

## 2022 Bursaries FAQ

### What is an Arts Emergency bursary?

An Arts Emergency bursary is an amount of money awarded to a mentee to support their travel costs while they are on the mentorship programme.

### How do I get a bursary?

Firstly we need you to work out how much you think your travel costs will be for the rest of your mentoring year - from now until January 2023. Your travel costs can be for going to mentor meetings, or travel to locations connected with mentoring. You can ask your mentor to help you work out how much this will be. Once you have your estimated costs worked out, you are then ready to apply.

**To apply** for this scheme, please fill out [this form](#). We will then contact you to let you know if you've been successful in securing your bursary.

### How do I estimate my travel costs?

For travel to mentoring meetings between now and July, we need to know how much you expect to spend on travel. You need to think about how much each trip will cost, and multiply that by how many times you will meet.

*Example: I plan to meet my mentor in Central Manchester six times between now and January. My bus travel to and from Central Manchester is £5 each time. Four meetings x £5 per meeting = £20*

For travel to locations connected with mentoring, we need to know how much you expect to spend on travel. You can look this up on travel apps such as trainline.com or Uber.

*Example: I plan to go to an Open Day at Leicester University. The cost for a return train ticket from where I live is £60.*

### How much can I apply for?

You can apply to be reimbursed for up to £75.

### What does 'reimbursed' mean?

'Reimbursed' means being repaid a sum of money.

### Can I have the money before I pay for my travel costs?

Unfortunately, no. You must have completed the journey already. We can't fund an upcoming journey. You can claim reimbursement for your travel expenses related to

mentoring by sending us your receipts.

**What can I use for a receipt?**

If you have a printed ticket / Oyster receipt, you can send us a photo of it. Make sure we can see the date you booked the ticket and the amount that you paid.

If you booked your ticket online, you can send us a screenshot of the online receipt or a screenshot of the payment confirmation on email. Make sure we can see the date and amount you paid.

If you made a contactless payment, you can send us a screenshot of your bank statement for the date and amount paid.

PLEASE NOTE: We can't accept screenshots of train times. We need to be able to see confirmation of the payment transaction.

**What can I use the travel bursary for?**

All travel must be related to the Arts Emergency mentoring programme. This includes:

- Travel to a mentor meeting
- Travel to a work placement provided through Arts Emergency
- Travel to an opportunity provided by Arts Emergency
- Travel to a university open day

If you have any questions about journeys you are able to claim for, please get in touch on [mentoring@arts-emergency.org](mailto:mentoring@arts-emergency.org).

**I've sent in my bursary application - now what?**

All applications will be reviewed by the Travel Bursary Group, and Arts Emergency will contact you before the end of June to let you know if you've been successful in securing the bursary.

**I applied for a travel bursary last time - do I need to apply again?**

Yes you will need to send in another application so that you can let us know how much you think your travel costs will be between now and January 2023.

**If I'm successful in securing a bursary, what happens next?**

If you are successful in securing a bursary, we will ask for your bank details and send you a form to use whenever you need to submit a receipt for travel expenses.

Arts Emergency will reimburse mentees on the last Tuesday of each month. Receipts must be submitted by the last Monday of each month.

For security reasons, the first time we make a payment to you, somebody from the team will give you a call to double check your bank details. Please ensure we have an up to date number for you.

Between now and January 2023, you can claim reimbursement for any travel expenses related to mentoring up to the amount of money you have been granted. For example, if you are granted £75 by the Travel Bursary Group, you can submit up to £75 of receipts for travel related to mentoring, and you can be reimbursed for all receipts up to that amount.

PLEASE NOTE: Arts Emergency cannot reimburse any costs that do not have a receipt.

**I have a few questions and need a bit of help - what do I do?**

- You can chat with your mentor about this process, and they may be able to help. ●
- You can contact your Programme Officer, and they'll be happy to answer questions. ●
- You can drop us a line on [mentoring@arts-emergency.org](mailto:mentoring@arts-emergency.org) and we'll reply as soon as we can.
- The deadline to apply is Wednesday 15th June 2022.