEARCH

List publications and material used to develop the expedition's objectives.

11. PERMISSION FROM THE HOST COUNTRY

With which organisations are you collaborating in the host country? Please indicate the procedures that have been taken to obtain permission from the appropriate government authorities to undertake this work and enclose copies of any permits and/or correspondence. Tourists visas are not always sufficient.

13. REPORTS FROM PREVIOUS EXPEDITIONS

If team members have participated in other expeditions, give full references to any resulting reports or papers.

14. TRAVEL AND LOGISTICS

A brief outline of method of travel, route, accommodation and supplies, if any of these are difficult or unusual. Please indicate if a tourist agency is helping with logistics, and, if so, give details.

15. RISK ASSESSMENT

Please give details of the main risks of the expedition and what safety precautions will be in place. Please enclose a copy of your risk assessment.

16. BREAKDOWN OF BUDGET COSTS

Pre-expedition	£
International travel	£
Subsistence (accommodation and food)	£
Local travel	£
Local counterparts/guides	£
Equipment	£
Insurance	£
Medical/health & safety	£
Film/photography	£
Post-expedition	£
Expedition report	£
Other (please itemise)	£
Contingency (usually 10% of total)	£
TOTAL:	£

17. COST OF PROJECT PER DAY IN THE FIELD

Total cost divided by days of project work.

Length of project	_____ days
Number of members	_____
Total number of project-days (no of members x length of project)	_____ project days
Total cost of project	£ _____
Cost per day per member (cost/number of days/member)	£ _____

18. INDIVIDUAL CONTRIBUTIONS

Average per person £	Total
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19. SUPPORT FROM OTHER ORGANISATIONS

Name organisations approached and state amount of any grants awarded or promised.

Support from other organisations applied for, but not yet promised.

20. AMOUNT OF GRANT REQUESTED

If no grant required, enter 'approval only'.

21. BANK ACCOUNT DETAILS

The Society pays grants by direct credit transfer into a nominated bank account.

Account name

Account number

Bank branch name

Bank sort code

22. CONTACT ADDRESS WHILST EXPEDITION IS IN THE FIELD

Address and telephone number(s) of home agent in UK and host country contact while the expedition is in the field.

Home Agent

Host Country Contact

Name

Name

Address

Address

Postcode

Postcode

Tel.

Tel.

Fax:

Fax:

E-mail:

E-mail:

23. REFERENCES

Two references are required for each application, and one referee should be from outwith the applicant's institution. (If this is a problem, please contact RSGS). Please send the attached forms (see below) to the two referees (one academic), completing only the top two lines yourself, and ask them to return the form directly to The Royal Scottish Geographical Society, 15-19 North Port, Perth PH1 5LU by 31st January. (Referees must not be members of the expedition).

These are important and applications are jeopardised if they do not arrive on time

Names, addresses and telephone numbers of the two referees.

1. *Name*

Address

Postcode

Tel.

2. *Name*

Address

Postcode

Tel.

Checklist for applicants

Please tick.

I wish to apply for RSGS Approval and /or Grant Aid

I undertake to inform the RSGS of any change in the information I have given

I undertake to supply any additional information which the RSGS considers necessary

I have completed the attached reference card

I have informed the two referees that forms should be returned by 31st January.

Date **Signature (Leader)**