

## OP CLUB TRAVEL AWARDS

1. The Old Portmuthian Club can award funds to:

- Pupils at The Portsmouth Grammar School aged 16 or over; and
- OPs aged between 16 and 23 who are still in full time education;

to enable them to undertake activity of an educational, medical, social welfare, community development, environmental, scientific, or volunteer nature in the UK or overseas.

2. Applications should be sent to the Honorary Secretary of the OP Club, via the Development Office at PGS, on [development@pgs.org.uk](mailto:development@pgs.org.uk)

3. Applications for a grant are accepted throughout the year

4. Applicants should submit:

- a. A letter of application describing the purpose of the activity and indicating the total amount involved
- b. A budget
- c. CV
- d. A reference from The Portsmouth Grammar School or their place of further education
- e. Details of other sources of funds (including other grants sought)

5. The proposed travel must have some significance and purpose beyond purely personal enjoyment. Consideration will be taken into:

- a. How the trip will help with your personal/professional development
- b. How the trip will benefit others
- c. Any voluntary work undertaken and how this will impact on the local community
- d. How the trip will enhance your work experience or education.

6. Confirmation of the travel arrangements (e.g. a booking confirmation from the airline) is required to trigger the release of the grant.

7. If the individual does not subsequently undertake the planned activity, the OP Club may ask for the award to be refunded.

8. The welfare of any individual undertaking any activity funded by an Old Portmuthian grant is entirely the responsibility of that individual. The Old Portmuthian grant is a purely financial arrangement.

9. A written report (approx. 3 pages A4) is required within a month of the completion of the activity. The report should include the following.

- Description of the travel experience – where it was, what it involved, activities.
- A summary of what was gained from the travel experience in terms of personal development and acquiring new skills (e.g. working in a team, leadership etc.), broadening horizons and the impact on future plans and ambitions.
- How others benefitted from the trip.
- Photos.