

Snowdon Trust Disability-Related Study Costs Grants Guidance on Submitting an Application

Guidance on filling in the Snowdon Trust disability-related study cost grant application.....	1
Start an application	1
Saving your work.....	2
Returning to edit an existing application and viewing messages in the grant portal	3
Completing the application form	4
Submitting your application.....	4
Accessibility	5
Section Guidance	5
Section A - Applicant details.....	5
Section B - Course information	6
Section C - Background information	7
Section D – Disability information.....	8
Section E – Your grant request.....	9
Section F – Other sources of finance.....	10
Section H – Supporting documents.....	11
Section I - Contact preferences	13
Section J : Final Declaration	13
Review and submit.....	13

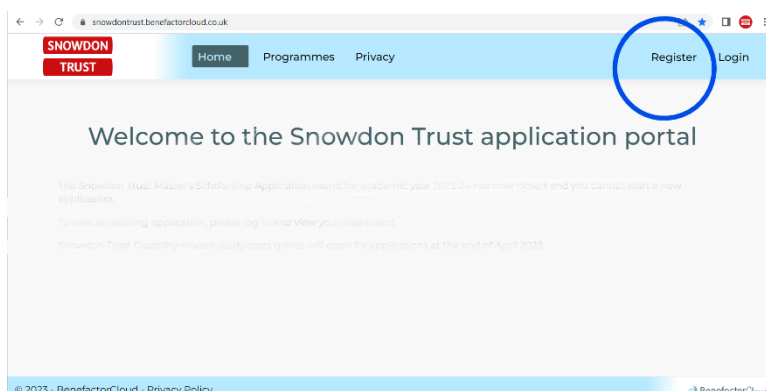
Guidance on filling in the Snowdon Trust disability-related study cost grant application

Please ensure you have read the eligibility criteria on our website, this guidance document and the terms and conditions before you begin an application.

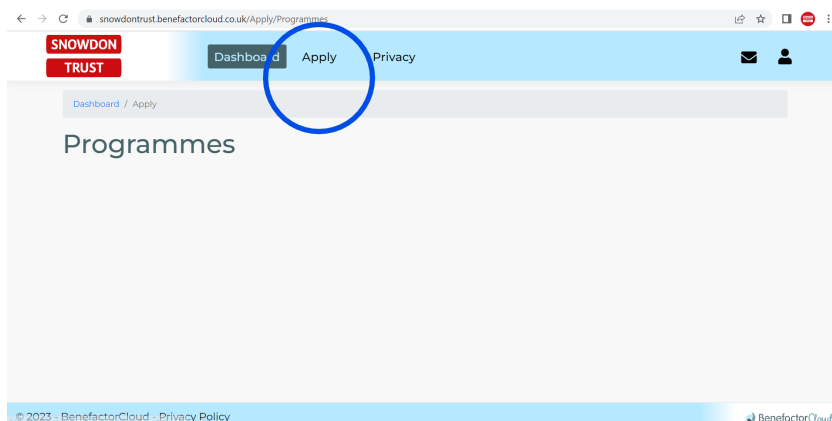
Start an application

- To access the application portal, click APPLY NOW on the [grants page](#) of our website.

- You must register as a new user on the new Grant portal, even if you have previously been awarded Snowdon Trust funding.



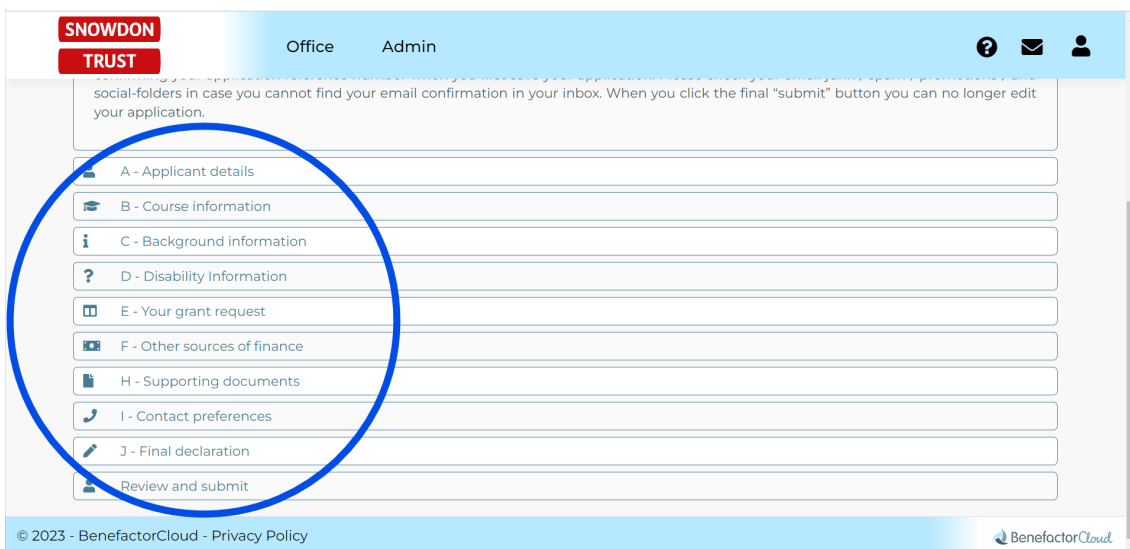
- You will be asked to submit your email address and create a password. You will be sent a verification link to the email address you provided. Once you have clicked on the verification link in your email, and every time you log in after this, your welcome screen will show an APPLY function in the banner at the top of the page.



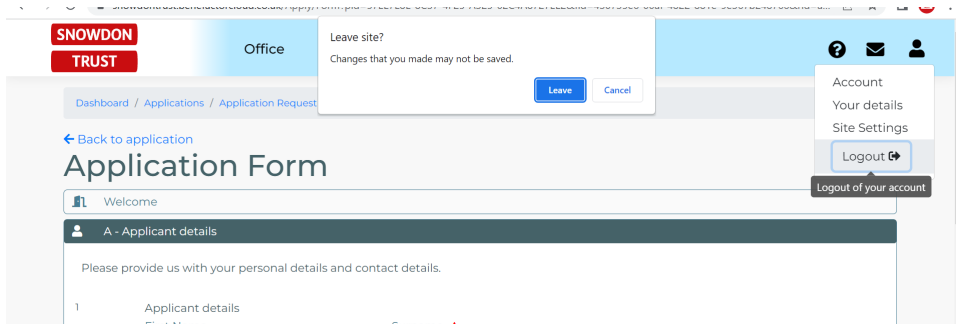
- Clicking on APPLY, then “Start an application”.
- Once you have started your application, you may exit the portal and return to edit it later.
- You will be sent an automated email confirming your application reference number when you first save or exit your application. If you cannot see this email confirmation in your inbox, please check your junk or spam folder.

Saving your work

- The application will automatically save your work when you move from one section to another. You can also activate the save function by flicking between the section panels while you are editing your answers. For example, if you have just completed some questions in panel “E- Your grant request” but wish to log out and return to continue editing at a later stage, you could click on any other panel, such as “A- Applicant details” to activate the save function. You can then log out of the portal.

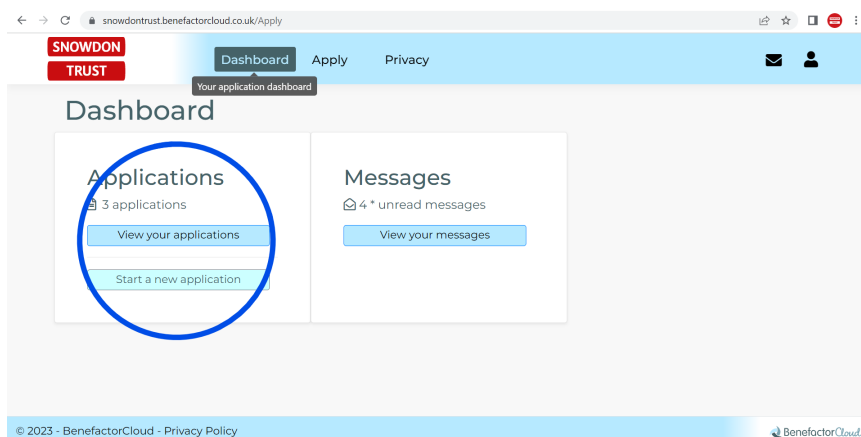


- If when logging out of the application portal, you receive a message saying “Leaving site? Changes that you made may not be saved. Leave/ Cancel”, your most recent edits have not yet been saved. Please flick between panels as described above. This warning message is demonstrated in the screen shot below.



Returning to edit an existing application and viewing messages in the grant portal

- To return to an existing application, or to view any messages you have received from the Snowdon Trust team, you need to log in, and then select DASHBOARD from the banner at the top of the page.
- From here, select “View your applications”, and this will show you a list of all applications that you have started in the portal.
- Or select “View your messages” to read any messages from us.



Completing the application form

When completing longer text answers, we recommend that you use a word editing programme to prepare and then copy and paste these into the document. Googledocs is recommended by the grant portal designers.

If you are using Microsoft word, please note that any formatting will not transfer into the application form, and for this programme only, the word count is calculated based on the number of spaces. Any double spaces, e.g. at the beginning of sentences will be calculated as two words. Do check for this if your answer is showing as over the word limit in the grant portal, but under it in Word.

Submitting your application

Once you click the final “submit” button, you can no longer edit your application. You will receive an automated email confirming that your application has been submitted.

The submit button will only appear on screen once all mandatory fields have been completed (these are marked with a red star symbol) and your text answers do not exceed the word count limit in any of the text boxes. (See Completing the application form)

Please read section “Review and submit” in this guide for more details.

Accessibility

If the application portal is not accessible to you, please contact info@snowdontrust.org to discuss alternative ways to submit your application.

We are aware of some difficulties for applicants using a screen reader and are working with the developers to make it as easy as possible for you to use the system. If you are using a screen reader and find navigation in the portal unclear, please do contact us at info@snowdontrust.org. Do also read the section on Background information for specific guidance on accessing the tables using a screen reader.

Section Guidance

The rest of this document provides specific advice on each section of the application form. You may not need to read through all of it in full but do check where you have specific queries.

Section A - Applicant details

Please confirm that your personal details in section 1 are accurate. They are auto populated based on the answers you gave when registering to use the portal.

Applications should be completed in the name of the student applying for the grant. If someone is completing an application on your behalf, they should make a note in Panel I – “Contact preferences” and add their own contact details if you prefer that we contact them, rather than you, directly.

1. Applicant details:

- First name
- Surname > same as family name or last name.
- Country of main residence > country where you usually live.
- Nationality > if you cannot find your nationality in the drop-down menu, please write your nationality into the “Nationality – other” textbox.
- Telephone number > the telephone number or mobile phone number that we can use to contact you via phone. Please just type 123 if you do not use a phone.

- Address line 1 - 3 > up to three boxes for you to provide specific location details.
- Town
- County/ Region
- Country
- Postcode > postal code for your area.

2. Applicant type:

Please select the category that best describes you from the dropdown menu:

- Student: in education (i.e. you are currently studying)
- Professional: in the workplace, but looking to upskill by studying
- Career change: in the workplace or a career gap, but looking to move into a different area by studying
- Other: if none of the above options describe your circumstances, then please select this option and use the textbox below to give details.

Section B - Course information

Please provide details of the course that you are applying to or are already studying on.

3. University and course details.

Please enter:

- University or educational institution > this is the university or educational institution that you are applying to or are already studying at. It must be a registered UK institution.
- Course that you are on or that you are applying to > the course that you are already studying on, or the one which you are applying to

3a. If you are applying to study, do you have a confirmed offer from your university/ educational institution?

Please select from the drop-down menu either yes or no.

3b. How long is your course?

How many years will your course be > the total duration of your course. Please select an option from the drop-down menu to indicate the total length of your course. If you select "other", please give more details in the textbox in the following question (as 3b has two parts to the question).

3b. If you are already on the course, which year of study are you applying for support for?

Please select an option from the drop-down menu for the year of study you are requesting support for. If you select “other”, please give more details in the textbox.

3c. Intensity of course

Please select an option from the drop-down menu to indicate whether your course is full or part time, and if neither option describes the intensity of your course, please describe it in the textbox.

3d. Mode that your course will be taught in

Please select an option from the drop-down menu to indicate your course mode. If you select “other”, please give more details in the textbox.

Section C - Background information

Please complete your education and employment details in the tables below. You can add a row by clicking on the + button on the right side above the table.

4. Please provide details of your education by clicking the + sign on the right.

For example, College/ Secondary/ High school/ Undergraduate/ Professional qualifications.

- Add a new row to the table by clicking on the + button. Then complete the details:
- Start Date and End Date: the dates when you started and ended your course (day, month, year, in format DD/MM/YY e.g. 5 September 2021 = 05/10/21). Alternatively you can use the calendar icon to open a calendar and scroll through to select your date.
- Results: the result or award that you achieved when you completed or graduated from the course e.g. 1st Class Hons, 2:1, Distinction, Pass.
- Course: the name or title of the course.
- Institution: the name of the institution or university or school where you studied the course.
- Then click SAVE.

- You may add another row (qualification) by clicking on the same + button at the top of the table. Repeat until you have added all the qualifications you wish to list.

5. Please provide details of your current and relevant previous employment or voluntary roles by clicking on the + sign on the right:

- Add a new row to the table by clicking on the + button. Then complete the details:
- Start Date and End Date: the dates when you started and ended your employment or voluntary position (day, month, year, in format DD/MM/YY e.g. 5 September 2021 = 05/10/21). Alternatively you can use the calendar icon to open a calendar and scroll through to select your date.
- Job title: your job title during your employment or voluntary position.
- Organisation: the name of the organisation you worked or volunteered for.
- Role description: provide a brief description of your role, what did you do.
- Then click SAVE.
- You may add another row (work experience) by clicking on the same + button at the top of the table. Repeat until you have added all the work experiences you wish to list.
- IF YOU ARE A SCREEN READER USER, when using the date function in the tables, hold the CTRL key and tap UP ARROW key to change the zoom to months, then tapping UP ARROW again to years. From there you should easily select a year, then month, then day.”

Section D – Disability information

6. Please tell us how you would describe your condition, long-term illness, learning difference, or combination of these (based on UCAS 2023 categories).

Please select an option from the dropdown menu. If you need to select more than one option, or your option is not listed, please use the text box “Disability category – other” to provide details.

- A learning difference (e.g. dyslexia, dyspraxia, or AD(H)D)
- A visual impairment uncorrected by glasses (e.g. blindness or partial sight)

- A hearing impairment (e.g. D/deafness or partial hearing)
- A physical impairment or challenges with mobility (e.g. climbing stairs or uneven surfaces), or dexterity (e.g. using a keyboard or laboratory equipment)
- A social, behavioural or communication impairment (e.g. an autistic spectrum condition or Tourette’s Syndrome)
- A long-term illness or health condition which may involve pain or cause fatigue, loss of concentration or breathing difficulties – including any effects from taking associated medication.
- A condition or impairment not listed above (please give details in the box)
- Two or more impairments or conditions (please give details in the box)
- None
- Prefer not to say

Diversity monitoring: Can we use your answer to the above question for disability monitoring purposes? Please select an option from the drop-down confirming your answer as yes or no.

7. Please tell us how your disability has shaped the experiences, both positive and negative, that have influenced your life, your education and your career aspirations

- Please write your answer in the text box titled “Disability barriers” with a word limit of 800 words.
- This is our opportunity to get to know you. Please tell us about your experience of disability, highlighting experiences that have shaped you into who you are today. This might include barriers and accessibility barriers that you may have faced as well as positive experiences and successes that you have achieved. Tell us about your future ambitions.
- Please note in Panel E – Your grant request, question 9, you will be asked to describe how receiving a grant from the Snowdon Trust would reduce barriers and help you achieve your goals.

Section E – Your grant request

8. What is the total grant amount you are requesting?

Please note that the maximum grant amount you can ask for is £5,000. Please enter the total amount of grant funding that you are requesting in the box labelled “Grant amount” in numbers. There are arrows to scroll the numbers up and down, or you can type your number in. This will be assumed to be GBP.

**8a. What equipment, services or costs are you requesting the grant for?
Please provide an itemized list of the above expenditure.**

The table asks you to list each “Item” such as a piece of equipment or a service and list the price of this alongside. The “Cost” is the numerical price of this item, assumed to be in GBP.

- Add a new row to the table by clicking on the + button.
- Once you have entered the item and cost, click SAVE.
- You may add another row (another item of equipment or services) by clicking on the same + button at the top of the table. Repeat until you have added all the work experiences you wish to list.
- You can edit or delete a row at any time.
- The table automatically sums the items listed, which will be displayed in the bottom row of the table.

8b. Are there any other details about your grant request that you need to tell us about here?

This is an optional text field where you may share any further details you think are essential for us to know about regarding the items (equipment, services or costs) that you are requesting the grant for. You may enter up to 200 words.

9. How would receiving this grant reduce barriers and help you achieve your goals?

Please describe in the text box labelled “Supporting information” reasons why being awarded a grant from the Snowdon Trust is important to you. What difference would the grant make to you in reducing barriers that you face regarding disability, and how would the grant help you achieve your goals. Maximum text allowed is 800 words.

Section F – Other sources of finance

10. Please tell us about other sources of funding you have applied for

Have you applied to your local social services or social work department for funding towards personal care and support? Please select the accurate option from the drop-down menu. If you selected no or n/a please explain why in the text box located at the end of question 12b.

11. Please indicate which, if any, of the following benefits that you receive

Please select the accurate options from the drop-down menus.

12. Other support for your level of study

There are a range of funding options that may be available depending on your level of study. Please indicate which, if any, of the following you have applied for.

12a. Further Education

12b. Higher Education – Undergraduate

12c. Higher Education – Postgraduate

In the relevant section to your level of study listed above, please indicate which types of funding you have applied for.

13. If you have ticked "yes" to any of the above funding questions, please provide details of the outcome or the stage you are at here

Please use the box named "Status" to provide details of your funding applications.

14. Have you received any charitable funding, such as bursaries, scholarships or grants for your current or future study? Please describe

Please use the box named "Funding received from other sources" to provide details.

Section H – Supporting documents

15. Please refer to the guidance to find out more about the types of documents you need to upload for each section.

Please upload documents in one of the following filetypes: .pdf, .png, .jpeg, .jpg
Maximum file size: 10 Mb

15a. Academic reference which is not older than 12 months. If you have not studied within the past two years, you may provide a professional reference instead

Please provide us with a written academic reference from your current or previous place of study. The reference should be no older than 12 months. Typically academic references are provided by your course leader/ tutor/ lecturer, someone who has insight into your academic achievements. A friend, family member or colleague are not appropriate persons to provide you with an academic reference.

If you have not studied within the past two years, you may provide contact details for a professional reference from your workplace instead. If you are providing a professional reference, the referee could be your employer, colleague, coach, mentor,

or someone who will be able to comment on your professional skills, work ethic and strengths. They should not be a close friend or a family member.

In addition to the written reference text, the referee should include the following details:

- Referee's full name
- Referee's email
- Referee's phone number (if applicable)
- Referee's relationship to you: a description of your relationship to the referee, in what context do they know you, e.g. your tutor at university or your course leader at a course you attended

15b. Invoices or quotes for the cost of equipment or services you are requesting in your grant. These should be as accurate as possible and itemised where appropriate

Please request a quote from a supplier for the specific equipment or services you are requesting.

Please note that depending on the type of equipment you ask for, we might request additional information to ensure it is most suited to your needs. This might lead to us recommending a higher or different specification than you requested, depending on expert advice from our Selection Panel members.

15c. Confirmation of your study place

Please provide us with a letter from your place of study confirming you are currently studying there or have received an offer to study there, e.g. an admission letter.

15d. Medical confirmation of your disability

Please provide us with a letter from your health care provider, Doctor or Consultant confirming your stated disability.

As applicable, please provide the following supporting documents also:

15e. A full copy of your Disabled Students' Allowance needs assessment

15f. A copy of your Disabled Students' Allowance 2 Approval statement

15g. A copy of your Student Finance Statement

15h. A copy of your Learning Support Agreement

15i. A copy of your EHCP

Section I - Contact preferences

If you are successful in receiving a Snowdon Trust grant, we will normally communicate with you by email. However, if other methods are more accessible to you, please indicate below.

16. Contact preferences

If you are successful in receiving a Snowdon Trust grant, we will normally communicate with you by email. However, if other methods are more accessible to you, please indicate which ones by selecting some options from the drop-down menu, as applicable to you.

If you selected 'other method', please specify in the text box provided.

Is there is anything else we need to know about prior to contacting you (regarding your preferences for communicating)? You may note details about your communication needs in this box. You may also use this box to provide the details of a person who is completing the application on your behalf, and note if you prefer us to liaise with them directly on your behalf.

17. Keeping in touch

We'd love to keep in contact with you. Do you give us permission to keep in touch with you? Please select your answer from the drop-down menu.

18. Where did you hear about us

Can you let us know where you heard about the Snowdon Trust? This helps us plan our marketing better to ensure that everyone who needs our support knows about us.

Section J : Final Declaration

19. As a condition of your grant, you must agree to submit a report at the end of the academic year telling us how the grant has made a difference to your studies.
20. You must confirm that you have read and agree to the Snowdon Trust Terms and Conditions and Privacy Policy.

Review and submit

- You will be able to see your application in full here. Take a moment to read through it carefully to check you have provided all the information you want to. You cannot edit this once you have submitted the application.
- If you have completed all mandatory section in your application, it will read “All mandatory fields are completed.” You can then proceed to press the SUBMIT button.
- If you cannot see the submit button, you will see a status bar which reads “Please complete all **Required** fields”. You cannot submit your application until you have completed all the required fields.
- Scroll down through the application text. Each section which is satisfactorily completed will have a little shield icon next to it.
- Fields that have not been completed will have the text “**Required**” underneath the field name. You should click on the EDIT button at the top of that section to complete your answers.
- Once you have completed all mandatory fields in your application form, it will read “All mandatory fields are completed.” You can then proceed to press the SUBMIT button.
- A submitted form will have the status “Read-only. This form has been submitted.”
- Once you have submitted your application, you will receive an email confirming your submission.