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Information on FfWG Emergency Grant Applications 2023

Welcome to the FfWG Emergency Grant application information page. If you are eligible and wish to apply for an Emergency Grant, you will need to fully complete and submit the **online** Emergency Grant application form (**it cannot be saved and submitted later**). Please read this information page very carefully, as this will save you time and effort when completing the online application form. The **closing date for applications is 10 January 2024**, applications submitted outside this period or using other methods will **not** be considered. Each application submitted will automatically generate a unique Grant Application Number.

1. Eligibility

For your application to be considered you must meet all the eligibility conditions which may be found on the Grants Bursaries and Fellowship page of the FfWG website. In brief, to be eligible you must be a woman resident in Great Britain and registered for study for a PhD, D.Phil., D,Psyc or Masters at an approved British higher education institution. You must have completed 6 months of your course by **10 January 2024**. Applications may only be made for financial support with living costs (not for fees), where there is a genuine financial need to complete the course of study.

2. Information that you will need to provide.

To complete the application form you will need to provide among other things your personal, educational and employment details, details of current and previous financial support and requirements, and contacts for references. Please see the tables below which show the information we require. This is **not** an application form – you **must** use the online form. If you do not provide full and accurate information or if your application does not meet the eligibility conditions, it is likely that your application will not be considered for a grant.

3. Tips for applicants

- Give yourself plenty of time to complete and check your application before you submit it. You **cannot** save it to edit and submit it at another time.
- Use the table below to work on your answers before completing the online form. Take note of the mandatory questions and the number of characters allowed.
- Use the example budget in the table below to calculate your shortfall correctly.
- Obtain prior agreement from your referees to supply references.
- Ask your referees to include grants@ffwg.org.uk in their email contacts to avoid emails being blocked.
- Quote your Grant Application Number in all communications.

4. Our obligations and your obligations

You should note these carefully as set out in the application form. Our obligations include compliance with data protection legislation. Your obligations as an applicant include providing appropriate consents and declarations. Successful applicants are required to provide a progress report to FfWG on the conclusion of their studies.

5. Emergency Grants will not be paid until the end of **March 2024**. No grant is likely to exceed £2,500.

6. All grants are at the discretion of FfWG. FfWG reserves the right to revoke any grant offer if information supplied, later proves to be inaccurate.

Information you will be asked to provide on the FfWG Emergency Grant Application form.

Please prepare your answers to the questions below before starting the online application form as you will not be able to save the application form to input information later. This is **not** an application form you must apply using the online form. This is a guide to help you to prepare for the online form.

Mandatory fields are shown in red. Enter N/A if not applicable. Text in purple is not shown on the application form and is to help you complete the form correctly and ensure that your application is eligible.


Personal Details

Title	10 characters	Mobile No	40 characters
Forename/s	40 characters	Landline No	40 characters
Last/Family Name	40 characters	Main e-mail address (This will be used in all correspondence)	80 characters
Gender	Female <input type="checkbox"/>	Nationality	40 characters
Your address and residency must be in Great Britain (England, Wales or Scotland)			
Street	255 characters		
Area/Town	60 characters	Marital Status	40 characters
City/County	60 characters	Number of dependent children	40 characters
Postcode	20 characters	Ages of dependent children	40 characters

1. Current studies for which grant is sought

Qualification aimed at	PhD <input type="checkbox"/> D.Phil <input type="checkbox"/> D.Psyc <input type="checkbox"/> Masters <input type="checkbox"/>	Original registration Date this is the date that you started paying fees for the above course. You must have completed 6 months of your course before you can apply for an Emergency Grant	dd/mm/yyyy
Research Field	<input type="checkbox"/> <ul style="list-style-type: none"> Archaeology and the Built Environment Biology Biomedical Science Chemistry Clinical Medicine Computer Science & Media Economics, Politics, Business and Management Education Engineering & Materials Geography, Geology and Environmental Science Health Sciences History and Classics Languages Law Literature Performing and Visual arts Philosophy and Theology Physics Sociology (including Anthropology, and Social work) 		
State whether full-time or part-time	Full-time <input type="checkbox"/> Part-time <input type="checkbox"/>	Expected date of Submission of thesis	dd/mm/yyyy
Title of thesis (if applicable)	255 characters	University deadline submission of thesis	dd/mm/yyyy

2. Place of study

Is location of study in Great Britain	<input type="text" value="Yes"/> 	Great Britain comprises England, Scotland and Wales	
University	255 characters	College	255 characters
Department	20 characters		

3. Degrees and Qualifications (most recent first)

Award Date	Degree/diploma HE certificate	Subject	Class (if applicable)	Awarding Institution
dd/mm/yyyy	255 characters	255 characters	255 characters	255 characters
dd/mm/yyyy	255 characters	255 characters	255 characters	255 characters
dd/mm/yyyy	255 characters	255 characters	255 characters	255 characters
dd/mm/yyyy	255 characters	255 characters	255 characters	255 characters

4. Completed Research /Publications:- Date, title and full references if any

Date, title and full references if any	32,000 characters
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5. Employment Record (most recent first)

Date From	Date To	Position	Place of work
dd/mm/yyyy	dd/mm/yyyy	20 characters	20 characters
dd/mm/yyyy	dd/mm/yyyy	20 characters	20 characters
dd/mm/yyyy	dd/mm/yyyy	20 characters	20 characters
dd/mm/yyyy	dd/mm/yyyy	20 characters	20 characters
Other employment details	5,000 characters		

6. Please explain how your need for an emergency grant has arisen?

Why is grant needed? F/WG does not award grants for <ul style="list-style-type: none">• Fees• Time after submitting a PhD.• Fieldwork or studying outside of Great Britain• Conferences, exhibitions, and seminars outside of Great Britain• Travel Costs outside of Great Britain	5,000 characters
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7. Previous Applications

Grant Type	Emergency Grant Foundation Main Grant 
Result (If successful amount of grant)	
Academic year	

8. How did you learn of FfWG?

How did you learn of FfWG	255 characters
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9. Are you a member of the BFWG?

Are you a member of the British Federation of Women Graduates (BFWG) Or an Affiliate of the	<input type="text" value="No"/> 
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International Federation of University Women (IFUW)? You do not need to be a member to receive a FfWG Grant	
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10 How was previous year financed?

How was previous year financed (fees)	5,000 characters
How was previous year financed (living)	10,000 characters

11a Have you applied for an Academic Award from BFWG at any time?

Have you applied for an Academic Award from BFWG at any time?	Yes No	<input type="button" value="v"/>
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11b Other awarding institution

Funding Body	Telephone Number	Amount	Expected date of decision
255 characters	255 characters	£	dd/mm/yyyy
255 characters	255 characters	£	dd/mm/yyyy
255 characters	255 characters	£	dd/mm/yyyy

You must inform FfWG of the results of your other applications.

12 Tuition Fees

If for a different period other than current academic year, please state.

From	dd/mm/yyyy
To	dd/mm/yyyy
Total cost	£
Will you have a grant/scholarship to cover these fees?	Yes No
If Yes Amount given £	£
Granting body	255 characters
If NO explain how fees will be covered	5,000 characters

13 Income & Expenditure

Income	
Funds already available over and above the cost of fees. State all sources including state benefits, child allowance and any support per month from husband/partner/parents	
Source	Amount (monthly in £s)
255 characters	
255 characters	
255 characters	
255 characters	
255 characters	
Total Income per month	
Any other income details 5000 characters	
Expenditure	
Breakdown of expected costs for the current academic year. Give MONTHLY figures in sterling. If you share expenses only state YOUR share	
Source	Amount (monthly in £s)
Rent/Accommodation including gas, electricity, water	
Food and household items (normally not to exceed £350)	
Telephone	
Travel to and from university	
Other please state. 255 characters	
Other please state. 255 characters	
Other please state. 255 characters	
Total Expenditure per month	
Expenditure Comments 5000 characters	
Number of months remaining	
What is your shortfall for the academic year (monthly income less expenditure times number of months)	
How much are you requesting from the Foundation? (Maximum £2500)	

Example for guidance	
This is an example budget with fictitious amounts showing how to enter monthly expenditure and monthly income and to calculate the shortfall.	
(1) Under Source in the Income section enter the individual amounts received per month. If you receive a lump sum – divide it by the Number of months remaining (e.g., in the example below - if the PhD stipend was £600 then divide by 6 = £100 per month).	
(2) Enter monthly total in Total Income per month	
(1) Source	Amount (monthly in £s)
Part-time marking work	100
Maintenance	100
Carers Allowance	100
PhD stipend	100
Total Income per month	(2) 400
Any other income details	
(3) Under Source in the Expenditure section enter the individual amounts spent per month. If you receive a lump sum – divide it by the Number of months remaining (e.g., in the example below - if the laptop spend was £120 then divide by 6 = £20 per month).	
(4) Enter monthly total in Total Expenditure per month	
(5) Enter months this budget refers to in Number of months remaining	
To calculate the (6) shortfall: Multiply the (5) Number of months remaining by your (4) Total expenditure per month = Total Expenditure Multiply the (5) Number of months remaining by your (2) Total income per month = Total Income Total Income less Total Expenditure = Shortfall In sample: (6 months x £810 per month expenditure) less (6 months x £400 per month income) = £4860 - £2400 = £2460 (6)	
(3) Source	Amount (monthly in £s)
Rent/Accommodation including gas, electricity, water	£500
Food and household items (normally not to exceed £350)	£100
Telephone	£100
Travel to and from university	£80
Prescriptions	£10
Laptop	£20
Other please state.	
Total Expenditure per month	(4) £810
Expenditure Comments	
Number of months remaining	(5) 6
What is your shortfall for the academic year (monthly income less expenditure times number of months)	(6) £2460
How much are you requesting from the Foundation? (Maximum £2500)	£2460

14 Terms of Grants

If a grant is awarded by the FfWG towards the cost of the Grantee's Living Expenses as described in their application, it will be made under the following conditions:	
a - That the applicant has given appropriate evidence of expenditure where requested	
b - That the applicant has informed FfWG of the outcome of any other applications made.	
c - That the Grantee will use the grant for the above purpose only	
d - That if awarded a grant the grantee will submit a progress report at the end of her year's work	
Please tick to confirm your acceptance	<input type="checkbox"/>

15 References – Academic or Professional

Both references must be from people who know you in an academic or professional capacity
The first must be from your current department, preferably from your tutor or supervisor.

We prefer that you do not ask friends or colleagues to be referees.

Please ask for your referees' permission to act as your referee and ensure they can provide a reference before the closing date.

Referee One	40 characters	Referee Two	40 characters
Address	255 characters	Address	255 characters
Telephone Number	40 characters	Telephone number	40 characters
Email Address	80 characters	E-mail address ref 2	80 characters
Relationship to candidate	40 characters	Relationship to candidate	40 characters

16 Data Protection

All personal information is treated by us as confidential and is processed in accordance with the relevant legislation. We will not use or disclose personal information without your specific consent, other than in the normal course of assessing and administering your grant application, except where we are compelled by law or public interest to disclose such information. The circumstances where this may occur, the legal bases on which we hold personal data and your rights in relation to this data can be found in our full privacy statement on the FfWG website.

If appropriate, I consent to FfWG using details about personal health issues relevant to the grant assessment and decision-making process	Not applicable	<input type="checkbox"/>
	Yes	
	No	