

HIGHER EDUCATION RESEARCH AND SPECIAL EXPENSES FUND

Clause 2 (Teaching Staff)

HERSEF may assist teachers and lecturers in the former London County Council area - i.e. Camden, City of London, Greenwich, Hackney, Hammersmith, Islington, Kensington & Chelsea, Lambeth, Lewisham, Southwark, Tower Hamlets, Wandsworth and Westminster. Applicants may be working in schools, FE colleges or HE establishments in Inner London. HERSEF gives preference to applicants engaged in teaching engineering and allied technical subjects but other applicants may be considered.

What sort of expenditure will be supported?

Under Clause 2, the fund will contribute towards travel and attendance expenses incurred at a course, conference or place of research in this country or abroad. Staff on sabbatical leave are welcome to apply. Applications from persons in engineering and allied fields may receive up to 33% of their costs. Other applicants may receive up to 20% of their costs. Recent awards made under clause 2 have been between £200 and £500 per applicant.

How do I apply?

Application forms are available from:

Head of Adult & Community Learning (HERSEF 2)
City of London
15 Half Moon Court
Bartholomew Close
London EC1A 7HF

Email: adulteducation@cityoflondon.gov.uk
Tel: 020 7332 3928

You should also enclose a letter from your employer indicating that your application is supported as part of your professional development and declaring what grant, if any, you will be claiming from them. Applications may be made at any time, and will be considered by the next meeting of the Trustees after receipt of the completed forms.

How is the grant paid?

The grant is paid upon completion of your visit, after submission of a report of your activities. If you have any further queries please contact the City of London Adult & Community Learning Service, 020 7332 3928.

