

**BSS Travel Grant Application Form**

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| --- | --- |
| Name |  |
| Email |  |
| Telephone Number |  |
| BSS Membership Number |  |
| Place of Work |  |
| Address |  |
| Detail of any other funding to attend the conference (including source and amount applied for) |  |
| Details of how much you would like to apply for?  (Maximum £300. Include breakdown of costs) |  |
| Reason for wanting to attend the conference (500 words max) |  |

**By signing this form you agree that, if successful, you will attend the conference as per your application, supply all relevant document and receipts and produce a written article for the BSS Newsletter and/or website. Failure to comply with any part of this will result in refusal of the grant.**

**SIGNED** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **DATE** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

### NAME OF HEAD OF DEPARTMENT \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**(If appropriate)**

**SIGNED** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **DATE** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

### Terms and Conditions

### Grants are available to British Sleep Society members only.

### Retrospective applications will not be considered.

### Grants are awarded at the discretion of the BSS and the treasurer’s decision is final.

1. Applicants will be responsible for their own arrangements for study leave from their trust / hospital / department and confirmation of this should be included with the application. The applicant’s Head of Department should sign the application.

### Grants are not intended to cover the full costs of the proposed activity. Applicants who receive support from other sources that meets their costs in part or in full are required to inform the BSS Office of the amount(s) as soon as possible.

### The maximum grant available is £300 per person.

1. The Society will not cover the cost of first class travel and it is assumed that applicants will endeavour to find the least expensive travel and accommodation costs.
2. The grant, up to £300 will be paid upon production of appropriate receipts, after the conference.
3. If the grantee if unable to attend the conference, no monies will be paid out even if they have already paid for travel, accommodation etc