

**CTAddFundForm: Application Form for Additional Funding for Current Trust Scholars**

If you are a current student, and receive funding from the Cambridge Trust, please use this form to apply for financial assistance towards extension funding or any other unforeseen expenses.

For **conference funding**, please complete the separate **CTConfForm**. If you require conference funding as part of an extension funding application, please submit separate applications for both.

The Trust does not offer funding for fieldwork or the direct costs of research (e.g. bench fees, lab equipment, etc.). You should contact the Course Administrator in your Department who will be able to advise you about the application process if funds are available.

Please complete [**Part I**](#_Part_I_) of this form as fully as possible yourself. Pass the form to your College Tutor and ask them to complete [**Part II**](#_Part_II_). Your Tutor should then forward the form to your Course Director/Supervisor for them to complete [**Part III**](#_Part_III_to) and submit the completed form to the Trust. The Trust will treat all supporting personal information in strictest confidence.

For full details on **eligibility, and how and when to apply**, please visit our website at: <https://www.cambridgetrust.org/scholar-information/additional-funding-for-trust-scholars>

**IMPORTANT INFORMATION**

* Additional funding is discretionary.  There is no guarantee that the Trust will approve requests for additional funding, either in full or in part.
* Undergraduate students, students on one-year taught postgraduate courses and students receiving part-scholarships are not normally eligible for additional grants from the Trust.
* If funding partners contribute towards the cost of your scholarship, there is no need for you to apply directly to them as the Trust will administer this on their behalf.
* Please do not apply for additional funding from the Trust until you have researched all other possible sources, within your College, your Department and other external organisations.
* Please do not apply to the [Postgraduate Financial Assistance Fund (PGFAF)](https://www.cambridgestudents.cam.ac.uk/fees-and-funding/financial-assistance/postgraduate-financial-assistance-fund) if you receive full funding (UCF and maintenance) from the Trust as you are not eligible for that funding.
* Please read the guidance below and the relevant sections of our [Guidelines for scholars](https://www.cambridgetrust.org/scholar-information/guidelines-for-scholars) before making an application.
* If you are applying for Leave to Work Away or for intermission, please consult the web pages of the University’s [Cambridge Students](https://www.cambridgestudents.cam.ac.uk/your-course/postgraduate-study/your-student-status) for the full procedure.
* You must have completed and returned your latest Scholars’ Annual Report to the Trust before you make an application.
* If you are awarded funding from another source, the Trust reserves the right to adjust the value of any extension funding offered. You must inform the Trust if you are offered funding from other sources for your study at Cambridge at any time before or during this period. Failure to provide full details may lead to the cancellation by the Trust of this additional funding.
* If you require help finding alternative sources of funding, please [contact the Scholarships Team](https://www.cambridgetrust.org/contact).

**Applications are reviewed in the month following application submission (so, for example, if you submit in June, it will be reviewed in July). *Exceptional* funding requests deemed to be urgent may be reviewed sooner. You will be informed of the outcome as soon as possible.**

**Please note, the Trust’s busiest period for extension funding applications is July – September so there may be a delay in getting back to you. Your patience is appreciated.**

## Part I *to be completed by the Scholar*

|  |  |
| --- | --- |
| Name: |  |
| USN: |  |
| Nationality: |  |
| Degree & subject: |  |
| Where are you currently residing? *(town & country)* |  |
| College: |  |
| Scholarship: |  |
| Your email: |  |
|  |
| College Tutor name: |  |
| College Tutor email: |  |
| Course Director / Supervisor name: |  |
| Course Director / Supervisor email: |  |
|  |
| The period of time you need the funding for: |
| From: |  | To: |  | No. of months: |  |
|  |
| When is your submission deadline (as shown on CamSIS): |  |
| When are you planning to submit your soft-bound thesis: |  |
|  |
| Request for: *(please put an X by the relevant option)* | Extension Funding |  | Exceptional Funding |  |
|  |
| Briefly outline the reason(s) why you require this funding *(max. 400 words)* |
|  |
| Date of completing this application: |  |

## Part I *continued*

Where relevant, please complete all of this financial section. You must list your estimated expenses and apply for what you need based on these estimates, rather than a continuation of your current maintenance.

**Estimated expenses in £ pound sterling** *(total amounts, please, not per month)*

|  |  |  |
| --- | --- | --- |
| **Type:** | **Estimated cost (£):** | **Notes:** |
| General living costs |  |  |
| Rent |  |  |
| Tuition Fees (UCF) *(UCF is usually completed before entering a period of extension)* |  |  |
| Books or study equipment |  |  |
| Study related travel costs*(not incl. conference-related costs)* |  |  |
| Other *(please specify below)* |  |  |
|  |
| **TOTAL** |  |  |

Please detail possible contributions from other sources:

|  |  |  |
| --- | --- | --- |
|  | **Amount requested (£):** | **Amount confirmed (£):** |
| Department / Faculty |  |  |
| College |  |  |
| Postgraduate Hardship Fund |  |  |
| Cambridge Philosophical Society |  |  |
| Personal |  |  |
| Other sources *(please specify below)* |  |  |
|  |
| **TOTAL** |  |  |

|  |  |
| --- | --- |
| **Please confirm the total amount requested from the Trust (£):** |  |

**Scholar Declaration and Signature**

|  |
| --- |
| I confirm that I have read the important information on page 1 and the guidance on page 2-3, and understand that:* My application may be shared with a funding partner, if their input is necessary.
* I am required to inform the Trust if there are any changes to my plan for completing my PhD and submitting my thesis and if there any delays to my progress.
* I am required to inform the Trust if I am awarded funding from any other sources.
 |
| **Scholar signature:***(Electronic signature is fine)* | **Print name:** | **Date:** |
|  |  |  |

## Part II *to be completed by the College Tutor*

College Tutors are requested to complete this section, and send the form to the applicant’s Supervisor or Course Director to complete [**Part III**](#_Part_III_to).

|  |  |
| --- | --- |
| Name: |  |
| Date: |  |
| Telephone: |  |
| Email: |  |
|  |
| Does this application have your support?*(please put an X by the relevant option)* | Yes |  | No |  |
| Do you have any comments? |
|  |
|  |
| **If the scholarship is co-funded by the College** we would expect to share any additional Trust funding with the College (on the same terms). Is the College able to co-fund this application? *(please put an X by the relevant option)* |
| Yes |  | No |  | N/A |  | If Yes, please state the likely amount (£): |  |
|  |
| Has the College already offered any additional funding to the applicant? *(please put an X by the relevant option)* |
| Yes |  | No |  | If Yes, please state the likely amount (£): |  |
|  |
| Will the College offer any further additional funding to the applicant? *(please put an X by the relevant option)* |
| Yes |  | No |  | If Yes, please state the likely amount (£): |  |

**Declaration and signature**

|  |
| --- |
| We may need to share this application with funding partners. Are you happy for your comments to be shared?*(please put an X by the relevant option)* |
| Yes |  | No |  |
|  |
| I confirm that:* the applicant and the College have taken, or will take, all necessary steps to meet University or other regulations that are relevant to this application.
 |
| **College Tutor signature:***(Electronic signature is fine)* | **Print name:** | **Date:** |
|  |  |  |

## Part III *to be completed by the Supervisor/Course Director*

Supervisors are requested to complete this section, and email the fully completed form to cambridge.trust@admin.cam.ac.uk.

|  |  |
| --- | --- |
| Name: |  |
| Date: |  |
| Telephone: |  |
| Email: |  |
|  |
| Does this application have your support?*(please put an X by the most relevant option)* | Yes |  | No |  |
| Do you have any comments? |
|  |
|  |
| **If the scholarship is co-funded by the Dept** we would expect to share any additional Trust funding with the Dept (on the same terms). Is the Dept able to co-fund this application? *(please put an X by the relevant option)* |
| Yes |  | No |  | N/A |  | If Yes, please state the likely amount (£): |  |
|  |
| Has the Dept already offered any additional funding to the applicant? *(please put an X by the relevant option)* |
| Yes |  | No |  | If Yes, please state the likely amount (£): |  |
|  |
| Will the Dept offer any further additional funding to the applicant? *(please put an X by the relevant option)* |
| Yes |  | No |  | If Yes, please state the likely amount (£): |  |

**Declaration and signature**

|  |
| --- |
| We may need to share this application with funding partners. Are you happy for your comments to be shared? *(please put an X by the relevant option)* |
| Yes |  | No |  |
|  |
| I confirm that:* I have worked closely with the applicant to agree a timeline for completion, which I consider to be realistic and has my full support.
* the applicant and the Department have taken, or will take, all necessary steps to meet University or other regulations that are relevant to this application.
 |
| **Supervisor/Course Director signature:***(Electronic signature is fine)* | **Print name:** | **Date:** |
|  |  |  |