

This is a PDF version of our online application form as currently worded. It is for illustration purposes only. You cannot apply to us by using this PDF version. Only online applications are accepted. The online application form will be available on our website on 2 January 2024. Please visit [our website](#) for further details. Please note that we may make changes to this form before we open for applications.

THE SIR RICHARD STAPLEY EDUCATIONAL TRUST

(Registered Charity No. 313812)

APPLICATION FORM 2024/25

ELIGIBILITY CHECKLIST

1.	I am: <ul style="list-style-type: none"> a graduate with a 1st or 2:1 Bachelor’s degree with honours, <u>or</u> a graduate with a Master’s or doctoral degree, <u>or</u> a final year undergraduate predicted to achieve a 1st or 2:1 	Yes / No
2.	I have applied for or already been accepted on to a course at a UK university or similar UK educational body (not including an overseas branch) in the academic year 2024/25 <i>Please note that we are unable to accept applications from those accessing courses remotely from outside the UK.</i>	Yes / No
3.	The course I have applied for or already been accepted on to in 2024/25 is to study: <ul style="list-style-type: none"> A higher degree such as a Master’s or PhD/MPhil in any subject, or A postgraduate Certificate or Diploma in any subject, or Medicine, Dentistry or Veterinary Medicine <i>taken as a second degree.</i> 	Yes / No
4.	I am planning to remain living in the UK throughout the academic year applied for (unless <u>required</u> as part of my course to spend some or all of the academic year overseas for the purpose of study or research)	Yes / No
5.	The <i>official</i> start date of my 2024/25 academic year falls on a date between 1 January 2024 and 31 December 2024	Yes / No
6.	My academic year 2024/25 will <i>officially</i> last for at least 8 months	Yes / No

ALL QUESTIONS BELOW MARKED WITH * ARE COMPULSORY AND YOU WILL NOT BE ABLE MOVE AHEAD WITH YOUR ONLINE APPLICATION IF NOT ANSWERED

YOUR CONTACT DETAILS

* A1: Name (Title, First name, Surname)			
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A2: Address for All Correspondence	
*Address 1	
Address 2	
Town	
County	
*Postcode	
*Country	

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***A3: If your current address is outside the UK, please explain your plans to move to the UK, and include the estimated date of your move.** *Maximum 750 characters including spaces; approx. 100 words*

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*A4: Email address	(Please use the same email address you used to register. This email address will be used to send you an acknowledgement and a copy of your application form when you have submitted your application. If you do not receive this email after you have submitted your application, and after checking your spam folder, please email admin@stapleytrust.org)
*A5: Telephone number	

*A6: Number of dependants	(Please put 0 if you have no dependents; do not leave blank)
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DEGREE and NAME OF COURSE for which the grant is requested.

*B1: University/Educational body name:
*B2: Faculty or School or Department name:
*B3: Type of Degree (e.g., PhD, MA)
*B4: Subject area of Degree (in full: e.g., Archaeology, Medicine)
*B5: Title of thesis, <u>or</u> Specific name of course:
*B6: Is your course full-time or part-time?

*B7: Date entire course began or begins MM/YY	*B8: Date entire course ends MM/YY
*B9: Official date your 2024/25 academic year began or begins	
*B10: Official date your 2024/25 academic year is due to end	

*B11: Please explain in the box below why you are undertaking this course. (For example, why are you committed to this area of study? How will this course help achieve your career path and/or personal development? Will there be any wider benefit to society as a whole?) <i>Maximum 1500 characters including spaces; approx. 200 words</i>

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B12: If fieldwork, a placement or an elective contributes significantly to the cost of your academic year, please explain in the box below why it is necessary for your proposed studies. (Max 750 characters including spaces; approx. 100 words.) If not, then just leave it blank.

***B13: Thinking about your academic career to date, please tell us *what has enabled* you to reach this point in your career, and *what barriers (if any)* you have had to overcome**

Max. 1500 characters including spaces; approx. 200 words

B14: (Re-applicants only) Please explain the progress you have made on your course since you received your previous grant from The Sir Richard Stapley Educational Trust. (Max. 1500 characters including spaces; approx. 200 words)

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***C1: DEGREES AND OTHER RELEVANT QUALIFICATIONS TO DATE**

If your degree was obtained outside the UK, official confirmation of its standing in the UK must be provided at on the supporting documents page at question **H1**. Please see our Notes for Applicants. This does not apply to those who have received a grant from our Trust in the past.

University/Other educational body	Dates MM/YY--MM/YY	Qualification type e.g., BA, BSc, MA, MSc, PhD, PGCE etc.	Subject e.g. History	Class e.g. 1 st or 2:1

C2: Tick this box if you are currently an undergraduate in your final year

D1. Brief details of RELEVANT EMPLOYMENT:

Employer	From (mm/yyyy)	To (mm/yyyy)	Job title or description

E. PREVIOUS GRANTS THAT YOU HAVE RECEIVED (give years and amounts to nearest £)

	Year	Amount
E1: From the Sir Richard Stapley Educational Trust		
1.		
2.		
3.		
4.		
E2: From other charitable trusts or grant-awarding bodies		
Name of organisation:		
1.		
2.		
3.		
4.		
5.		
6.		
7.		

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F. FINANCIAL INFORMATION

In the F1 and F2 tables below, please give a realistic **estimate of income and expenditure** for the **coming academic year (2024/25)**. Please give all your figures **per annum** and **round up to the nearest £**.

If you are married, or living with a partner, you do not need to give us any information about your partner.

*F1: EXPECTED INCOME FOR THE COMING ACADEMIC YEAR (£ per annum; no pence please)

NB. ALL ROWS IN THE 'AMOUNT' COLUMN OF THIS TABLE MUST HAVE AN ENTRY, SO PLEASE ENTER 0 IF IT ISN'T APPLICABLE

	Amount
Earned Income (net of tax etc.) expected during the academic year	
Other Income (from any other Trusts, investments, family covenants, gifts etc)	
All grants from other grant-giving bodies <i>already agreed</i> . Just give the total .	
All University/College Awards , e.g., scholarships, bursaries, hardship awards. Just give one figure for the total .	
State Benefits (e.g., child or Universal Credit or disability benefits)	
Local Education Authority (LEA) Awards	
NHS Awards	
Student Loan for coming year	
Bank Loan for coming year	
Career Development Loan for coming year	
Loans or gifts from family, friends, or any partner for coming year. Just give the total .	
TOTAL INCOME IN THE ACADEMIC YEAR	ONLINE, THIS TABLE WILL AUTO SUM

*F2: EXPECTED EXPENDITURE FOR THE COMING ACADEMIC YEAR (£ per annum; no pence please)

Please give just your expenditure. If any items of expenditure are shared with a partner or any other member of your household, please just tell us about the amount you have to pay, and do not include amounts that are paid by others.

NB. ALL ROWS IN THE 'AMOUNT' COLUMN OF THIS TABLE MUST HAVE AN ENTRY, SO PLEASE ENTER 0 IF IT ISN'T APPLICABLE

	Amount
University/ College Fees	
Required fieldwork costs (if any)	
Required elective costs (if any)	
Required placement costs (if any)	
Books and equipment	
Mortgage or Rent or Living with parents (rent you need to pay to parents, if applicable)	
Council Tax (if applicable)	
Gas, Electricity, Telephone, Broadband – just give total	
Travel Expenses/Car	
Food	
Other necessary living expenses (Enter amount, the explain in words in F3 below)	
Repayment on loans due during the year	
Dependants – outgoings on children/other dependants	
TOTAL EXPENDITURE IN THE ACADEMIC YEAR	ONLINE, THIS TABLE WILL AUTO SUM

F3: Other necessary living expenses (If you have entered an amount against *Other necessary living expenses* in the F2 table above, please use the box below to explain what this is for) **Max. 10 words**

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*F4: ESTIMATED SHORTFALL IN THE COMING ACADEMIC YEAR 2024/25 (i.e., F2 total minus F1 total)	Amount

***F5: Please outline briefly your plan for financing the forthcoming academic year.** (For example, how much will you have saved up by then that can go towards 2024/25 fees and living costs? What other possible sources of funding have you identified? And what progress have you made in applying for them?) *Maximum 1500 characters including spaces; approx. 200 words*

*F6: SAVINGS (Estimate the amount you will have at the start of the coming academic year. Use question F5 above to indicate the amount of savings that you plan to use to finance the forthcoming academic year. If you don't have any savings enter 0)	Amount
AMOUNT OF SAVINGS	

*F7: LOANS (NOT INCLUDING STUDENT LOANS) and dates by which these must be repaid		
	Amount £	Year by which it must be repaid
1. Source		
2. Source		
3. Source		
4. Source		
TOTAL AMOUNT		

***F8: Give details below of grant-awarding bodies or charitable trusts to which you HAVE applied or INTEND to apply to enable you to meet your shortfall.**

This table must have at least one entry, so please enter N/A and 0 if it isn't applicable.

Grant-awarding Body or Trust	Date of Application	Decision Date	Result

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G. ACADEMIC REFEREE: Please supply the name and contact details including email address of your academic referee. **Please obtain her/his permission first.**

Please note that your academic referee **MUST** be someone directly involved in your current study – or in the last academic study you undertook if you are starting a new course this year.

YOU ARE RESPONSIBLE FOR OBTAINING YOUR REFEREE’S AGREEMENT TO PROVIDE A REFERENCE. OUR CLERK WILL REQUEST IT FOR YOU BY EMAIL TO YOUR REFEREE.

*G1: Name of academic referee			
*G2: Institution		*G3: Position	
G4: Address *Address 1 Address 2 City *Postcode Country			
*G5: Phone		*G6: Email	

H. SUPPORTING DOCUMENT (if required)

If your degree was obtained outside the UK, we need you to upload a letter from your UK University confirming that it considers it equivalent to a UK Bachelor’s degree 1st class or 2:1, or a UK higher degree. This does **NOT** apply to those who have received a grant from our Trust in the past. Please upload the letter now if required.

Please note you may only upload **one** document. To upload the document as an attachment:

- i) Click the choose file (Browse) button and search for your file and click Open.
- ii) The selected file name will be displayed next to the Choose File button.
- iii) Click the Upload button to attach this file
- iv) **Please note the system will only allow you to upload one document.**

The file has been successfully attached when the file name is displayed with the message: the file ‘Was Uploaded Successfully’. The button display will revert to ‘No File Chosen’. To replace an attached file, repeat the steps.

H1: Please upload confirmation of overseas degree (if required). FILE NOT UPLOADED

No file selected

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EQUAL OPPORTUNITIES MONITORING

The five questions below help us to monitor whom our grants are reaching. This helps us to plan future grant rounds and how we promote them. Answers are entered anonymously into a secure spreadsheet and used for monitoring purposes only. **Your answers will not be considered by grant assessors and will have no bearing on whether your application will be successful.** If you prefer not to share some or all of this information with us, you can tick the 'I prefer not to say' option for each question, but please do not leave the answers blank.

*11: Your nationality _____

*12: Sex (Female/Male/I define myself in another way/Prefer not to say)

*13: Age. (23 or under/24-29/30-35/36-45/46 or over/I prefer not to say)

*14: I consider myself to have a disability (Yes/No/I prefer not to answer)

15: If 'yes', please give brief details: _____

*16: Ethnicity: Asian or Asian British
Black African, Black British or Caribbean
Mixed or multiple ethnic groups
White
Another ethnic group
Prefer not to say

DECLARATION

General Data Protection Regulations (GDPR):

*To enable us to process your application and (if your application is successful) to administer any grant payment, we are obliged to request that you 'opt in' to the Trust controlling and processing, and to The Gallery Partnership Ltd. (proprietors of 'Benefactor') processing the personal data about you that you and your referee provide to us. This data will include the information on this application form and any further information that we may request from you regarding this application, as well as the reference letter submitted by your referee. We will use such information to assist us in processing your application, administering any grant payments, and to analyse the work of the Trust. We will not share it with anyone outside the Trust and The Gallery Partnership. All application forms, reference letters and associated emails are destroyed annually after our independent audit. However, if your application is successful, your full name, e-mail address, country of origin, gender, details of the course for which a grant was awarded, and the year and amount of any award(s) made will be held for a minimum of six years on secure MS Excel workbooks for the purposes of record keeping and statistical analysis. Moreover, we keep details of all financial transactions for a period of at least six years following the relevant financial year. **Please sign below to show that you are content to 'opt in' to The Sir Richard Stapley Educational Trust controlling and processing your personal data, and to The Gallery Partnership Ltd. processing your personal data in the manner set out above.***

Further information on how we control and process personal data is included in our Privacy Statement: <https://www.stapleytrust.org/privacy-policy-terms>.

***J1: I hereby confirm that I agree to 'opt in' to The Sir Richard Stapley Educational Trust controlling and processing, and to The Gallery Partnership Ltd. processing the personal data on me provided by me and my referee as described in the paragraphs above:**

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J2: Please tell us below how you heard about the Sir Richard Stapley Educational Trust: