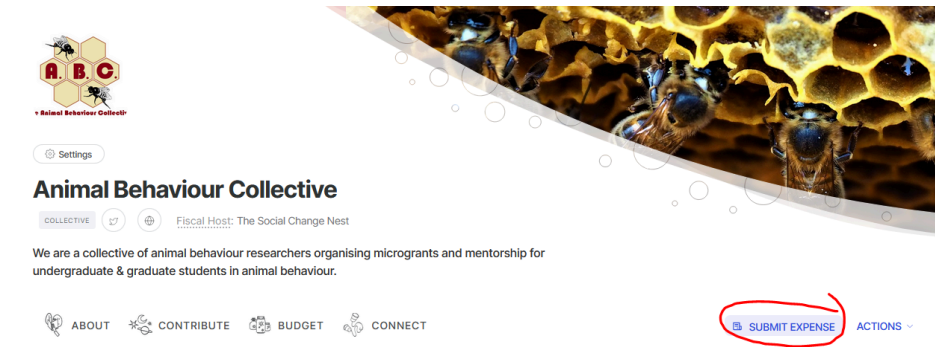


Before you start, you will need to:

- Register yourself on Open Collective <https://opencollective.com/create-account>

Step 1: Go to <https://opencollective.com/animal-behaviour-collective> and click “Submit Expense”



Step 2: On the “[Submit Expense](#)” page there is our “[Expense policies](#)” down the right side - please read these and contact us at animalbehaviourcollective@gmail.com if you have any questions.




Step 3: In the “Expense policies”, download the Microgrants Form (or [click here to download it](#)). Please fill in the form (note that some sections are optional) and email it to animalbehaviourcollective@gmail.com from your institutional email (if you have one). If you do not have an institutional email address, please also email us evidence of your enrollment.

Step 4: On the “Submit Expense” page there are several options for expenses. Please select “Request Grant”.

Submit expense

Request payment from **Animal Behaviour Collective** for work you've done or to be reimbursed for purchases. Expenses will be processed for payment once approved by a Collective admin. Only the amount and description are public in the Collective's transparent budget—attachments, payment details, and other personal info is kept private.

[Ok, don't show me again](#)

 Reimbursement Get reimbursed for a purchase already made.	 Invoice Bill for your time or a service.	 Request Grant Request a grant for your project or initiative.
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Step 5: The first page of the process asks for “Payee information”. Please complete the following sections:




- a) “Who is being paid for this expense?” Select your own account
- b) “Choose country” Select your current country of residence
- c) “Physical address” Type in your billing address
- d) “Payout method” - select bank transfer (we are unable to use other payment)

methods, such as PayPal, Orange Money, or World Remit)



- i) Please provide your name, sort code and account number to “Info” box

Payee information



Who is being paid for this expense?

 Kirsty Graham
@kirsty-graham 


Payout method

 + New custom payout method 


Choose country

 United Kingdom - GB 

Info

 [Enter payout details here]

Physical address

 [Enter address here]

☒ Save this info for future payouts

Additional invoice information (optional)

Tax ID, VAT number, etc. This information will be printed on your invoice.

Next →

Step 6: The second page of the process asks to “Enter grant subject”. We recommend typing “Microgrant” or “Microgrant for [what you’d like to use it for]”. You will then be asked to “Set grant details”

- a) Description - A suitable description of the expense as required by the expense policy. We recommend typing “application for an Animal Behaviour Collective microgrant” and/or you can include what you want to use the grants for if you would like to publicly share that information.
- b) Amount - This is the amount that you are requesting (Max £200)
- c) Upload documentation - We are unable to see the documents that you upload here, so please be sure to email us the form from your institutional email (if you have one).

The screenshot shows a web form with two main sections: "Enter grant subject (Public)" and "Set grant details".

Enter grant subject (Public)
This information is public. Please do not add any personal information such as names or addresses in this field.

The text "Microgrant" is entered in the subject field and is circled in red.

Below the subject field are buttons for "GRANT" and "Add Tags".

Set grant details + Add grant item

Description

A rich text editor toolbar is shown with icons for bold, italic, underline, link, bulleted list, numbered list, indent, and outdent. Below the toolbar, a red arrow points to the text area containing the instruction: "[You can type what you want here, we recommend typing 'application for an Animal Behaviour Collective microgrant', and/or you can include what you want to use the grant for if you would like to publicly share that information]".

Amount

A red arrow points to the currency dropdown menu, which is currently set to "GBP". The text "REQUEST AMOUNT HERE" is visible in the input field.

Total amount: --.--

Upload documentation (optional)

If you want to include any documentation you can upload it here.


A dashed box contains the text "Drag & drop or click to upload", which is circled in red.

At the bottom, there are two buttons: "← Back" and "Next →". The "Next →" button is circled in red.

Step 7: On the third (and final) page, please review the details of your application and make sure that they are correct. Finally, click “Submit Request”

Microgrant

GRANT


 Submitted by Kirsty Graham

Request Details


[You can type what you want here, we recommend typing "application for an Animal Behaviour Collective microgrant", and/or you can include what you want to use the grant for if you would like to publicly share that information] [Read full description](#) £5.00 GBP


Total amount: **£5.00** GBP

PAY TO

 Kirsty Graham


PAYOUT METHOD


 Other


Details 



[PayPal/BankTransfer]



PAY FROM FISCAL HOST

 The Social Change Nest

Add notes  (optional)

B I S 

Add notes

← Edit expense

Submit request

You're done!

Please ensure that you send us proof of your studentship, we accept the following:

- student ID card
- tuition receipt from the current academic year
- a letter of enrolment, or confirmatory letter from university administration
- institutional email address (please ensure your application is sent from this address)

If you have any further questions, our fiscal host Social Change Nest have a [step-by-step guide for submitting expenses](#), OpenCollective has an [FAQ for submitting expenses](#) and you can always email us at animalbehaviourcollective@gmail.com