

## **UWS CARE EXPERIENCED GRANT**

Through kind donations from the **Hugh Fraser Foundation**, **Sylvia Aitken Trust** and the **W.A Cargill Fund**, the University is pleased to welcome applications to the UWS Care Experienced Grant. A number of non-repayable awards are available, each worth £750, and designed to support eligible students as they begin their studies at UWS in the 2020/21 academic session.

Full eligibility criteria and application guidance is detailed below.

### **Purpose:**

The purpose of the fund is to support eligible students with the one-off costs that often occur at the start of term, when embarking on a new course of study. This may include purchasing new IT equipment, buying essentials for student residences, or the expenses associated with moving home. We understand that individual circumstances can differ, so it will be up to successful applicants to determine how best to use any award.

By providing financial support to contribute towards these one-off costs, UWS hopes that eligible students will have a positive experience as they begin their studies at UWS.

### **Eligibility:**

You must meet the following eligibility criteria before applying to the fund:

- Be a Scottish domiciled student
- Be embarking on a full-time course of study in the 2020/21 academic year
- Be embarking on an Undergraduate course of study, or a Postgraduate Diploma/Masters course of study
- Be a new UWS student beginning their studies at UWS in the 2020/21 academic year
  - o Includes students transitioning from college directly into Year 2 or Year 3 of a degree course
  - o Includes former UWS students who are now embarking on a new course of study
- Be Care Experienced\*
- Be in receipt of the maximum student funding available to you
- Can demonstrate that an award would have a positive impact on studies

\*We will adopt the definition of Care Experienced as used by [Student Awards agency Scotland](#). This is a broad set of criteria covering various types of care experience, and we will help you if you are unsure if you fit these criteria.

### **Closing Date:**

Completed application packs, with the required supporting evidence, must be received no later than **28<sup>th</sup> August 2020**.

# GUIDANCE FOR COMPLETING THE APPLICATION

## **How to Apply:**

The application form follows and should be completed in full. Guidance notes also follow that will help you complete the application and gather together the required supporting evidence. Please follow this guidance carefully to ensure you submit the information required.

Applications and supporting evidence should be submitted as per the guidance, and no later than the closing date advertised on page 1. Incomplete applications, or those received after the closing date, will not be considered.

## **How to Complete and Collate your Application Pack – Electronically:**

You must submit your application and supporting evidence electronically as a single PDF document. This means you will need to complete the application, gather together the required supporting evidence in an electronic format, and then collate everything together, into a single PDF document that makes up your entire application pack.

We recommend a website called [ilovepdf.com](https://ilovepdf.com) which will allow you to convert electronic files from one type to another, and merge multiple files into a single document.

This application pack is in PDF format, so it is likely you will need to convert this PDF to Word so you are able to fill in the application form. Once complete, you can then save your application form as a word document, before converting back to PDF. Alternatively, you may wish to print this application, fill it in by hand, and scan it back to an electronic format.

You can gather together the required additional documentation and supporting evidence and convert each document into a PDF.

Once you have all parts of your application form and supporting evidence saved as a PDF, you can then use [ilovepdf.com](https://ilovepdf.com) to merge those multiple PDFs into a single document.

Save this document as your full name.

## **How to Submit your Application Pack:**

Once you have collated your application pack into a single PDF document, you should submit this via email to [fundingadvice@uws.ac.uk](mailto:fundingadvice@uws.ac.uk) no later than the closing date advertised on page 1.

Within a 5 working days of emailing this, you will receive confirmation that it has been received. If you do not receive any confirmation (be sure to check junk/spam email folders), please contact us again as this may indicate that we did not receive your application.

Our confirmation email is only an indication that your application has been received. We do not check your application at this stage.

## How to Complete the Application – Section by Section:

We'll take you through each section of the application, advising how to answer the questions accurately. This will help ensure that your application is completed correctly so please follow this guidance carefully.

### Section 1: Personal Details

This gives us a sense of your personal situation, including your living arrangements and any financial responsibilities you might have.

- Complete this section in full, including your name, date of birth and contact telephone number.
- Your Banner ID number is your unique UWS student number and has been provided to you along with your offer, and other communication from the University.
- Tell us about your living arrangements. If these are going to change when you start the course, please tell us what these will be once the course starts. There is an opportunity to provide both a home and term time address if these will be different.
- Tell us about your marital status and any children that you have financial responsibility for.
- Tell us how you meet the SAAS criteria for being Care Experienced. You can find this [here](#) and this is the criteria we will use whether you are funded by SAAS or not. We do not need a lot of detail. If you are unsure how/if you meet this criteria, contact us at [fundingadvice@uws.ac.uk](mailto:fundingadvice@uws.ac.uk) and we will do our best to help, but please ensure you do this well in advance of the closing date.

### Section 2: Course Details

This allows us to confirm that you are on a course of study that is eligible for this funding and gives us an idea of the supporting evidence that we are expecting you to submit with your application.

- Complete this section in full, including your course title and whether this is Undergraduate or Postgraduate level study.
- Select the level/year of study that you will be entering in the 2020/21 academic year. If you are going to be a Postgraduate student, there is a specific tick box for you.
- Please also let us know which of our campuses you will be based at.
- If you are a former UWS student, please detail how you feel you meet the criteria to apply to this fund, i.e. you are now on a new course of study.

### Section 3: Student Funding Details

This section allows us to further confirm your eligibility to apply to this fund and gives us further clarity on the supporting evidence that we are expecting you to submit with your application.

- There are 4 different options in this section. Based on the eligibility criteria for the fund, you should fit into only one of these 4 categories. If you are unsure how/if you meet this criteria, contact us at [fundingadvice@uws.ac.uk](mailto:fundingadvice@uws.ac.uk) and we will do our best to help, but please ensure you do this well in advance of the closing date.
- If you are a Postgraduate student funded through an alternative funding scheme, you should tell us more about your funding scheme.
- If you don't fit into one of these 4 categories but are confident that you meet the eligibility criteria for this fund, please tick the final option and provide further details. We can then consider this further.

#### Section 4: Monthly Budget

The panel will consider your financial circumstances as part of the decision-making process, so this section allows you to provide us with details. This will allow us to consider your financial commitments, the appropriateness of your spending and how you have planned ahead financially for your studies.

We are asking that you complete the Money Advice Service Budget Planner in order to provide this information. You can find this [here](#) and the Money Advice Service website provides guidance on how to complete this. We are asking you to complete this in respect of your expected financial position while studying and not your current situation. If you have not already given thought as to how your finances will change while studying, you should do this as a matter of urgency and this Budget Planner will help.

You can also work on this in bite sized pieces and save your budget to return to at a later date. We strongly recommend you do this as this is a useful tool to use to keep an eye on your money in the long term.

Once complete, select the Summary tab, and download spreadsheet. This will then open as an Excel spreadsheet. Your spreadsheet will have 8 tabs, from *Getting Started* to *Results*. For every tab, go to Page Set Up or Page Layout and set the orientation to portrait and scale to fit 1 page wide by 1 page tall.

Once you have done this for every tab, go to File > Save As and save the whole workbook as a PDF. Be sure to select the whole workbook otherwise it will only save one tab at a time. This PDF will then include all of the information from your budget, in a format that is easily collated with your application pack for the panel to consider.

If you have been unable to save the whole workbook as a single PDF, and instead can only save each tab individually, do not worry. You can use the [ilovepdf.com](http://ilovepdf.com) website that we refer to on page 2 of this guidance to combine all pages into a single PDF.

We appreciate that technology may differ depending on the type of software or equipment individuals have. If the above guidance does not allow you to create a PDF document from the Excel document, you can find lots of step by step instructions via Google.

We have also provided a space for you to tell us about any aspect of your budget/money that you feel we need to know more about. Remember that your financial circumstances will be considered by the panel, so this is your opportunity to provide any further detail that you think will explain your circumstances or support your application.

## Section 5: Making Your Case

This section includes only 2 questions but is arguably the most important part of the application. This is what the panel will focus on when considering your application so please take your time to answer both questions concisely.

- The first question is where you tell us more about yourself, and why you should be selected to receive an award. This is no time to be shy and should be your opportunity to tell the panel about your achievements and aspirations, and anything about yourself that makes you stand out from other applicants.
- The second question is where you tell us what you would do with the award if successful. Remember that awards are worth £750, so be realistic and specific in your answer. Refer to the purpose of the fund as detailed on page 1. The panel will be keen to ensure awards are given to those students who have considered this and can demonstrate that an award will have a positive impact.

## Payment Details, Declaration and Data Protection

The final part of the application is where you provide your bank details, declaration and data protection confirmation. If you do not complete this in full we will be unable to progress your application. We will require your bank details to pay an award should your application be successful.

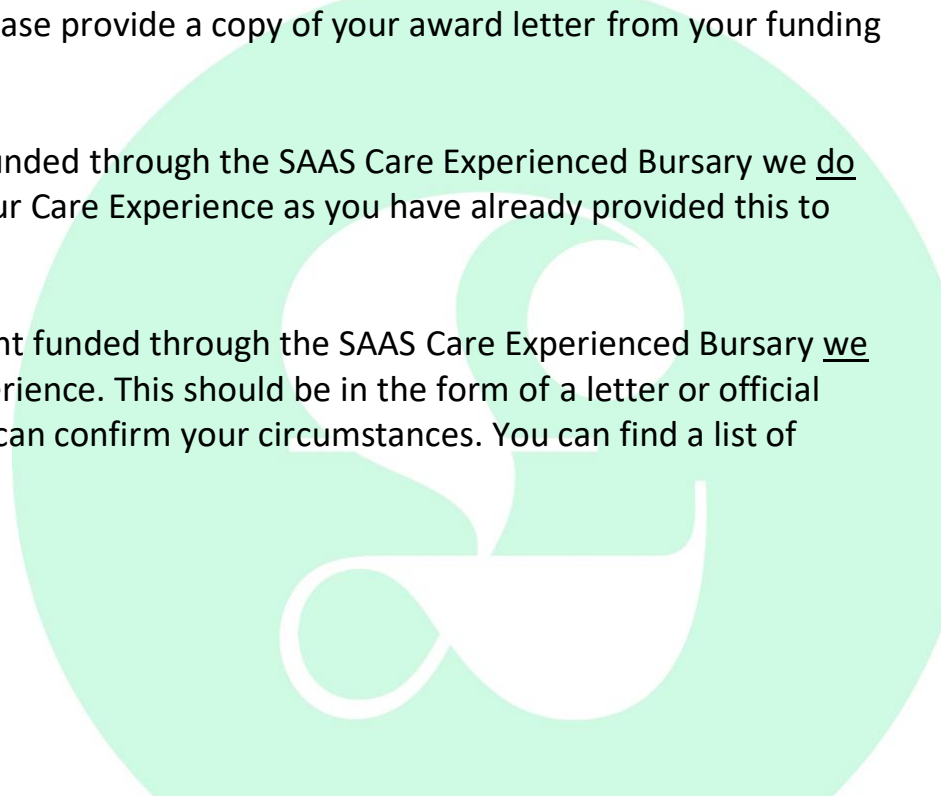
## **Supporting Evidence:**

Providing evidence to support your application is an essential part of the process, and we have done our best to make this as simple as possible for you, while also ensuring our panel will have the information needed to consider your application.

All applicants must provide evidence of student funding. For those funded through SAAS this is a copy of your SAAS Award notice, available to download as a PDF from your online SAAS account. If you are not funded through SAAS please provide a copy of your award letter from your funding body.

If you are an Undergraduate student funded through the SAAS Care Experienced Bursary we do not require any further evidence of your Care Experience as you have already provided this to SAAS.

If you are not an Undergraduate student funded through the SAAS Care Experienced Bursary we will require evidence of your Care Experience. This should be in the form of a letter or official email from a professional person who can confirm your circumstances. You can find a list of options on the SAAS website [here](#).





## Assessment Process:

A panel will be arranged within the university to discuss submitted applications and agree awards. The panel will use only the information you provide in your application pack, so it is important you read the guidance carefully and ensure you submit everything required.

The panel will consider all applications at the same time, and only after the closing date has passed. This means that an early application will not lead to an early decision.

The decision of the panel is final, with no route of appeal. If you have issues or queries with the application process, you should address these before submitting an application, and in advance of the closing date. You can do this by emailing [fundingadvice@uws.ac.uk](mailto:fundingadvice@uws.ac.uk)

## What happens next?

We need time to arrange for the panel to meet, applications to be assessed and decisions to be made. As soon as we have agreement, we will advise each applicant of the outcome. Our aim is to do this by 18<sup>th</sup> September 2020.

## TOP TIPS!

1. **Read this application pack in full before you start.**

This will help you understand the process before you get started, and ensure you have all the information you need to complete your application.

2. **Refer to the section titled *How to Complete the Application – Section by Section*.**

Follow this while you complete each section of the application.

3. **Take your time!**

Rushing through the application can lead to mistakes, so take your time and approach this carefully. Remember, an award is worth £750, so even if you spend a whole day completing the application, it's a day well spent.

4. **Follow the guidance on page 2, and use the handy checklist below** so you can ensure you complete everything and submit an application in the format that we are able to accept.

5. **Don't forget the closing date!**

The closing date is key so make sure you submit the application pack no later than the date advertised on page 1.

## Checklist:

Follow this handy checklist to help you complete and collate your application pack.

TASK	INFO	TICK WHEN COMPLETE
<b>Step 1:</b> Complete the Money Advice Service Budget Planner	Doing this first will help you with the rest of the application. Follow the guidance on page 4. Save as PDF format.	
<b>Step 2:</b> Complete the application form that begins on page 8	If you cannot complete the PDF document, you can use the resource we recommend on page 2 to convert it to Word format, complete and convert back to PDF. Alternatively, you may have the facilities to print the form, complete by hand, and scan. If you don't have a scanner, there a number of mobile apps that allow you to turn your smart phone camera into a scanner. Save your completed application form as PDF format, alongside your Budget Planner.	
<b>Step 3:</b> Gather your supporting evidence together	This includes your student funding award letter and evidence of your care experience, if required. Save any evidence alongside your completed application form and Budget Planner.	
<b>Step 4:</b> Convert any supporting evidence into a PDF format	Use the resource we recommend on page 2 to convert any supporting evidence to PDF format. Save these PDFs alongside your completed application form and Budget Planner. <i>Note: You should now have PDF versions of your application form, Budget Planner and supporting evidence.</i>	
<b>Step 5:</b> Collate your application, budget planner, and supporting evidence into a single PDF document.	Use the resource we recommend on page 2 to merge all of your individual PDFs into a single PDF document. Save this as your full name. You are now ready to submit this.	



## UWS CARE EXPERIENCED GRANT

**Read ALL instructions carefully and complete each section of the application clearly**

### Section 1: Personal Details

Full Name:	
Banner ID No:	Date of Birth:
Mobile No:	

Where will you live during your studies:    Parent/guardian home     University Accommodation   
 Other Student Accommodation     Private Rental     Other (please specify below)

Home Address (inc. post code):

Term-time Address (if different to above):

Marital Status (tick as applicable):    Single     Living with partner/spouse

No. of financially dependent children:    Age of each financially dependent child:

*A financially dependent child is someone for whom you still receive Child Benefit and/or Child Tax Credit. If you have any children living with you who are not financially dependent, please tell us about them separately.*

Tell us how you meet the SAAS criteria for being Care Experienced:

### Section 2: Course Details

Course Title:					
Level of Study:	Undergraduate	<input type="checkbox"/>	Postgraduate	<input type="checkbox"/>	
Year of Study in 2020/21:	1	<input type="checkbox"/>	2	<input type="checkbox"/>	3 <input type="checkbox"/> 4 <input type="checkbox"/> PG <input type="checkbox"/>
Campus:	Ayr	<input type="checkbox"/>	Dumfries	<input type="checkbox"/>	Lanarkshire <input type="checkbox"/> Paisley <input type="checkbox"/> Other (please specify): <input type="checkbox"/>

If you have studied at UWS previously but feel you meet the eligibility criteria detailed on page 1, please explain:



### Section 3: Student Funding Details

Tick the option that best describes your student funding status: <i>Please note: Only one of these options should apply.</i>	
I am a Pre. Registration Nursing/Midwifery Student funded through the SAAS Nursing and Midwifery Bursary	
I am an Undergraduate student funded through the SAAS Care Experienced Bursary	
I am a Postgraduate student funded through the SAAS Postgraduate Loan	
I am a Postgraduate student funded through an alternative funding scheme <i>Please provide details:</i>	
None of the above options apply to me <i>If none of the above options apply to you, and you are confident you meet the eligibility criteria detailed on page 1, please provide further details:</i>	

### Section 4: Monthly Budget

Tick to confirm you have completed the <u>Money Advice Service Budget Planner</u> and have enclosed a copy	
<i>See the guidance notes for more information on how to complete this.</i>	

Is there anything about your financial situation that you would like to tell us about? This may include areas that you are concerned about, or details of action you have taken to improve your finances as you begin your studies.
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## Section 5: Making your case

Tell us about yourself, and why you feel you should be chosen to receive this award. This is your opportunity to show us what makes you stand out from other applicants, so do not be shy, tell us about your achievements to date. A minimum of 300 words is required.

If successful, tell us how you would use the award, focusing on the impact you expect this to have on your studies. Try and be specific. A minimum of 300 words is required.

## Payment Details, Declaration and Data Protection:

You do not need to complete your bank details if you have previously provided these to Funding and Advice, and have received payments from us before, but you must sign the declaration below.

Please complete **LEGIBLY** in **BLOCK CAPITALS** as unclear details may result in delayed payments. Please note you have a responsibility to notify us as soon as possible if your bank details change. We will only pay funds into your account or joint account.

Please tick:

**UWS have my bank details and these have not changed**   
or  
**UWS does not have my bank details** (provide below)   
or  
**UWS have my bank details but these have changed** (provide below)

**NAME AS HELD ON ACCOUNT:**

**BANK/BUILDING SOCIETY NAME:**

**SORT CODE:**

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**ACCOUNT NO.:**

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I confirm that the information given by me in this form is correct and complete. I understand that a false declaration will invalidate my application and may be considered fraudulent, resulting in disciplinary proceedings in accordance with the University Code of Discipline for Students (Section 12 of the Regulatory framework) and recovery of paid funds through the university credit control procedure.

I am aware that it is my responsibility to ensure that I include all the relevant documentary evidence and to advise the University of any changes to my circumstances. I have read the guidance procedures for this fund, which outline the processes used by the University when they are making a decision. I authorise the University to make any enquiries that they think are necessary to verify the accuracy of my application.

### Data Protection

I authorise the University to use the information I have provided in this form and any related documentation about me for the purposes of processing my funding application. I am aware that further information about how the University will process my information can be found in the student Privacy Policy which I can view on the University website ([www.uws.ac.uk](http://www.uws.ac.uk)) or ask for a copy of from a member of the Funding and Advice team. I understand that I can withdraw this consent at any time by e-mailing [fundingadvice@uws.ac.uk](mailto:fundingadvice@uws.ac.uk)

**PLEASE TICK THIS BOX** →

I authorise the Funding and Advice Team to contact me about any other funding opportunities that may be relevant to me. Don't worry, we won't spam you, and you can contact us at any time if you change your mind.

**PLEASE TICK THIS BOX** →

**SIGNED:**

**DATE:**