



# GRANT & FINANCIAL ASSISTANCE APPLICATION

Once you've accepted a place on one of our courses, you may be eligible to apply for financial assistance. The application process starts in February of the year your study commences. You may apply until 30 November but to give you the best opportunity to secure financial assistance, it is a good idea to submit your application as soon as you can, ideally by the end of May. Before completing the form you must download and read our Grants & Financial Assistance Information Sheet:

[https://www.cityandguildsartschool.ac.uk/wp-content/uploads/2020/06/CGLAS\\_Grant-and-Financial-Assistance-Information-Sheet-and-Guide.pdf](https://www.cityandguildsartschool.ac.uk/wp-content/uploads/2020/06/CGLAS_Grant-and-Financial-Assistance-Information-Sheet-and-Guide.pdf)

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\* Required

## CATEGORIES

1. Please select the category of this application \*

Bursary

Scholarship

2. Considering the information on our website, please let us know if there is a specific Bursary or Scholarship you are applying for

# PERSONAL DETAILS

## 3. Course title \*

- Foundation Diploma Art & Design (UAL Awarding Body Level 4)
- BA (Hons) Fine Art
- BA (Hons) Conservation: Books & Paper
- BA (Hons) Conservation: Stone, Wood & Decorative Surfaces
- BA (Hons) Historic Carving: Woodcarving & Gilding
- BA (Hons) Historic Carving: Architectural Stone
- MA Carving - Full time
- MA Carving - Part time
- MA Conservation - Full time
- MA Conservation - Part time
- MA Fine Art - Full time
- MA Fine Art - Part time
- Postgraduate Diploma Historic Carving: Architectural Stone
- Postgraduate Diploma Historic Carving: Woodcarving & Gilding
- GradDip Arts: Carving - Part time
- GradDip Arts: Carving - Full time
- GradDip Arts: Conservation - Part time
- GradDip Arts: Conservation - Full time
- GradDip Arts: Fine Art - Part time
- GradDip Arts: Fine Art - Full time

4. Please specify which year of the course you are applying for \*

The value must be a number

5. Title \*

*e.g.: Mr, Mrs, Miss, Ms, Mx, Sir, Dr, Prof, Lady or Lord,*

6. Given name \*

7. Known as

8. Family name \*

9. Date of birth \*



Format: M/d/yyyy

10. Nationality \*

11. Country of birth \*

12. Postal address \*

*Number/House name, Street address, POSTCODE, Country*

13. Email address \*

14. Mobile number \*

The value must be a number

15. Telephone number

## DEPENDENCY

16. Please specify what is your household structure \*

- Two-parent/guardian
- Single-parent/guardian
- Couple with other dependent(s)
- Couple with no dependent(s)
- Single with other dependent(s)
- Single with no dependent(s)
- OTHER

17. If OTHER, please give us some details

18. If you are a parent, guardian or carer, please provide the following details for each dependent: your relationship to them, their age, and whether they are in full time education

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## EMPLOYMENT & INCOME

19. Are you currently employed? \*

Yes

No

20. Please give details including: Job title, dates of employment, Net annual salary, Main duties, Employer name & address

21. What income do you have? \*

22. HOUSEHOLD INCOME - If you are living with and/or are supported by someone, what is the annual household net income? \*

*Please include income of the main household providers e.g. both parents if they hold employment. If you live alone, please state LIVE ALONE. (And provide evidence as required Q.68)*

23. HOUSEHOLD INCOME - Are you in receipt of government benefits (excluding student loans)?

Yes

No

24. HOUSEHOLD INCOME - If you answered Yes, please give detail (and provide evidence as required /Q.68):

25. HOUSEHOLD INCOME - Is anyone in your household, not including you, in receipt of government benefits (excluding student loans)?

Yes

No

26. HOUSEHOLD INCOME - If you answered Yes, please give detail (please provide evidence as required - Q.68):



## EXPENDITURE

Please provide any extra information on a separate sheet if necessary, title the sheet "Employment & Income" and email it to [admin@cityandguildsartschool.ac.uk](mailto:admin@cityandguildsartschool.ac.uk) (<mailto:admin@cityandguildsartschool.ac.uk>) with Subject: GFAA additional information: Full Name and Course.

27. Please indicate in your answer if you have provided further documentation by email:

\*

Yes

No

# Study Costs

28. Study costs - Tuition Fees (annual) \*

29. Study costs - Materials, books and equipment \*

*Annual estimated expense*

30. Study costs - Travel \*

*Annual estimated expense*

31. Study costs - OTHER \*

*Annual estimated expense - If any, please itemise and specify*

32. Your Total Study Costs \*

The value must be a number

# Domestic Costs

33. Domestic costs - Rent (annual academic year) \*

The value must be a number

34. Domestic costs - Household bills \*

*Light, heat, phone, etc (annual estimated expenditure)*

The value must be a number

35. Domestic costs - Maintenance \*

*Food and essential personal expenses, etc*

The value must be a number

36. Domestic costs - OTHER \*

*If any, please itemise and specify*

37. Your Total Domestic Costs \*

The value must be a number

38. YOUR TOTAL COSTS (Study + Domestic / Q.32 + Q.37) \*

The value must be a number

## EXTERNAL FUNDING

39. Have you applied to other Trusts, Foundations, or other institutions, for financial support? \*

Yes

No

40. If YES, please provide Name of Institution, Date and Result.  
Please specify any other sources of funding and the amount for each source.  
If NO, please explain why.

41. Are you eligible either for a Student Loan or a Career Development Loan? \*

*You can check your eligibility here:*

<https://studentfinance.campaign.gov.uk/> (<https://studentfinance.campaign.gov.uk/>).

<https://www.gov.uk/masters-loan> (<https://www.gov.uk/masters-loan>).

Yes

No

42. If YES, have you applied? \*

*Student Loan or a Career Development Loan.*

Yes

No

43. If YES, how much for? \*

The value must be a number

44. IF NO, do you plan to? If not, please explain why.

## FUNDING PLAN

In this section you are required to specify how you are planning to cover the annual Expenditure (total of Q.38). You will be required to provide copies of relevant correspondence, confirmation or other evidence supporting these sources of finance (please refer to Q.68).

### 45. Parents/Guardian/Partner/Spouse \*

The value must be a number

### 46. Salary \*

The value must be a number

### 47. Personal savings \*

The value must be a number

### 48. Bank loan or overdraft \*

The value must be a number

### 49. Student Loan \*

The value must be a number

50. Career Development Loan \*

The value must be a number

51. Funds from charities, trusts & other institutions \*

The value must be a number

52. OTHER \*

*Please specify*

53. Sub-total Funding Plan without Bursary \*

The value must be a number

54. Bursary amount applied for \*

*Please note that the Art School has a limited number of bursaries available with specific criteria for differing amounts, but none of the bursaries available are for more than 50% of the course fees. In exceptional circumstances, we may be able to award more than one bursary to a recipient but this is rare.*

The value must be a number



55. TOTAL FUNDING PLAN \*

*Total should match answer of Q.38*

The value must be a number

## SUPPORT INFORMATION

56. Please provide a brief statement about your financial circumstances including any information that you think may be relevant to support this application. \*

## REQUEST & DECLARATION

57. I request consideration of my application for fees support for the current Academic Year totalling (same figure as Q.54): \*

The value must be a number

58. I declare that the information I have given in this application is true and complete, to the best of my knowledge and belief; I undertake promptly to inform the City & Guilds of London Art School of any changes to my circumstances that would affect the information supplied in this application;

I will not collect any payment to which I am not entitled and will return any payment received in error;

I understand that any information provided in and with this application is regarded as strictly confidential.

I give my consent to the Art School administrator to process any personal information disclosed on this form or information appended to this form that relates to my request for financial assistance. I am aware that the application and supporting documents may be seen in the committee to evaluate eligibility.

I am aware that should my application pass first scrutiny, the 'illustrated statement' emailed as part of my application for funding support will be seen by prospective benefactor/s: external charities and the established donors of bursary grants to the Art School.

PROVIDE SIGNATURE BELOW \*

(\*Type in your name)

59. Date \*

 

Format: M/d/yyyy

## CONFIRMATION, IF APPLICABLE

By student's (step) parent, guardian, spouse or partner.

60. I confirm that I am aware of and agree to my contributions as detailed in the Funding Plan of this Grant / Scholarship application. PROVIDE SIGNATURE BELOW

*(\*Type in your name)*

61. I confirm that, should I receive a grant award, I agree to provide progress reports in a timely manner and in line with the requirements of the donor and as specified by the Art School if and when required.

Yes

62. Date



Format: M/d/yyyy

## DISCLOSURE

63. Is there anything further you would like us to take into consideration in support of your application? (e.g. disabilities, exceptional circumstances etc) \*

Yes

No

# STUDENT CHECKLIST

PLEASE NOTE:

- That all documents related to this application will be treated with strict confidentiality and seen only by internal members of staff who constitute a bursary panel. However, the CV and/or Biography would/could potentially be shared with prospective donors/benefactors/supporters in order to raise funds to support your individual case.
- That originals may be requested during the processing of your application.

PLEASE PROVIDE THE FOLLOWING:

## 64. Illustrated Statement

Please provide the document via email to [admin@cityandguildsartschool.ac.uk](mailto:admin@cityandguildsartschool.ac.uk) (<mailto:admin@cityandguildsartschool.ac.uk>) with Subject: GFAA additional information: Full Name and Course. \*

*Have you emailed your Illustrated Statement?*

Yes

No

## 65. If NO, give details:

## 66. Curriculum Vitae

Please provide the document via email to [admin@cityandguildsartschool.ac.uk](mailto:admin@cityandguildsartschool.ac.uk) (<mailto:admin@cityandguildsartschool.ac.uk>) with Subject: GFAA additional information: Full Name and Course.

Have you emailed your CV? \*

Yes

No

67. If NO, give details:

68. Documentary evidence of household income

Please provide the documents via email to [admin@cityandguildsartschool.ac.uk](mailto:admin@cityandguildsartschool.ac.uk) (<mailto:admin@cityandguildsartschool.ac.uk>) with Subject: GFAA additional information: Full Name and Course. \*

*Have you emailed your evidence of household income?*

Yes

No

69. If NO, give details:

70. Reference letters

Please provide the documents via email to [admin@cityandguildsartschool.ac.uk](mailto:admin@cityandguildsartschool.ac.uk) (<mailto:admin@cityandguildsartschool.ac.uk>) with Subject: GFAA additional information: Full Name and Course.

Unnecessary for continuing applicants \*

*Please indicate if you have emailed these documents*

Yes

No

71. If NO, give details:



## EQUALITY & DIVERSITY MONITORING

Please provide us with the following information that enables us to make sure we are treating all applicants

as well as we can, irrespective of nationality, ethnicity, religion, sexuality, sex, gender identity, age or socioeconomic and occupational background. Please be assured that all information provided in this form will be

treated with the strictest confidence.

### 72. Household Structure \*

- Nuclear Family
- Single Parent Family
- Step Family
- Independent with husband/wife/partner
- Independent alone
- Single Parent

 

Other

73. Annual Household Income in GBP \*

- 0-21,000
- 21,001 - 25,999
- 26,000 - 30,999
- 31,000 - 40,999
- 41,000 - 50,999
- 51,000 - 60,999
- 61,000 - 70,999
- 71,000 - 80,999
- 81,000 - 90,999
- Above 91,000

74. Ethnicity \*

- Arab
  - Black African
  - Black Caribbean
  - Black British
  - Black - Any other
  - Asian Indian
  - Asian Pakistani
  - Asian Bangladeshi
  - Asian Chinese
  - Asian - Any other
  - White English
  - White Welsh
  - White Scottish
  - White Northern Irish
  - White - Any other background
  -
- Other

75. Care Leaver? \*

- Yes
- No

76. Care Leaver - Type (If you answered yes to Q73)

Foster Care

Residential Care / Children's Home

Other

77. Carer? \*

*The Carers Trust define a carer as: 'anyone who cares, unpaid, for a friend or family member, who due to illness, disability, a mental health problem or an addiction cannot cope without their support'.*

No

Yes

78. Carer - Type

Carer of an ill person (temporary illness)

Carer of an a disabled person (physical or mental)

Carer of a child (foster care)

Other

79. British Armed Forces? \*

Not Applicable

Ex-Military

Military parent/s

Ex-Military parent/s

80. British Armed Forces - Please provide further detailed information if necessary

*Did one or both of your parents serve full-time in the British Army, Royal Air Force or Royal Navy while you were a child?*

*Have you served full-time in the British Army, Royal Air Force or Royal Navy?*

*If so, when did you leave the armed service?*

81. Asylum Seeker / Refugee? \*

*Refugee – you have been given permission to stay in the UK, and granted official ‘refugee’ status. You have a letter from UK Visas and Immigration (UKVI) to confirm this.*

*Humanitarian protection – you have permission to stay in the UK for humanitarian reasons. You have a letter from UK Visas and Immigration (UKVI) to confirm this.*

*Asylum seeker – you are applying for asylum, or you are waiting for a decision. Limited leave to remain (LLR) or discretionary leave to remain (DLR) – you have been given permission to stay temporarily in the UK. You have a letter from UK Visas and Immigration (UKVI) to confirm this.*

Yes

No

82. Asylum Seeker / Refugee - Please provide further detail \*

83. Estranged from Family? \*

Yes

No

84. Estranged from Family - Financial Detail \*

- Estranged with financial support provided
- Estranged with no financial support provided

85. Do you plan to undertake employment on top of your studies? \*

- Yes
- No
- Maybe

86. Are you registered as a disabled? \*

- Yes
- No

87. Do you share a bedroom with a relative? \*

- Yes
- No

88. Were you a recipient of a bursary at your previous educational institution? \*

- Yes
- No

89. AGE - Demographic information What is your age? \*

- 0 to 24
- 25 to 44
- 45 to 64
- 65 to 74
- 75 and over

90. SEX - What is your sex? \*

- Female
- Male
- Prefer not to say

91. GENDER - Is the gender you identify with the same as your sex registered at birth? \*

- Yes
- No
- Prefer not to say

92. GENDER - If you answered No to the previous question, please specify \*

93. SEXUALITY - Which of the following best describes your sexual orientation? \*

Bisexual

Gay or Lesbian

Heterosexual

Prefer not to say

Other

94. RELIGION \*

Atheist/ No religion

Buddhist

Christian (including Church of England, Catholic, Protestant and all other Christian denominations)

Hindu

Jewish

Muslim

Sikh

Prefer not to say

Other

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