



The Writers' Summer School

**ASSISTED PLACES  
INFORMATION & APPLICATION PACK**

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## ABOUT THE SCHEME:

### AIMS & FUNDING

The Writers' Summer School **Assisted Places Scheme** is intended to help support writers who are unable to afford the full cost of the week, and to enable them to benefit from the experience that Swanwick has to offer.

The '**Friends of Swanwick**', which relies on donations and grant money and also supports the **TopWrite** scheme, provides funding for the Assisted Places. We aim to provide grants up to 75% of the cost of the week to enable as many writers as possible to benefit from the scheme. Maximum grants will only be awarded in exceptional cases as funds are limited.

Grants are administered in the strictest confidence by the Secretary and Treasurer of the Writers' Summer School, on behalf of the 'Friends of Swanwick'.

### ELIGIBILITY

To apply, you must be on a low income, receive a benefit or be on a pension and have no other means by which to raise money. Proof of income and personal circumstances is required (*see page 3*).

Assistance is provided on the basis of financial need and the benefit that the applicant may derive from attending the school, and not on the basis of writing skill or experience. We ask that you only apply if you would otherwise be unable to attend the School, and that you apply for the minimum amount you need in order to make your attendance possible.

We will only consider one application per person each year. Assistance will be made by way of a reduction to the cost of a place at the School. The balance of any remaining fee must be paid by the 30<sup>th</sup> June. If it is not, the School reserves the right to reallocate the funds available for the place to other applicants.

### WHAT YOU WILL NEED TO SEND WITH YOUR APPLICATION:

In addition to your application form, you should submit documentary evidence to fully demonstrate your financial situation in order to establish that you do not have the financial means to cover the full cost of a place at the School.

#### The following factors will be relevant to your application:

- Employment status
- Total household income (not just your personal income)
- Your family circumstances (e.g. children and other dependants)
- State benefit entitlement
- Savings
- The cost of living in your part of the country
- Any other circumstances affecting your ability to afford the fees

#### Supporting information can include some or all of the following:

- Proof of means-tested state benefits (such as universal credit, housing benefit, council tax benefit, income support, pension credit, Jobseeker's Allowance, or other similar benefits)
- Proof of Disability Living Allowance or Personal Independence Payment
- Three months of pay slips
- Bank statements showing income and outgoings for the past three months, covering the same period across all accounts

### IMPORTANT

- Please ensure that documents include recent information (not more than three months old)
- We cannot return your documents so please **DO NOT SEND ORIGINALS**. Emailed PDF or JPEG images are acceptable
- Obscure any sensitive information, such as bank account numbers, but please make sure we can identify the documentation as yours
- All physical documents will be kept confidentially and then destroyed once a decision has been made. Electronic copies will be deleted.

Please provide as much information as possible, clearly demonstrating all relevant factors.

Documentary evidence should come from the official organisation concerned, e.g. Jobcentre Plus, DWP.

We ask that you also provide a short personal statement (no more than 500 words) describing your reasons for applying for assistance, your financial situation and explaining how you hope to gain from attending the school.

### MAKING AN APPLICATION

1. Ensure your eligibility for the scheme by reading both the information on required evidence (*page 2*) and the Terms & Conditions (*page 4*).
2. Complete the application form (*page 5*) and your personal statement (no more than 500 words), explaining why you wish to attend the School and what benefits you hope to obtain thereby.
3. Put together copies of the additional information required in support of your application.
4. Ensure you have read the Terms & Conditions of the grant scheme and indicate your agreement.
5. If you have any questions about applying for a grant or would like to discuss your application in confidence, please contact the School Secretary or Treasurer:

Secretary: [secretary@swanwickwritersschool.org.uk](mailto:secretary@swanwickwritersschool.org.uk)

Treasurer: [treasurer@swanwickwritersschool.org.uk](mailto:treasurer@swanwickwritersschool.org.uk)

Applications can be made, and evidence sent by email to either of the above addresses. For postal address and details of application opening and closing dates, please go to:

<http://www.swanwickwritersschool.org.uk/assisted-places>.

If your application is successful, information will be given for you to make a formal booking.

### POST-SCHOOL REVIEW

It is a requirement of receiving an Assisted Place that you send a written statement (either by email or post) within two weeks of the end of the School week telling us what benefits you gained and what the experience meant to you. This is essential to help us secure further funding to ensure the future of the Assisted Places Scheme. Please send this to the Secretary: [secretary@swanwickwritersschool.org.uk](mailto:secretary@swanwickwritersschool.org.uk)

#### Acknowledgment

The Writers' Summer School is grateful to the **Friends of Swanwick** for their generous support of the Assisted Places scheme.

### THE WRITERS' SUMMER SCHOOL ASSISTED PLACES –TERMS AND CONDITIONS

1. The Assisted Places Scheme is for writers who cannot afford the full course fee. Financial support is awarded on the basis of meeting the specific eligibility criteria and financial need, and not on the basis of writing skill or experience.
2. The scheme is open to anyone who meets the criteria - you **do not** have to be permanently resident in the UK.
3. An assisted place award will cover up to 75% of the cost of a week at Swanwick, which includes all tuition, food and accommodation. Travel expenses will not be covered.
4. Only one application per person will be considered in any given year. Previous recipients cannot apply for two years following the year of their last attendance. *(See 'Eligibility', page 1.)*
5. Support is provided by way of a reduction in the cost of a place at the School. The balance of any fee due must be paid by 30 June. If the fee is not paid by this date the School reserves the right to reallocate the financial assistance to other applicants or return the grant to the fund.
6. Applications will be considered by the Secretary and Treasurer of The Writers' Summer School Committee on behalf of the **Friends of Swanwick**. Awards will be made solely on the basis of the financial information and personal statements supplied in the application forms.
7. It is a condition of the scheme that recipients of an assisted place submit a short, written report (either by email or post) within two weeks of the end of the School, describing their experience and the impact it will have on their writing.
8. The Writers' Summer School reserves the right to withdraw the scheme at any time.
9. The Writers' Summer School reserves the right to award a lesser sum than that requested by the applicant.
10. Decisions regarding an award are final.
11. Assisted places are specific to the named applicant and cannot be transferred.

**ASSISTED PLACES APPLICATION FORM**

*Please circle, underline, highlight or otherwise indicate your choice where applicable:*

<b>Name:</b> ..... <b>Address:</b> ..... ..... ..... <b>Postcode:</b> .....			
<b>Telephone:</b> .....		<b>Email:</b> .....	
<b>Have you attended The Writers' Summer School before? (as a full paying delegate)</b>		<b>Yes</b>	<b>No</b>
<b>Room Choice</b> <i>(see website for details)</i>	<b>Main House Economy</b>	<b>Main House En-Suite</b>	<b>Lakeside</b>
<b>Amount of support requested</b>	<b>Maximum</b> <i>(75% of a full place)</i>	<b>Partial*</b> <i>(less than 75%)</i>	How much in total can you contribute including the 25% you must pay?* £
<b>Do you have a disability or access requirements?</b>		<b>Yes</b>	<b>No</b>
<b>If so, please give details</b>			

**Supporting Financial Evidence** *(Please tick the box where appropriate to indicate you have supplied the relevant evidence)*

<b>Annual household income</b> <i>(Total joint income if you live with a partner. Bank statements for last 3 months)</i>	<input type="checkbox"/>	<b>£</b>
<b>Money held in savings</b> <i>(Bank statements for last 3 months)</i>	<input type="checkbox"/>	<b>£</b>

<b>Number of dependants</b> <i>(Include children and dependant adults)</i>			
<b>Employment status</b> <i>(Please indicate all that apply and supply the relevant payslips or proof of earnings for last 3 months or bursary payment information, as applicable)</i> <input type="checkbox"/>	<b>Full Time</b>	<b>Part-Time</b>	<b>Student</b>
	<b>Permanent</b>	<b>Temporary</b>	<b>Unemployed</b>
	<b>Self-Employed</b>		
<b>Are you receiving any state benefits?</b> <i>(Letters from Jobcentre Plus/DWP, etc.)</i> <input type="checkbox"/>	<b>Yes</b>		<b>No</b>
<b>If Yes, please give details</b> <i>(JSA/ESA/Universal Credit/Council Tax Reduction, etc.)</i>			
<b>Are you collecting a state pension?</b> <input type="checkbox"/>	<b>Yes</b>		<b>No</b>

Please attach any other information that will help us to better understand your financial position.

**N.B. Do not include additional financial information in your Personal Statement.**

**PERSONAL STATEMENT**

Please attach your Personal Statement telling us why you want to attend Swanwick. Describe how attending the course will help you as a writer, and what you hope to achieve through the experience. *(max 500 words)*

Have you previously received an Assisted Places Grant? **Yes** **No**  
 If so, what year(s)? .....

*(This may be taken into consideration in the event that there is a high volume of applications.)*

I agree to the Terms & Conditions of The Writers' Summer School Assisted Places Scheme

Signature ..... Date .....

**Important: Incomplete applications (*unclear, missing or insufficient evidence, illegible or inadequate details*) will be suspended pending satisfactory clarification from the applicant. Failure to supply such information when requested will render your application void.**