

# WINGATE SCHOLARSHIPS 2010

Wingate Scholarships, 20-22 Stukeley Street, London WC2B 5LR

## How to Apply - Guidance for Completing & Submitting an Application

**Please read all these instructions carefully – they are designed to help you fill in the form correctly**

- Please type or write your application form using black ink only. Do not use *only* capital letters.
- Ensure your answers fit into the spaces provided - no extra pages other than the four sides will be considered
- Put your last name on the top of each page
- Sign and date the form, photocopy it twice, **send the original unstapled plus one copy to this office**, keep a copy for yourself
- If you need to type your answers on another sheet and paste them into the appropriate spaces, first photocopy the completed form, then sign and submit the photocopy. **Do not send in forms with pasted-on statements.**
- Make sure your application form is correctly paginated and on **4 single sides of A4 paper only**. Do not include the guidance with your application.
- Acknowledgement of your application will only be provided if you include a stamped self addressed envelope or postcard when you send in your application form.
- If you require an acknowledgment of receipt of your references, please send a stamped self-addressed postcard with your name (and the name of the referee on the back) to each of your two main referees asking them to include it when they send in their reference to this office – the postcard will then be posted back to you as confirmation of receipt of their reference. *N.B. The Administrator will not be able to check for the safe arrival of your application form or references. References may arrive before or after the application form.*

Music Applicants:

- Practising musicians – must submit a recent **tape or CD of good quality** with as wide a variety of repertoire as possible - **no mini-discs or DVDs please**
- Composers need to submit manuscripts as well as CDs or tapes
- Conductors need to submit manuscripts, tape or CD and a videotape or DVD

Creative writing applicants: need to submit one example of their work (on not more than 10 sides of A4)

### **Please do not**

- Re-design the form - you must adhere exactly to the format and pagination given or your application will not be considered.
- Staple or paper clip your application
- Use a type face smaller than 10pt
- Use only capital letters
- Submit your form with sections pasted on
- Send your form by email or fax (only postal applications will be accepted)
- Send past school, college or university transcripts, letters of acceptance, copies of passports, CV's etc
- Write further explanations in a covering letter – it will not be read by the selection panel
- Include any references with your application - even in sealed envelopes (all references must come direct to this office from the referee) – *please read the detailed 'Procedure for Submitting References' on page 3.*

### **Please note the closing date of 18:00 on Monday, 1 February, 2010 is final**

**We do not accept applications before 1 October 2009, nor by email or by fax.**

**Please send two copies of your application (original plus 1 copy all unstapled) to:**

*The Administrator, Wingate Scholarships,  
2<sup>nd</sup> Floor, 20-22 Stukeley Street,  
London WC2B 5LR*

**Applications will not be acknowledged unless a stamped addressed envelope or postcard is included**

Please note that it will not be possible for the Administrator to check whether your application or your references have been received, or to discuss any aspect of individual applications.

*Submission of your application assumes that you have read and accepted all the conditions on the accompanying 'Eligibility, Criteria & Conditions 2010' sheet (available on the website).*

## A. Completing the form

Candidates are advised to refer to these pages carefully while filling in the application form. Numbers refer to pages and sections of the form. Doctoral/post-doctoral applicants should refer to the accompanying information sheet (Doctoral & Post Doctoral Research) which is available from our web site. Please note only costs needed to be met in or after the final year of a PhD/DPhil associated with their completion, extension or publication, are eligible.

All forms must conform to the original format and pagination, and must be submitted on 4 single sides of A4 paper **only**. Please note that applications that do not conform to this format will not be accepted. Applications are **not** accepted via fax or email or if they arrive after the deadline.

Please type or write clearly in **black** ink and do not write using *all* capital letters. If hand writing the form, it will help if you can type Section 3. Make your answers fit into the spaces (and pages) provided and do not use a type face smaller than 10pt. If you need to type your answers on another sheet and paste them into the appropriate spaces, do not send the original – first photocopy the form, then sign the photocopy before submitting it. Remember to send us **two copies of your application**, one which has your original signature. Keep a copy for yourself. Please check that you have completed every section, put your name on the top of each sheet and **please do not use any staples or paper clips**.

### Section 1 – Basic Information (Page 1)

- 1.1 Underline your surname.
- 1.2 If you are from an EU country other than the UK, please state how long you have been living in the UK (we may ask for formal proof of this later).
- 1.3 We shall inform you of the outcome of your application by the end of April. Make sure that the postal and email addresses, on the form are correct, that there will be someone there to open your post if you are away for short periods and that you inform us of any change of contact details promptly.
- 1.4 Give a **concise** summary of the work you hope to carry out with the help of a Wingate Scholarship (max. two sentences **only**), please give your thesis title if applicable. On Page 3 you have the opportunity to enlarge on this.
- 1.5 Your subject: **Please refer to (D) Subject Classifications List & notes on page 4 of this guidance.**
- 1.7 Insert the **total** cost £ arrived at in 4.5 of the Budget section on **Page 4** of the form.
- 1.8 State your occupation fully. If you are a student, state the name of the institution you are studying at, your subject and the stage you have reached. If you are a post-doctoral/doctoral student, give the title of your thesis.
- 1.9 For post-doctoral students: If you are waiting to hear if you have been accepted, make the position clear, specifying the institution/s to which you have applied. You may apply before you have a firm acceptance.
- 1.10 Enter **three** names and contact details in (a), (b) and (c) – **please read the section on references below.**

### Section 2 – Education & Experience (Page 2)

This page is for details about your education, experience and achievements. **Do not enclose a separate CV.**

- 2.4 Please include only past financial awards – (i.e. awards **not** directly relevant to this project).

### Section 3 – Proposed Study/Work (Page 3)

3. This statement provides the basis of the assessment of your application and should take into particular account the five priority criteria for assessment referred to in *'Eligibility, Criteria & Conditions 2010.'* As both expert and lay assessors are involved in the selection process you need to write in clear, predominantly non-technical language that is easily understood. You should describe your project as fully as possible, but it **must fit in the space provided** and be no more than 600 words. **Do not add extra pages** or use a typeface smaller than 10pt. **It should be typed**, well spaced, legible, and not *all* in capitals. You may be asked to amplify your statement later.

### Section 4 – Budget (Page 4)

Wingate Scholarships are intended for people who would not be able to undertake projects without our help. We ask to see what your current income is (4.1) as well as your projected income and expenditure (4.2), in order to assess the likely impact that working on your project would have on your financial situation. If you are applying for a grant for less than a year, cross out the word 'annual' wherever it occurs, and base your calculations on costs for the period. State your costs throughout section 4 in GB pounds sterling only.

4.1 We need to know your income for **this current year** (2009/2010) for comparison. If this includes salary, fees or payments for freelance work that you would have to drop in order to undertake your project, please make this clear.

4.2 **Please declare all sources of income, including possible sources of funding whether applied for or not.** If you have a partner or parents who are in a position to contribute to your support, we would expect them to do so and

your calculations should include a figure for their contribution.

**4.3 As all decisions about funding amounts will be based on this budget statement, make it as accurate as possible.** We do not offer retrospective funding incurred before Oct 2010. Estimate your total financial needs while working on your project, being as specific as possible. If you need to travel, quote the most economical fares available. Living expenses should be appropriate for candidates in real financial need; students should check with their institution for realistic estimates. If you have essential costs for children/other dependents, give details in 'other items'.

**4.4 & 4.5** Subtract the **annual income** [in 4.2] from **annual expenditure** [in 4.3] to obtain the figure for **annual shortfall**. This is the sum you are requesting for each year (or under a year if appropriate). For more than one year, multiply **annual shortfall** by two or three as appropriate. **This total sum must also be entered in 1.7 on Page 1.**

**5.1 Declarations:** The Trustees will be holding information from Scholars, whether this information is received directly from Scholars, their referees or other sources. In order for the Trustees to comply with the Data Protection Act you are asked at clause 5.1 of the application to give your irrevocable consent to the Trustees holding and processing such data. **Submission of your signed application assumes you have accepted the terms & conditions in all the application materials.**

### B. Accompanying Materials

**Do not** send in letters of acceptance, transcripts of past academic grades etc. research proposals, CVs, videos or books.

**Exceptions:** Candidates may send one page of publications (two copies) if necessary

**Creative writers:** must send 1 example (no more than 10 sides) of their published or unpublished writing.

**Craft, design, or architecture** applicants: may send no more than 6 prints of A4 or less size (no slides).

**Practising musicians:** must send a recent CD/tape of **good quality** demonstrating as wide a range of repertoire as possible (**no DVDs or mini-discs**).

**Composers:** must send CD/tapes and scores of compositions.

**Conductors:** must send a video or DVD.

**Do not send original documents or anything valuable. Materials sent will not be returned (unless suitable self-addressed stamped return packaging is enclosed with your application). Please do not staple pages.**

### C. References (please read this section carefully)

Applicants should select **three referees** that are well acquainted with the subject field of their proposed project, and with their scholarly interests and experience. Please ensure that **two of them** receive the letter and form – these have been designed to help them to give you the most appropriate support.

Referees must be asked to send their confidential references direct to the Administrator. They may send their references with a scanned signature via email (to: [enquiries@wingate.org.uk](mailto:enquiries@wingate.org.uk)). Do not provide any additional contact details (or other references) other than the 3 requested. Any references arriving with the candidate's application form – even in sealed envelopes – will not be accepted.

Please note that it is the responsibility of the **candidate** to ensure that both their references arrive on time. If a reference is missing, it may be assumed that the referee does not wish to support the candidate. References will not be requested by the Administrator. References may arrive before or after the application form.

#### Procedure for submitting references

1. From the website, download and print **two** copies of the letter for referees and **two** copies of the form for referees.
2. Send one letter and one form to each of your **first two** referees in **(a)** and **(b) only** (any extra references will not count in your favour and will not be considered).
3. **Please note it will not be possible for the Administrator to check on the arrival of your references.** If you need acknowledgement of the arrival of your references, enclose a self-addressed stamped post card with your name and that of your referee on the back, and ask your referee to include it when they in send their reference to this office. The postcard will then be returned to you as confirmation of receipt of their reference. Emailed references will be acknowledged by 'reply' email to the sender.
4. Inform your third referee that he/she may be contacted by this office at a later stage – but **do not** ask them to write a reference at this point. **We only need two references initially.**

Practical musicians - are advised that only one referee may be a current teacher.

Creative writers - are advised that only one referee may be their literary agent or publisher.

Students from abroad - must obtain **at least one** reference from a British institution (preferably from the one at which they are currently studying). If this is not possible then please explain why.

**D. Subject Classification List 2010**  
**(Refer to Page 1, Question 1.5)**

Applications for Scholarships are dealt with by experts in each subject and interviews are arranged accordingly. Please use the list below to complete **1.5 on Page 1** of the application form.

- If you are applying for a single disciplinary project, select from the list below and enter the classification [under **(1) in 1.5**] of the subject that most closely matches with the subject area of your application, and under which you wish to be assessed. If applicable, enter a second related subject in **(2)**.
- If your project is multi-disciplinary, list up to three of the most relevant subjects, **in order of their priority** in undertaking your proposed project.
- If any of your proposed subject/s are not covered by the list below, and not one of the ineligible subject areas (see website for guidance on '*Eligibility Criteria and Conditions 2010*') then enter your subject name, as above.

<p><b>Arts &amp; Humanities:</b></p> <p>Ancient History            Archaeology            Architecture &amp;                Urban Planning            Art History            Craft &amp; Design            History            Jewish Studies            Linguistics            Literature:                Creative writing-prose                Creative writing-verse                Non-fiction                Literary criticism                Biography                Non-English literature            Music:                Classical instrumental                Voice                Conducting                Composition                Musicology                Other music            Philosophy            Theology</p> <p>Other Arts and Humanities</p>	<p><b>Social Sciences:</b></p> <p>Criminology            Development Studies            Economics            Education            Human Geography            Information &amp;                Communication Studies            Law            Political Science            Psychology /psychotherapy            Sociology            Social Anthropology</p> <p>Other Social Sciences</p>	<p><b>Science &amp; Engineering:</b></p> <p>Biology:                Agricultural                Cellular                Developmental /Genetics                Whole Plant/Ecology                Whole Animal/ Population                Studies            Bio-Medical            Chemistry            Earth Sciences:                Astronomy                Geology                Oceanography            Engineering:                Chemical/Bio-chemical                Civil                Electrical            Environmental Studies            Experimental Psychology            ICT/Computing/Computer                Science            Materials Science            Mathematics            Physical Geography            Physics</p> <p>Other Science &amp; Engineering</p>
--	---	---