

# Writing a funding application

This guidance is specifically intended to help you to write a successful application for funding to support international mobilities, but tips may also be useful for other funding applications during your studies.

## 1. What do you want to do?

Deciding what you want to do can make a very big difference to what funding is available for you to apply for.

The [Global You web page](#)<sup>1</sup> provides a lot of information about choosing the right international experience and what funding is available to support you. But first, you need to decide what you want to do.

### 1.1 Look through our [Considerations checklist](#)<sup>2</sup>

- for help on a range of things you need to think about.

### 1.2 What kind of mobility are you doing?

- Is it related to studies (some funds are specifically for academic / career related opportunities, others are not)
- How long are you planning to go for
- Will you be paid or have any other sources of funding available
- Where are you going – cost of living, opportunities to spend money e.g. culture, sport, etc.
- What are the risks – would the university support this mobility? Are you insured? How much will this cost?

## 2. Applying for the right funding

### 2.1 What kind of funding is most appropriate for you?

- Do you need support for the costs of the programme (usually lump sums)
- Do you need support for living expenses (day to day e.g. accommodation, food)
- Do you need special equipment for the mobility (either personal, or related to the experience e.g. technical clothing etc.)
- Do you need support for travel costs, and related e.g. visa, PCR tests, quarantine)

### 2.2 Does the funding have restrictions based on duration or timing

- Is there a minimum duration, or a date by which the funding must be used?

### 3.2 Do some research on location living costs and budget for your personal lifestyle

- You know what you like to do, eat, drink etc. but be realistic – is this the most appropriate funding request to support what you are doing?

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<sup>1</sup> <https://www.york.ac.uk/students/study-abroad/>

<sup>2</sup> <https://www.york.ac.uk/students/study-abroad/considerations/>

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- Have you applied for the right level of funding as some funds won't automatically allocate you what you need if you apply for less / more than evidenced in your budget.

### 3.3 Does the fund have restrictions relating to other funds

- If you apply for this, you will be ineligible to apply for other funds?

## 3. Preparing your application

### 3.1 Read the questions and highlight the important words

- If it asks for reasons why getting the funding will impact you personally, don't just describe the experience – tell us why it's so important to you personally.
- Consider your audience – lots of technical acronyms may be off-putting. Don't assume the reader knows what this is about.

### 3.2 Show your research and be specific about your project if you can

- However, if you are going to a country to learn about culture then tell us what it is about the culture you want to learn – e.g. political, social, sporting, economic; show research and interest

### 3.3 Show impact and outcomes

- Consider what you want to achieve and what difficulties you face in doing this – how is this going to make a difference to you and your future either studies, and/or career
  - More detail here the better as funding bodies require universities to provide evidence of outcomes and impact so funding is likely to be allocated to those who can articulate this
  - You will be asked about your personal circumstances so that an assessment can be made of your level of need. Be honest.
  - Be realistic as you may be asked to provide evidence in post-experience assessment and reflection

## 4. Writing your application

### 4.1 Write your answers in a separate document before you copy them into the application

- Be aware of the character or word limit for each question
  - If it is 500 words, write a full answer – one sentence is not likely to give enough detail to mark well.
  - If you are running short of characters, make bullet points not full sentences (but be clear)
  - If it requires financial details, set them out clearly by category
  - Check the marks awarded for each section if they are available
  - Check deadlines and submit your application ahead of time.
  - You will not be able to modify the application once it has been submitted and late or incomplete applications will not be considered.

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4.2 Allow time for “technical hitches” such as internet connections and server time outs

4.3 Be aware that some funds don’t automatically confirm receipt of your application

## 5. Conditions of funding

### 5.1 Read the terms and conditions carefully

- You may be required to sign an agreement
- Make note of any pre-, during or post- mobility activities that you must participate in to remain eligible for funding e.g. attending events, providing journals and reports for sponsors.

### 5.2 Inform your sponsor if anything changes as it may affect funding eligibility

- You may need to return the money in certain circumstances (e.g. programme cancellation, personal withdrawal, LOA, change to duration or timing of mobility, location, other funding being awarded.

## 6. Contingency planning

### 6.1 Check when the decision date for funding allocation will be and when you will be paid

- Make sure it fits with your financial needs e.g. paying deposits, programme fees
- Do you have other means to pay any up front costs whilst you wait?

### 6.2 Consider what you will do if you don’t get the funding

- If you have to pay deposits, do you know whether they are refundable?
- Can you adjust the timing / duration / location to make it fit your own budget?
- Be prepared to apply to different funding sources
- Be aware that applying for more than one may not be possible
- Try crowd-funding: YuStart is our crowdfunding platform at York
- If it’s possible, ask for feedback on your application so you can address this for future rounds

## 7. Where to go next

7.1 Visit our Global You webpage - all you need to know - [york.ac.uk/globalyou](https://york.ac.uk/globalyou)

7.2 Turing funding application for [Independent placements abroad](https://www.turing-scheme.org.uk/funding-opportunities/higher-education-funding/)<sup>3</sup>:

- Projects/ mobility must be over 4 weeks duration
- Application should include details of project including dates, aims and objectives, other information relevant to funding eligibility, specific needs
- [Grant rates](#)<sup>4</sup> dependent on location, duration, eligibility for additional costs

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<sup>3</sup> <https://www.york.ac.uk/students/study-abroad/apply/>

<sup>4</sup> <https://www.turing-scheme.org.uk/funding-opportunities/higher-education-funding/>

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### 8. Find out more

#### 8.1 Contact the Global Programmes team

Email for a 1-1 virtual appointment [global-programmes@york.ac.uk](mailto:global-programmes@york.ac.uk)

In person drop-in sessions in Derwent College. 11-1 Mon to Fri (term-time)

Follow us on social media @GoGlobalUoY

#### 8.2 Other useful links (more on webpages):

Turing scheme - [www.turing-scheme.org](http://www.turing-scheme.org)

Universities UK International - [universitiesuk.ac.uk/universities-uk-international](http://universitiesuk.ac.uk/universities-uk-international)

British Council - <https://www.britishcouncil.org/study-work-abroad/outside-uk>