

## Grant and Financial Assistance information

City & Guilds of London Art School is a not for profit Higher Education provider with charitable status. The Art School has a mission to support individuals who possess an appetite and aptitude for our specialist courses but might not otherwise be able to study with us . As we expect students to commit to an intense and full programme of study we recognise that students may require financial assistance with their course fees. Consequently, the Art School works with charitable trusts and foundation, as well as private individuals, to provide Bursary fee or Grant support for some students.

- 1 Who can apply for Grant and Financial Assistance?
  - The applicant must have accepted an offer to study at the Art School;
  - The applicant's household income should not exceed £26k (or income below £50k where there are a number of dependants in the household).

- 2 What are the criteria and restrictions for Grant and Financial Assistance?

There are different criteria and restrictions for grants depending on the provider. The criteria may be related to subject, location, age, or financial circumstances. The Art School will advise which grants are available for individual applicants.

- 3 Do I have to apply for Grant and Financial Assistance each year?

Grant and Financial Assistance are applied for, and allocated on, an annual basis.

- 4 How much are the Grant and Financial Assistance worth?

Students eligible for a Student Loan can get a bursary, no greater than the difference between the annual course fee and the student loan, which is currently approximately £3,000. Students ineligible for a Student Loan can get a grant for an amount **up to** the value of 50% of the annual course fees. In all cases an applicant must be able to pay the remainder of the course fees.

- 5 How would I receive my Grant and Financial Assistance?

Allocated fee grants are paid directly to the Art School to cover course fees. Grants may be disbursed either termly or at once, after enrolment, depending on the amount. The successful applicant will be advised by letter/e-mail.

- 6 Is there an expected level of academic achievement?  
All grant recipients are expected to provide annual (sometimes termly) illustrated reports on academic progress that meets a minimum academic standard. Some beneficiaries may be required to attend events sponsored by their benefactors.

## Grant and Financial Assistance application process

The process to apply for Grant and Financial Assistance is as follow:

- 1 Applicants download the Grant and Financial Assistance Application form from the website (please go to the relevant course page on the website and click on the tab "**Apply**" and click on the subtab "**Are there any Grants and Financial Awards available?**")
- 2 Download and save the application form, the information sheet and the Equality & Diversity Form.
- 3 Applicants are required to submit to:
  - a. A completed Grant & Financial Assistance application form
  - b. Grants & Financial Assistance - Equality & Diversity Form
  - c. CV
  - d. Short auto-biography (500-1000 words, describing: geographical, familial and educational background; life achievements; and future aspirations) which should ideally include a picture of the applicant and images of their artwork produced (with title, dimension, media, year of production). **Format: Word document.**
  - e. **Any documentation to evidence the contents of the application: proof of household income, student loan letter, benefit letters, P60/accounts etc.**

To [admin@cityandguildsartschool.ac.uk](mailto:admin@cityandguildsartschool.ac.uk). Subject line with: Your Full Name and Course of Studies

- 4 The Grant and Financial Assistance Panel reviews the applications received and determines the distribution of awards.

- 5 The determination of the Panel is communicated to each applicant accordingly.

N.B.1: all documents provided are treated with strict confidentiality, however should the application be pre-approved for referral, the biography will be shared with third parties (i.e. prospective benefactor/s)

N.B.2: please make sure that the email sent has left your outbox. If you have problems in sending all the documents please refer to other alternative ways to submit your application as provided in the application form.

## Grant and Financial Assistance application timeline

**First time applicants:** There is no specific deadline to apply for funding, however candidates should aim to apply **soon after they receive a course offer from the Art School**. The timeline of response will **vary** according to the time that the application is submitted. If the candidate depends on funding in order to accept the course offer they must **submit their application as soon as possible**. The grant administrator will aim to provide you with a response within three weeks after submission of the grant application (exceptions may apply e.g. Foundation course applications). Therefore, it is of utmost importance that the application is fully completed and that all relevant documentation are submitted accordingly.

**Deadline for current grant recipient applicants:** 31 May

By the start of the academic year most, if not all applications, should have been processed. If a student has realised that they will need financial assistance later in the year, they are still able to submit an application (see below).

Grant and Financial Assistance deliberation by: mid-August.

**The Deadline for late applications:** 30 November.

Grant and Financial Assistance deliberation by: mid-December or by the beginning of the Spring term the latest. The Art School cannot assure candidates that funds will be available at this point.

## Grant and Financial Assistance Application Guideline

The form is divided in different sections:

### Personal details

Basic course, personal and contact details. The applicant must ensure to provide an updated correct email address as this is what the Art School will be using to communicate with the applicant.

## **Dependency**

Generally the number of dependants including the applicant.

If the applicant is the income provider (or one of them) please include the number of people who depend on them.

## **Employment & Income**

This part refers to details of the applicant if they hold employment and relates to their current employment (the panel will take into account that the applicant will withdraw from full-time employment during their period of studies).

If the applicant is not employed or will not take up part-time employment, they should explain why and provide the information about all their household main income provider/s in the form.

The applicant is required to provide any extra information about any other income provider in their household (e.g. of partners, or parents). They should add the information in an extra sheet if necessary. The applicant must also provide evidence of their financial circumstances together with their application.

## **Expenditure**

The main purpose of these sections, i.e. 'Expenditure' and 'Funding Plan', is so that the applicant can have an overview of their own expenditure and be able to budget for their period of studies.

### **Study costs**

While the applicant may know some of the figures accurately (e.g. fees) most of the information within this section will be expected to be an estimate.

### **Domestic costs**

Same as above.

The total costs of both subsections should match the TOTAL FUNDING PLAN (in the FUNDING PLAN section).

## **External Funding**

If the applicant has applied or is planning to apply for external funding please input the information in this section even if they have not yet received the outcome of their application (state 'successful', 'rejected' or 'pending' as appropriate in the last column).

## **Funding Plan**

In this section the applicant must submit a breakdown of where the funding will come from to cover the expenditure, provided in the section 'Expenditure'. E.g.: if in Expenditure, the total is £10,000, in 'Funding Plan' the applicant must explain where they are expecting to source the £10,000 from (i.e. parents/guardian/partner/spouse, and/or salary, and/or savings, and/or, bank loan/overdraft, and or Student Loan, and or CDL and/or other charities, and or others). The 'Total Funding Plan' should match the same amount as 'Your Total Costs' in Expenditure.

## **Supporting Information**

The applicant must describe here all the circumstances that they may find it is relevant for the panel to consider them eligible for funding support. The applicant may want to disclose here any of the circumstances that they feel may affect employment or difficulties in raising funds for their studies.

## **Request & Declaration**

The Application Form is a document where the applicant provides information that they believe is true and complete. Upon signing the document they are confirming this to the Art School. The Art School however does require that the applicant submit documentary evidence of their statement and the information provided in the application e.g. P60 or P60s to prove household income, bank statements to prove specific expenditure, government letters to prove any benefit claims, doctor's notes to prove any stated disability etc.

## **Confirmation (if applicable)**

If the applicant is not the main household income provider and has someone else contributing to cover for the applicant's expenses, this person must date and sign this part.

## **Disclosure**

All successful applicants are required to submit acknowledgement and annual updates (sometimes termly) to their respective benefactor/s. Awareness of any disabilities by the staff who manages the grants are important so that they can offer adequate support to have any documents provided in a timely manner. Please note that this does not affect the outcome of this application in any way nor is any of the information provided in the grant application shared with third parties including prospective benefactor/s. The applicants is welcome, if they wish so, to share this information through their auto-bio as well.

## Student Checklist

The applicant must ensure that **ALL THE DOCUMENTS ON THE CHECKLIST** are ready to be submitted. **Please note that an application is not complete if the candidate fails to submit any of the required documentation.**

If the applicant has any doubts about submitting any of the documents listed please contact [admin@cityandguildsartschool.ac.uk](mailto:admin@cityandguildsartschool.ac.uk)

Please ensure that at emailing the application with all the documents the actual message has left the email system. Should the applicant have any doubts about their application, including its status, they should contact [admin@cityandguildsartschool.ac.uk](mailto:admin@cityandguildsartschool.ac.uk).

## Equality & Diversity Form

Please do not forget to submit the Equality & Diversity Form together with your application.

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