

***S. Y. KILLINGLEY MEMORIAL TRUST***

***Registered Charity No. 1111891***

***Supporting part-time students in the arts and humanities in the North-East of England***

**Notes for applicants**

1. Before deciding to apply, you are strongly advised to be familiar with the information about the Trust obtained either in the information leaflet or preferably through the website ([www.syktrust.org.uk](http://www.syktrust.org.uk)). You are only eligible to apply if:

- You are aged 18 or above.
- You are resident in the North-East of England (Northumberland, Tyne and Wear, County Durham and Teesside), or your proposed course is based in the North-East of England.
- The proposed course is wholly or at least mainly in the broad field of the arts and humanities (for instance: history, literature, a language (including sign language), linguistics, philosophy, creative and expressive arts—e.g. art, music, dance, creative writing).
- The course is part-time, or else of a number of days, such as a weekend or a week.

2. Please complete the application form (printable on two sides of A4), handwritten if possible, but typewritten is acceptable, and send it with the letter of support (unless the writer of the letter is sending it separately), to the Trust at the address given on the form. The Trust does not accept applications online or by email attachments. When completing the form, please use black ink, and leave at least a half-inch margin, as it will be photocopied.

3. The information about the costs of the course, including travel, equipment, etc., is intended to help the Selectors to build up a picture of your circumstances and needs, but it does not mean that you are applying for a grant to cover all those costs. The Trust does not give grants to cover living costs.

4. The letter of support should be from someone who can vouch for the information you give on the form, and in particular for your suitability for the proposed course. If it is a course leading to a qualification such as a certificate or degree, the letter should be from someone who knows your academic work, such as a teacher on the proposed course, or someone who has taught you previously. Whoever writes it should be aware that the aim of the Trust is not to reward academic high-flyers, but to help people who are likely to benefit the community, and who could not afford to study without a grant.

5. The Selection Panel (comprising Trustees and other Selectors) meets about three times a year, usually around January, April and September, but these are subject to change and dependent on the number of applications received.

6. Normally, you will be asked to attend an informal interview, to give the panel an opportunity to get to know you and to understand your needs and circumstances. The decision will depend on the panel's judgment of the benefit of the course to you and to the community, of its relevance to our subject area of arts and humanities (§ 1 above), and of your circumstances, and also on the funds available to the Trust at the time. If you have special (e.g. health) circumstances that make it difficult to attend, and the grant is for a continuing education course, where the fees are low compared with degree courses, the Trustees may make a decision without an interview.

7. Usually, you will be told of the decision immediately after the interview. Grants for fees are normally paid by cheque to the educational institution or provider concerned. If the grant includes an element for your expenses, you may be asked to send receipts to the Treasurer before getting a cheque.

8. If you have received a grant for a continuing education course, you may be able to get a grant for a further course without an interview, provided we have evidence of satisfactory performance in the previous course.

9. If you want a further grant to continue a degree course, you should apply again by letter, with a supporting letter from someone concerned with your work, such as your supervisor. The Trust may be prepared to award the maximum of one further grant.

12. If you receive a grant, a Trustee or another Selector will be assigned as your 'mentor' after the interview. This is a very informal arrangement, to provide support and advice during your course.

13. Any information you give the Trustees and Selectors will be treated as confidential.