

**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.

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, what you can apply for, and how/when to apply**, please visit our website at: <https://www.cambridgetrust.org/scholar-information/financial-assistance-for-trust-scholars>

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.

**Extension Funding (PhD only):**

Trust PhD scholarships provide funding for the published duration of a course (typically 3 years for a PhD unless otherwise stated in the case of MRes and PhD 1+3). The Trust will, on application, provide up to a further 6 months of maintenance to support writing up. Students are expected to manage their research and writing up so that submission is achieved within this overall funding period.

**Exceptional Funding:**

Exceptional funding (sometimes referred to as "hardship") is available on application to support unforeseen and significant costs that are unexpected due to reasons beyond your control and unmanageable within existing funding.

When assessing applications for assistance, the Trust will take into account:

* The underlying need for funding and reasons why. Unforeseeable costs beyond your control would not include shortfalls in funding due to overly optimistic funding plans
* Whether you have explored and exhausted other funding opportunities
* If the grant from the Trust (and other sources) is critical in enabling the successful completion of your course.

## Part I *to be completed by the Scholar (all fields must be completed, please)*

|  |  |
| --- | --- |
| Name: |  |
| USN: |  |
| Nationality: |  |
| Degree & subject: |  |
| Where will you be residing during the period of additional funding? *(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) beyond your control which have contributed to the need for additional time/funding for extension or exceptional funding *(we do not need a breakdown of your research unless it is specific to these reasons):* |
|  |
| For **extension** funding applications only, please clearly set out your timeline for completion *(e.g. Gantt chart, bullet points, etc.):* |
|  |
| Date of completing this application: |  |

**Finance**

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

**Possible funding contributions from** [**other sources**](https://www.postgraduate.study.cam.ac.uk/funding) **(£):**

|  |  |  |
| --- | --- | --- |
|  | **Amount requested (£):** | **Amount confirmed (£):** |
| Department / Faculty |  |  |
| College |  |  |
| [Postgraduate Financial Assistance Fund](https://www.cambridgestudents.cam.ac.uk/fees-and-funding/financial-assistance/postgraduate-financial-assistance-fund#:~:text=The%20Fund%20can%20provide%20awards%20of%20up%20to,unforeseen%20financial%20difficulties%20and%20meet%20the%20eligibility%20criteria.) |  |  |
| [Cambridge Philosophical Society](https://www.cambridgephilosophicalsociety.org/) |  |  |
| 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 information on page 1 and the guidance on the Trust’s website, 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:** |
|  |  |  |

## Please now pass your completed form to your College Tutor and ask them to complete [Part II](#_Part_II_).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: |  |
| Telephone: |  |
| Email: |  |
|  |
| Why does this application have your support? |
|  |
| What gives you confidence that the timeline for completion is realistic and how will this be monitored? |
|  |
| To what extent has the College already offered any additional funding to the applicant? *(please provide details and amount in £)* |
|  |
| What funding is the College able to offer in contribution to this request? *(please provide details and amount in £)* |
|  |

***Please note:*** *If the original scholarship is co-funded by the College,**we would expect to agree on and share the cost of any additional Trust funding with the College (on the same terms as the co-funded scholarship) and will be in touch to discuss this.*

**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: |  |
| Telephone: |  |
| Email: |  |
|  |
| Why does this application have your support? |
|  |
| What gives you confidence that the timeline for completion is realistic and how will this be monitored? |
|  |
| To what extent has the Department already offered any additional funding to the applicant? *(please provide details and amount in £)* |
|  |
| What funding is the Department able to offer in contribution to this request? *(please provide details and amount in £)* |
|  |

***Please note:*** *If the original scholarship is co-funded by the Dept,**we would expect to share any additional Trust funding with the Dept (on the same terms) and will be in touch to discuss this.*

**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 Dept have taken, or will take, all necessary steps to meet University or other regulations that are relevant to this application. |
| **Supervisor signature:***(Electronic signature is fine)* | **Print name:** | **Date:** |
|  |  |  |