

Sample Letter For Funding Application To Trusts / Charities Before & During Your Course

UK Charity
22 Any Road
Any Town
AT1 1BB

44 University Street
Oldfield Park
Bath
BA1 1AA
Tel: 01225 111 1111

date

Dear Sir/Madam,

Re: Application for Trust or Charity

Personal information

Begin with your name and the fund that you are applying for. Then give additional details such as your age, nationality, marital status, dependants, course of study and duration of the course.

Explain why you are applying

Detail the reasons why you are applying and the factors that have led to your shortfall in funding. Give a clear explanation of your financial circumstances.

Explain how you meet the criteria of the charity/trust (if applicable)

Some charities may only finance people from a particular part of the country, others may assist students on certain courses and some charities may specifically fund international students. You must therefore examine the criteria and clearly explain how you satisfy it.

How you are dealing with your situation

Explain what actions you have taken to deal with your financial shortfall, such as taking up employment, careful budgeting, consultation with a financial advisor (e.g at the ARC or your bank).

It is important that you show that you have tried to resolve the problem before applying for additional support.

Explain how the fund will help you

Explain how you will use the funding to enable you to complete your degree. Clarify the long-term benefits that it will have for you and finish by pointing out that ***you will be grateful for any assistance that the organisation can provide.***

Yours sincerely,

(Signature)

Any Student

Sample Letter For Funding Application To Trusts / Charities

If You Have Already Started Your Course

UK Charity
22 Any Road
Any Town
AT1 1BB

44 University Street
Oldfield Park
Bath
BA1 1AA
Tel: 01225 111 1111

date

Dear Sir/Madam,

Re: Application for Trust and Charity

Personal information – You should begin with your name and the fund that you are applying for. Then you should give details such as your age, nationality, marital status, dependants, course of study that you are doing, the year that you are currently in and the duration period of the course.

Explain why you are applying – You should explain the reasons why you are applying and the factors that have led to your hardship. You should give a clear explanation of your financial circumstances.

Explain how you meet the criteria of the charity/trust – The majority of trusts and charities will have certain criteria's for their funds. For example, some charities may just fund people from a particular part of the country, others may fund students on certain courses and some charities may specifically fund international students. Therefore you should examine the criteria and clearly explain how you satisfy it.

How you are dealing with the situation – You should explain what action you have taken to deal with your financial difficulty, such as taking up employment, careful budgeting, consultation with a financial advisor, application for other financial support available etc. It is important that you show that you have tried to resolve the problem before applying for additional support.

Explain how the fund will help you – You should explain how you will use the funding to enable you to carry on with your degree. You should also explain the long-term benefits that it will have for you once you finish your study. You should finish by pointing out that you will be grateful for any assistance that the organisation can provide.

Yours sincerely

(Signature)

Any Student