

Trust & Charities

If you are living on a low income as a student, you could apply for further funding. Hundreds of charities, trusts and organisations exist across the country and you may be able to apply for financial help in the form of a grant.

However, these charities and trusts receive many applications for funding, and they are only able to help a limited number of people. This leaflet explains where you can find out about charities and trusts and how to make a successful application. Appointments can be made at the Advice Centre with a specialist Money Adviser. There is also a 'drop in' service where you don't need an appointment. See 'Contacts.'

WHERE SHOULD I LOOK?

You can find out about different charities from the following sources:

Family Action is an advisory service with a database of different organisations. They can tailor a list of charities and trusts to each student.

Contact details:
Family Action
501 - 505 Kingsland Road
London
E8 4AU

Tel: 020 7254 6251
Fax: 020 7249 5443
Website: www.family-action.org.uk

Funderfinder is a computer programme with a database of information on funding for individuals who are in financial need. **This database is available to use at the university's Careers Service (see 'contacts')** Staff are available to help you use the database.

The **Directory of Social Change** produces two useful guides on trusts that provide funds to individuals. You can search according to need, occupation, the subject you are studying and local trusts. These guides are available in local libraries.

The Careers Service also stocks a variety of guides to funding. Contact the Advice Centre or the Careers Service. See 'Contacts.'

There are various websites with advice on funds.

You could try the following:

- www.funderfinder.org.uk
- www.scholarship-search.org.uk
- www.prospects.ac.uk - for postgraduates only
- www.ukcisa.org.uk - for international students
- www.britishcouncil.org/where/index.htm - for international students
- www.acf.org.uk

HOW DO I APPLY?

Before you apply

Most trusts have set criteria and will only consider an application if it meets this. Check the criteria before you apply, as you could waste your time applying to a trust that cannot consider you.

Trusts cannot usually meet expenses that should be covered by 'public funds' such as benefits, Local Education Authorities or Social Services payments.

Check whether you need to apply on their application form, as a letter may not suffice.

Check whether you can apply directly or if you need a professional to apply on your behalf. The Advice Centre can help you with an application.

Preparing an application

Always type your applications. Check the name of the trust's correspondent and address the letter to them. Your application letter should not be more than two sides of A4 paper.

Show that you have exhausted other sources of funding e.g. Access to Learning Funds. It may help to send a copy of any letters refusing funding.

Provide a description of yourself and your family and why you need financial help. Explain how the need arose (e.g. unemployment) and why other sources have not helped.

Ask for a specific amount of money and explain how it will be spent.

Give clear honest details about any savings, benefits, student loans and other income.

Grab the trust's attention in the first paragraph; they will have to consider hundreds of similar applications. Show how your application is relevant to the group targeted by the trust and tailor each application.

If you are applying to other charities, mention this.

Try to elicit the trust's sympathy without being emotional or moralising. You will need to provide concise and relevant detail.

Finish your application by stating "Please get in contact if you have any questions." You may also want to offer to supply references.

Finally

If you receive any funds, write to say thank you. If you do not do this, it is unlikely you will receive any funding from the trust ever again.

CONTACTS

SHU Careers Service

Level 5
Owen Building
City Campus

Tel: 0114 225 3813

Email: sheffield-hallam-careers@shu.ac.uk