

- You can only submit one application of up to £1000 **per activity**. You can submit more than one application as long as the activities you are requesting funding for are different. For example, if you and your co-researcher are requesting funding to attend the same international conference in the UK, you can submit one application on behalf of both applicants up to £1000. If you and your co-researcher then decide you want to connect with a CTS project in Latin America, you can submit another application of up to £1000, even if you were successful in your first application to attend the international conference.
- You can use the fund to cover the cost of local travel. The fund is not limited to international travel.
- The Mobility Fund is a rolling fund. There will be no further opportunities to apply for funding once Changing the Story has awarded the amount allocated to the fund. We encourage you to submit an application as soon as possible, even if they activity is not due to take place for several months. We particularly encourage you to submit an application early if you require a visa to travel. Changing the Story can provide a letter of support and/or assist you with your visa application.
- Please include the proposed dates of the activity in your application, even if you have not finalised the dates of the activity. This will help the assessors make a decision regarding how feasible the activity is in the timeframe that you have provided. Please note we are unable to fund activities that are due to take place after December 2021.
- If you are requesting funding for an activity but the dates you have provided exceed the number of days required for the activity, please provide details of any other activities such as cultural activities you may undertake. We recognise the value of these activities but please clearly outline them in your application.
- **Clearly** outline why undertaking the activity will be beneficial to your **long-term professional development, your project** going forward and/or the **wider impact on your organisation**. For example, if you are applying to attend a workshop or international conference how does the programme apply directly to your work on Changing the Story or your future research?
- Please remember to outline any risks or challenges you anticipate and how you propose to mitigate them.
- Make sure to include your role on the Changing the Story project. For example, please state if you are a Research Assistant, youth researcher, CSO partner.



- If the application is youth-led, please include the ages of the applicants and if applicable, what level of support may be needed and/or will be provided from the wider project team.
- Is the activity in keeping with the priorities of the fund as outlined by the guidelines? Unfortunately, we cannot fund activities that may result in direct personal financial gain. Please note this does not include activities that may lead to or involve submitting grant funding bids.
- Activities should be guided by applicants own interests but we particularly welcome applications that seek to connect the Changing the Story network, South to South collaborations and youth-led applications.