

Centennial Scholarship Fund



APPLICATION FORM GUIDANCE NOTES

The following notes are intended to provide extra information to applicants making an application to the Royal Aeronautical Society Centennial Scholarship Fund. The full conditions, which are shown separately, will govern any application.

This document is divided into the following sections:

1. **Objectives of the Centennial Scholarship Fund**
2. **Completing the Application Form for Centennial Award applications**
3. **Additional Documentation to Support your case**
4. **Checklist for your application**
5. **Post-Scholarship Report**
6. **Illustrative Examples of Successful Applications**

1. Objectives of the Centennial Scholarship Fund

The objective of the scheme is to support the future of aeronautics by making financial awards that will enable or assist individuals or organisations in activities that will benefit and encourage careers or research (including historical research) in the field of aeronautics, astronautics, aerospace and aviation management (hereafter collectively known as 'aerospace').

Applicants should pay particular attention to the aims of the Fund and its themes of: **enabling** a project or course to be completed, providing essential funding to meet a need; supporting **excellence** and the prospect of a worthwhile result; supporting the **future of aerospace**.

There are two categories of award, individual and team awards.

Individual awards

We are keen to award a number of bursaries to cover some of the cost of undergraduate tuition fees in the third/final year of the course, and postgraduate tuition fees to students who have, normally, already completed at least two years of study in an aerospace-related field as they are able to demonstrate previous commitment to, and achievement in, aerospace.

The Centennial Fund is willing to consider applications from undergraduate degree students and from students entered for Master's courses in the UK or their equivalent overseas, for awards that will support, respectively, the tuition fees of the **final year of** undergraduate degree courses and of a Master's course. For a PhD, applications are considered for the final year of the course. FE level students may also be eligible to apply.

To clarify the position concerning different length undergraduate degree courses, the awards are open to students for support during their final year of either a Bachelors degree or a four-year Master's degree course, whatever the length of that course.

Such applications will need to be accompanied by a supporting statement/offer letter from the university confirming admission to the course, commenting on the prospects of satisfactory completion and upon the extent to which the financial need of the applicant is known to the university.

Team awards

We are particularly keen to support projects of national reach, which aim to encourage and increase the number of young people in the fields of aviation and/or aerospace engineering. In addition the Society is looking to extend the Fund's reach from 2008 into schools to support, for example, teacher development and further initiatives for children.

Please refer to our website where you can download a list of previous winners.

Every application will have a different approach but these themes will strongly guide the Selection Panel, and applicants are advised to present their application so that these aspects are clearly set out.

2. Completing the Application Form for Centennial Scholarship applications

SECTION 1 – PERSONAL DETAILS

RAeS membership requirements for applicants

Membership of the Royal Aeronautical Society is a condition of entry for all individual applications to Centennial Scholarship Fund.

Contacting you

Please note that Centennial applications are administered through a separate database. Therefore if you change your contact details (mobile, address, e-mail etc.) at any time, please notify the Learning and Development Manager immediately, **even if** you have changed your details online or via the Membership Department.

SECTION 2 – APPLICATION DETAILS

Qu. 11

Individual applicants

If you are applying for a course which you have not yet started, please note both the course title and university/institution at which you intend to study. Please note you must enclose an offer letter from the educational institution in question. State also your current place of study and current course title.

If you are applying for support for the final year of your current course of study, please include a confirmation of enrolment letter from your university with your application.

Team applicants

Please state clearly the name of the project/initiative for which you are applying for funds, and the host organisation's name.

Qu. 15

Individual and Team applicants

Please note any successful or unsuccessful applications you have made to funds administered by the Royal Aeronautical Society including the Centennial Scholarship fund or Aerospace Speakers' Travel Grants (AeSTG), including reference numbers where applicable.

Qu.16

Individual and Team applicants

Please note any other applications to funding you are making to non-RAeS sources in relation to your application for a Centennial award. If, after submitting this application, you are awarded other funding in support of your course or project, you must notify the RAeS Learning and Development Manager.

SECTION 3 – COMMITMENT AND ACHIEVEMENTS IN AEROSPACE/AVIATION

Individual applicants

You should write a statement which outlines the course or project for which you are applying for an award, your commitment to aerospace and current achievements to date, demonstrating how you will make a significant contribution to aerospace/aviation in your future career.

Information that could be included in this section could include: relevant study, research, work experience, voluntary work, schools liaison activities, membership of aeronautical organisations, flying experience, visits to aerospace companies, airlines, involvement with RAeS Branches or Young Members' Board etc.

Please list your activities clearly, using, for example, reverse chronological order and highlighting any relevant skills, technical, specialist or commercial knowledge you have gained which will be beneficial to your chosen aerospace/aviation career path.

You do not need to enclose certificates of your educational/other relevant qualifications/memberships of organisations etc. at this stage. If the Panel wishes to receive this information they will ask for it when reviewing your application after the deadline date.

Evidence of the extent of ambition and commitment to aerospace will be a key issue for the Panel, and applicants are advised to take care to address these thoroughly on the application form.

Team applicants

Please provide details of the project/initiative for which you are applying for funds and demonstrate how they meet the aims and objectives of the Centennial fund. For programmes which aim to encourage young people into aerospace/aviation please state how previous projects of a similar nature have already had an impact – for example, regions, numbers of young people involved, outcomes etc.

For seedcorn funding, please demonstrate how previous relevant experience of the team members/organisation involved will help to make your application a success.

If applying on behalf of a school for teacher development or an initiative for children, demonstrate how the funding will help develop children's interest in aerospace or aviation or relevant subjects such as science, engineering, mathematics or technology.

SECTION 4 – FINANCIAL

Explain how the Centennial Scholarship will make a difference to achieving your aims and objectives as stated in Section 3.

The Society is keen to encourage applicants to achieve their development in situations where a Centennial Scholarship will enable this to be completed and where no other funds are available or the funds available are insufficient. It is unlikely that an application to add to adequate existing funding would be successful.

Individual applicants

Note that priority will be given to work-related costs rather than subsistence-related costs. For example, paying for equipment or tuition fees to a parent institution is likely to be more favourably considered than requests for personal expenses. This is so that the Panel can be satisfied that the funds awarded are properly utilised.

Please note that the Fund cannot provide equipment for research courses, projects etc. that would normally be paid for by the university/institution providing the course. Applications for the purchase of equipment should show that the project can be used to positively influence other young people to take an interest in aerospace and aviation.

SECTION 5 – REFERENCES

Two written references on headed paper are compulsory for individual applicants and for academic-based research teams applying for group-based awards. Applications for group awards from other external organisations should include referees where possible, but these are less relevant if you complete sections 3-4 on the application form as fully as possible.

The Society will rely significantly on the quality of the contributions of the two referees who will need to have professional knowledge of the applicant and the statements applicants have made on their application form. Select your referees carefully so that they are able to confirm as many of the statements as possible in your application **from their professional knowledge**.

The case for a scholarship and how the funds will be spent needs to be presented clearly and concisely and comment made on the extent to which the applicant would depend upon support from the scholarship. It will **not** be sufficient for referees to give general encouragement to your application or to say only that they believe the application to be a true and fair statement. They must know that the statements they have initialled are true and provide **written confirmation** in a letter on their organisation's headed paper.

Appropriate referees are: aerospace/aviation industry professionals you have worked with/for; academics who know you well; project partners/sponsors.

In addition to providing two original letters on headed paper with your application, note the names of your referees in the spaces provided on the application form.

At least ONE referee should be a Fellow or Member of the Royal Aeronautical Society (i.e. be able to use the letters FRAeS or MRAeS after his/her name).

SECTION 6 – FINANCIAL BREAKDOWN OF PROJECT

Please state how much money you are applying for from the Centennial Fund, the name of the organisation/institution this is payable to, when, and how the money is to be spent.

Please note here the other sources of funding in relation to your award application e.g. parental income, part-time work, other scholarships, external sponsors etc.

Scholarships may be for any sum approved by the Panel but, **for guidance only**, will normally be awarded for sums between £500 and £5000 per year. The average award given in the past is between £1000 and £3000.

SECTION 7 – DECLARATION

Please sign and date your application.

3. Additional Documentation to Support your case

Individual applicants:

The **only** documents you need to enclose with your application are:

- Two, original written references on headed paper
- Offer letter from university etc. if your application is for a course you have not yet started
- Confirmation of enrolment letter from university etc. if your application is for your current course of study.

Team applications

You may include a brochure of your projects to date. Team applicants should also use the Annexe to provide contact details of other team members.

If the Panel wishes to receive any further information they will ask for it. In some cases the Panel may allow applicants to present further information at an interview. It is not obligatory for any applicant to take up such an invitation and attendance is not a condition of an award (although, of course, some applicants may believe that they can strengthen their case by a personal appearance). No expenses will be met by the Society for anyone attending for interview and the costs involved are a matter for the applicant.

4. Checklist for your application

In order to ensure you meet the Centennial Scholarship fund's aims and objectives, useful self-examination questions for applicants might include:

1. **Have I demonstrated that the funds applied for are really necessary to the project/study aims?** (Awards are not intended to provide additional support for projects or activities that are already adequately funded).
2. **Have I presented my case in such a manner as to encourage confidence that the outcome will be consistent with the aims of the Fund?** (What have you achieved to date, can you present evidence that you succeed in what you attempt, have you shown a record of being committed to aerospace?)
3. **Have I presented evidence of the steps I have already taken to realise my ambitions?** (Membership of aeronautical organisations, flying experience, personal projects, visits to industry or airline operations, etc might help to show how committed you are to your aims).

4. **In what ways will my project fit in with the aims of the Fund?** (Will it add to the fund of knowledge, or add to the number of people making a contribution to aerospace, or in what other way will it benefit the future of aerospace?)

5. **If I win an Award have I set out as clearly as possible how the award money will be spent?**
How are you intending to use the award? For example, to pay tuition fees, produce promotional literature, run a stand at a conference, purchase equipment for research projects, disseminate project activities etc. Please ensure you clearly break down your costs and provide details of other sources of funding relevant to the application.

5. Post-Scholarship Report

Within 6 months completion of the scholarship each successful candidate will be required to prepare a short report for the Society, setting out their achievements against the aims in their proposal and indicating how the scholarship has made a difference.

6. Illustrative Examples of Successful Applications

Finally, to give you a better understanding of what makes a successful application, shown below are some examples based on actual successful cases. These are given as examples only, and not an exhaustive list of possibilities.

Tuition fee support

- A student in the second year of BEng Aerospace Engineering with excellent results for Year One has just performed very well in a summer placement as a Project Engineer Assistant with a leading aerospace company. An international student, s/he is struggling to meet the higher tuition fees for the final year of study and will have to withdraw from the course without financial assistance, to the great concern of the course leader and placement provider.

- A graduate with a good engineering degree, having completed some work experience in the Aerospace industry, wishes to return to University to embark on a Masters degree in Aerospace Vehicle Design but already has acquired substantial debts whilst completing his/her first degree. The candidate feels that the Masters is crucial to continuing a meaningful career in aerospace but cannot afford the tuition fees. Without a scholarship the course could not be undertaken.

- A graduate with expertise in Sustainability and Aircraft Design gained through academic studies and experience in industry is seeking to consolidate his/her knowledge and experience and carry out in-depth research which will help explain technical information to policy makers in Government and enable application of these issues to public policy and governance. An overseas Master's student, the applicant will struggle to meet the tuition fees involved, but the proposed research will be highly valuable to the aerospace industry, government policy makers and environmentalists.

- A graduate whose final year project specialised in airline and airport operations and with some hands-on work experience in the industry is seeking to complete a Master's degree in air transport with a view to an airline marketing role but lacks the funds to pay the tuition fees in full, requiring a scholarship to be able to undertake the course.

Aerospace-related research

- A PhD Research Student is carrying out a project to consider the Wright Brothers' activities in developing the world's first practical aeroplane, using modern technologies and flying qualities theories developed in the 100 years since the first powered flight. The research involves investigation of the flight characteristics of the aircraft and the critical success factors of the Wright Brothers research using new technologies such as flight simulation, highlighting the continued application of technologies developed by the Wright Brothers in today's engineering, such as Ultra-light aircraft and the Wrights' wing-warping mechanism. One of the outcomes of the research will be producing models for the National Air and Space Museum in Washington DC for its hands-on interactive simulations.

Team-based projects

- A team of academics within an Aerospace Engineering department is running a project to encourage school children to become involved in Aerospace Design and the Environment raising awareness of both Aerospace and Sustainability as key issues for the 21st Century. As part of its dissemination activities, the team is attending a large international air show and wishes to have a stand to attract young visitors to the project, but the high costs involved mean this will not be possible without extra funding.
- A team of university students is running a project to introduce young people in local schools to rocketry and space technology by designing and launching a rocket with camera to capture images of Earth with the schools. Funding is required for components of the rocket and insurance costs to enable the project to be completed.
- An organisation running summer school 'taster sessions' for young people considering taking up a degree in aerospace engineering requires funding to enable candidates without the financial means to participate in the summer schools to be able to take up their places.

We hope these examples are helpful to you. For a list of previous winners to date, visit our website www.raes.org.uk/scholarships. You can also request a Centennial Scholarship brochure, free of charge, with seven case studies of successful applicants by e-mailing careers@raes.org.uk