



The Writers' Summer School

**ASSISTED PLACES  
INFORMATION & APPLICATION PACK**

**Page**

- 1 About the Scheme: Aims & Funding; Eligibility**
- 2 Proof of Circumstances**
- 3 Making an Application**
- 4 Terms & Conditions**
- 5 Application Form (5 & 6)**
- 6 Declaration**

### 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**' fund, 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. Previous recipients cannot apply for another grant for two years following the year of their last attendance under the scheme. 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 cancel the place, refund any monies paid minus the administration fee applicable at the time, and reallocate the funds available for the place to other applicants or back to the fund.

### 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 annual 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 (universal credit, housing benefit, council tax benefit, income support, pension credit, Jobseeker's Allowance, etc.)
- Proof of Disability Living Allowance or Personal Independence Payment
- Three consecutive months of pay slips
- Bank statements showing income and outgoings for the past three months, covering the same period across all accounts
- applicants from overseas can provide proof of equivalent benefits and allowances in their country of residence.

### IMPORTANT

- Supporting information must be relevant - not more than three months old from date of application
- Documents are non-returnable so please **DO NOT SEND ORIGINALS**. Emailed PDF or clear JPEG images are acceptable or photocopies if posting application
- Obscure any sensitive information, such as bank account numbers, but please make sure we can identify the documentation as yours and can track transfers between accounts
- 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 the information on required evidence (*page 2*) and the Terms & Conditions (*page 4*) as well as the basic eligibility information (*page 1*).
2. Complete the application form (*pages 5 & 6*) 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 the Treasurer at the above email address. For postal applications, please send to: WSS Assisted Places Scheme, c/o Lesley Deschner, Treasurer, 103 Jean Armour Drive, Mauchline, KA5 6DP.**

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 another grant for two years following the year of their last attendance under the scheme.
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 cancel the place, refund any monies paid minus the administration fee applicable at the time, and reallocate the funds available for the place to other applicants or back 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. Write clearly if submitting a hard copy form and if you answer YES to any of the benefits stated, click or tick the box where applicable to indicate you have provided that evidence.*

Name: .....			
Address: .....			
.....			
..... Postcode: .....			
Telephone: .....		Email: .....	
Have you attended The Writers' Summer School before? <i>(as a full paying delegate)</i>	YES	NO	If YES, what year? .....
Room Choice (see <a href="#">website</a> for details)	Main House en-suite £655		Lakeside en-suite £655
Amount of support requested	Maximum (75% of a full place)		*Partial (less than 75%)
*How much in total can you contribute including the 25% you must pay?			£
Is level access/an adapted room required due to disability/mobility issue?			YES      NO
If YES, please give details <i>(attach a separate sheet if necessary)</i>			

**Supporting Financial Evidence** *(Please tick the box where appropriate to indicate you have supplied the relevant evidence. The box contains an Active X in Word so clicking it will make an "X" appear.)*

Annual household income <i>(Total joint income if you live with a partner – monthly income X12; statements for last 3 months)</i>	<input type="checkbox"/>	£
Money held in savings <i>(Statements for last 3 months)</i>	<input type="checkbox"/>	£
Number of dependants <i>(Include children and dependant adults)</i>		

<b>Employment status</b> ( <i>Indicate all that apply and supply the relevant payslips, proof of earnings or bursary payment information, as applicable for last 3 months</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> ( <i>Letter from DWP</i> ) <input type="checkbox"/>	<b>YES</b>		<b>NO</b>

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

**PERSONAL STATEMENT**

Please attach your Personal Statement telling us why you want to attend Swanwick. Describe how you believe attending the course will help you as a writer, and what you hope to achieve through the experience. Previous attendance is relevant so include your impressions of that and any achievements you feel were the result of your time at the Writers' Summer School.

*(max 500 words)*

Have you previously received an Assisted Places Grant? **YES** **NO**

If YES, what year(s)? .....

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

I have read and 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.**