

United Kingdom Falkland Islands Trust

The Shackleton Scholarship Fund

(founded in 1995 in memory of Sir Ernest Shackleton and his son, Lord Shackleton)

Reply address: P.O. Box 609, Stanley, Falkland Islands FIQQ 1ZZ

Tel: +500 27374

Mr Marcus Morrison
5 Mink Park
Stanley
Falkland Islands
FIQQ 1ZZ

02 July 2017

Dear Marcus,

Re: SSF Application – Falklands Xtreme Sports – Ball Hockey Development

Your application has been considered by the London and Stanley Committees of the Shackleton Scholarship Fund (SSF) and it is my pleasant duty to confirm my e-mail to you of 12 June which indicated that your application for a Scholarship has been successful – congratulations!

The sum of **£1,900** has been allocated to you for your visit to the Falklands.

In regards to next steps: **1)** would you kindly re-confirm via email as soon as possible that you accept the award; and **2)** could you please let us know when you intend to proceed with your project, together with a draft itinerary for your visit.

It is expected that the on-island sponsor for the project will ensure that all travel (external and internal), accommodation and venues for workshops/training sessions are arranged in advanced of the scholar's visit. The on-island sponsor is also expected to assist, where necessary, to arrange appropriate advertising and/or participants for the planned workshops/training sessions.

With respect to **payment of flights and/or claiming other relevant expenses** against your scholarship:

- Scholars are expected to submit detailed accounts of expenditure upon completion of their visit.
- **Flights**
 - You will need to make arrangements for booking your flight yourself (see further notes below about the different air-routes in/out of the Islands), but the SSF can cover this expense upfront.
 - If travelling on the MOD flight from Brize Norton, tickets can be booked through the Falkland Islands Government Office (FIGO) in London by emailing travel@falklands.gov.uk or phoning +44 (0) 207 222 2542.
 - If travelling though South America on LATAM, tickets and hotels may be conveniently booked through the Falklands branch of International Tours & Travel (ITT) by e-mailing Sally Ellis on se.itt@horizon.co.fk.
 - Both FIGO and ITT will, upon request, send the invoice for airfares (for the scholar only) direct to the SSF Treasurer (UK: Hugh Normand; Falklands: Leif Pollard).
- **Other expenses**
 - You may claim your scholarship against expenditure as it is incurred, by sending receipts or invoices to our Treasurer in Stanley, Leif Pollard (email: pollard@horizon.co.fk). Scanned copies sent by e-mail are acceptable. Payments will normally be made by electronic transfer,

so please supply the following account details: *Bank, Branch Address, Sort Code, Account Name, Account Number*.

- Costs incurred in the Islands, e.g. accommodation and travel, can, upon request be settled directly by the Treasurer in Stanley, Leif Pollard. For more information please contact Leif on the email address provided above.
- **General notes**
 - It would be helpful to know as soon as possible, where and when you would like to make claims against your scholarship, and the approximate size of each claim. This is to ensure that we have funds available in the right place, and avoid delays in settlement.
 - Please remember that your award is in Pounds Sterling (GBP). There is no penalty for claiming Falkland Island Pounds, but payments in other currencies will incur charges levied by the receiving bank (your bank), for which you will be liable. These are generally a fixed sum per transaction, so if you wish us to reimburse you for expenses, by payment in a currency other than Pounds Sterling or FI Pounds, it is in your interest to limit the number of individual claims as far as possible. To arrange international transfers please contact Leif Pollard.
 - There are two routes to the Islands by air: one MOD flight (known as the 'Airbridge') from the RAF base at Brize Norton in Oxfordshire, and the second on the Chilean airline LATAM, via Santiago and Punta Arenas. There is not much difference in the price, however please note that Scholars are eligible for the residents fare on the MOD flight (approx. £1,600 return). The MOD flight departs the UK for the Falklands on Sundays and Wednesdays; and departs for the return journey Tuesdays and Fridays. Generally the LATAM route takes longer but is more reliable; however it usually involves a night in a hotel in Chile (Santiago). Just remember to leave sufficient time for your connections as there is only one flight to and from Punta Arenas to the Islands each week (Saturdays).

Medical Insurance

- Please note that you must obtain medical insurance before travelling to the Falklands – this is in any case a requirement for travel on the MOD flight. Insurance should also cover you for your activities on the Islands and at sea, and for journeys on unscheduled airlines (which would include the Falkland Islands Government Air Service). Please note, that the cost of medical insurance cannot be claimed as an expense from your scholarship.
- We at the Fund cannot accept any liability for accidents, loss or damage to you or your possessions or to third parties resulting from your work during a SSF award.

Post Visit

- We request that you prepare a brief written report together with photographs of yourself, preferably taken during your visit. We intend to publish these reports on our website, both as a record of the Fund's achievements and as a guide to applicants of the sort of projects which the Fund has promoted. We would further ask you to let us have a copy of any other reports which you may submit following your scholarship, or of any material you may publish in the future which is based on work carried out under our funding.

I enclose a brief note on **public relations** which we prepare for Scholars.

We would be most grateful if you pass this information to the ball hockey development coaches, Mr Gary Slavin and Mr Dave Weloy. We will look forward to receiving them on the Islands and wish you all the very best for the visit. If you have any questions, please don't hesitate to contact me.

Yours sincerely,



Megan Tierney | Secretary, Stanley Committee | Shackleton Scholarship Fund

Shackleton Scholarship Fund: Notes for Scholars on Public Relations

Congratulations on the award of a Shackleton Scholarship! We wish you a very successful and productive time in the Falkland Islands.

May we ask for your help with the public relations aspect of your award? It is important to us that the people of the Islands and the friends and supporters of the Shackleton Scholarship Fund in Britain and elsewhere should know of your award, of your plans when you are down south and of the outcome of your visit. We should be grateful for a short written report on your scholarship (say 400- 600 words) on your return. We may wish to place this on our website.

In addition, may we suggest that you contact the following people or organisations?

Before you leave your home country

Your local newspaper and radio station (before or after your visit) as they generally welcome stories about people in their area winning scholarships and going to distant places. The SSF would welcome copies of any cuttings.

On arrival in the Falkland Islands

Ms Lisa Watson, editor of Penguin News (PN), the Stanley weekly newspaper. Website: <http://www.penguin-news.com/>; email: editor@penguinnews.co.fk; tel +500 22684. PN will be interested not just in your scholarship, but also in your plans for your time in the Islands and any events which may be arranged around your visit. They will welcome photographs. In addition, Lisa writes for a South American news agency, Mercopress.

Ms Corina Bishop at the Falkland Islands Radio Service (FIRS). Website: <http://www.radio.co.fk/>; email: admin@radio.co.fk; tel +500 27277. FIRS broadcasts local news several times a week and will be keen to interview you.

Paula Fowmes, station manager at Falkland Islands Television (FITV). Website: <https://stationmanager3.wixsite.com/fitv>; tel: +500 22649. FITV report on local stories and will also be keen to interview you.

Ms Juanita Brock, Falkland Islands News Network (FINN). Tel & Fax 21182. FINN has a good web-site offering detailed reports of events in the Islands; finn@horizon.co.fk.

Photographs

Good photographs are the key to placing material in the press. What the journalists really need are pictures of you doing your thing in the Islands – measuring fish, chipping at fossils, giving a concert or a master-class. An action, or at least an activity, photograph is clearly better than a portrait to illustrate aspects of the scholarship. But a portrait would also be welcome to go along with any quotes you may have about the value of the scholarship.

Shackleton Scholarship Fund Contacts

If at any time you have any questions, please don't hesitate to contact the SSF Honorary Secretaries

England: Andrew Moffat. Tel: +44 (0) 1509 210 433; Email: asmoffat@btinternet.com.

Falklands: Dr Megan Tierney: Tel: +500 27374; Email: info@shackleton.com.