

## 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 they may require financial assistance with their course fees. Consequently, we work with charitable trusts and foundation, as well as private individuals, to provide grant and financial assistance for some students.

### 1 Can I apply for grant and financial assistance?

To apply, you must have first accepted an offer to study at the Art School. Also, your 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 for grant and financial assistance?

There are different criteria for grants depending on the provider. The criteria may be related to subject, location, age, or financial circumstances. Should your application be successful we will match it to a benefactor based on your circumstances.

### 3 Do I have to apply for financial assistance each year?

Yes, our grants and financial assistance are applied for, and allocated on, an annual basis.

### 4 How much are the grants worth?

If you are eligible for a student loan, you can get a grant which is no greater than the difference between the annual course fee and the student loan, which is currently approximately £3,000. If you are not eligible for a student loan, you can get a grant for an amount **up to** the value of 50% of the annual course fees. In all cases, you 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. **If you're successful, you'll be advised by letter/email.**

### 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. You may also be required to attend events sponsored by your benefactors.

## Grant and financial assistance application process

The process to apply for financial assistance is as follows:

- 1 Firstly you should download this information sheet from the "[Student Funding](#)" page on the Art School's website. This is available under the heading "**Applying for a Grant or Financial Assistance / How to Apply**" section.
- 2 You need to submit the following items:
  - A. A completed grant & financial assistance application form (via direct only submission);
  - B. Your CV (via email to [admin@cityandguildsartschool.ac.uk](mailto:admin@cityandguildsartschool.ac.uk));
  - C. A short Illustrated Statement (500-1000 words, describing: geographical, familial and educational background; life achievements; and future aspirations) which should ideally include a picture of you and images of your artwork (with title, dimension, media, year of production). **Format: Word document.**
  - D. **Any documentation to evidence the [contents of the application: proof of household income, student loan letter, benefit letters, P60/accounts etc.](#)**

Please email items B, C and D to [admin@cityandguildsartschool.ac.uk](mailto:admin@cityandguildsartschool.ac.uk).  
PLEASE WRITE YOUR FULL NAME AND COURSE OF STUDIES IN THE SUBJECT HEADER.
- 3 The Grant and Financial Assistance Panel reviews all the applications received and determines the distribution of awards.
- 4 We will let you know whether you have been awarded a grant and financial assistance as soon as we are able.

N.B.1: all documents provided are treated with strict confidentiality, however should the application be pre-approved for referral, the illustrated statement 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 or email [admin@cityandguildartschool.ac.uk](mailto:admin@cityandguildartschool.ac.uk) for advice.

## Grant and financial assistance application timeline

**First time applicants:** There is no specific deadline to apply for funding, however you should aim to apply soon after you have accepted a place on a course at the Art School. The timeline of response will **vary** according to the time that the application is submitted. If you depend on funding in order to accept the course offer, you must **submit your application as soon as possible**. The grant administrator will aim to provide you with a response as soon as possible after you have submitted the grant application (exceptions may apply e.g. Foundation course applications). Therefore, it is of utmost importance that the you fully complete the application form and that you submit all relevant documentation.

**Current grant recipient applicants:** application deadline is 31 May

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

**Grant and Financial Assistance deliberation by:** mid-August.

**Late applications:** application deadline is 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 guidelines

The form is divided in different sections:

### Personal details

Basic course, personal and contact details. You must ensure to provide an updated correct email address as this is how we will communicate with you.

### Dependency

Generally the number of dependants including yourself.

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

### Employment & income

This part refers to details of any employment you currently have (the panel will take into account that you will withdraw from full-time employment during your period of studies).

If you are not employed or will not take up part-time employment, you should explain why and provide the information about all your household's main income provider/s in the form.

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

### Expenditure

The main purpose the 'Expenditure' and 'Funding Plan' sections is so that you can have an overview of your own expenditure and be able to budget for your period of studies.

#### Study costs

While you 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 you have applied, or are planning to apply, for external funding please input the information in this section even if you have not yet received the outcome of your application (state 'successful', 'rejected' or 'pending' as appropriate in the last column).

## Funding plan

In this section you 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' you must explain where you 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 be the same amount as 'Your Total Costs' in Expenditure.

## Supporting information

You must describe here all the circumstances that you may consider relevant for the panel to consider. You may want to disclose here any of the circumstances that you feel may affect employment or difficulties in raising funds for your studies.

## Request & declaration

You must only provide information that you believe is true and complete on the application form. Upon signing the document you are confirming this to the Art School. The Art School however does require that you submit documentary evidence of your 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 benefic claims, doctor's notes to prove any stated disability etc.

## Confirmation (if applicable)

If you are not the main household income provider and someone else contributes to covering the cost of your expenses, this person must date and sign this part.

## Disclosure

If you are successful in your application, you must submit acknowledgement and annual updates (sometimes termly) to your respective benefactor/s. Awareness of any disabilities by the staff who manages the grants are important so that they can offer adequate support to help you get 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. You can, if you wish, share this information through your auto-bio as well.

## Student checklist

You must ensure that **ALL THE DOCUMENTS ON THE CHECKLIST** are ready to be emailed, ideally in one single message. **Please note that an application is not complete if you fail to submit any of the required documentation.**

If you have any doubts about submitting any of the documents listed please contact us at [admin@cityandguildsartschool.ac.uk](mailto:admin@cityandguildsartschool.ac.uk)

Should you have any queries about your application, including its status, please contact us at [admin@cityandguildsartschool.ac.uk](mailto:admin@cityandguildsartschool.ac.uk).

## Equality & Diversity Section

Please do not forget to complete the Equality & Diversity section at the end of your application. While this part is not compulsory, it would contain information that some of our benefactors request from the Art School for statistics purpose. Your name is not connect to any of the responses you give.