Student guidance for making an application to the
City Covid-19 Emergency Fund

If you are struggling financially or facing hardship as a result of the current situation related to Covid-19 you may be able to access to a grant of £200 from the City Emergency Covid-19 Fund. The fund is limited and should not be viewed as a form of funding to replace long-term loss of income or additional costs generally. Due to the vast number of students effected by Covid-19 the grant value has been reduced to £200. Guidance is provided below for each question on the application form:

Question 1. City student number
Enter your City student number, this can be found on your City photo ID card.

Question 2. Student surname
Enter your surname.

Question 3. Student first name
Enter your first name

Question 4. Email address
Enter your preferred email address

Question 5. City School
Select your City School e.g. School of Heath Sciences

Question 6. Course title
Enter your course title e.g. BA Sociology

Question 7. Mode of study
Enter your mode of study e.g. full-time

Question 8. Year of study
Enter your year of study e.g. 1st year

Question 9. Please list any child and/or adult dependents you have
List all child and/or adult dependents who are financially dependent on you. Explain if they live with you and whether you receive any funding to help care for them.

Question 10. Do you have a disability, long term health condition and/or mental health problem?
Please state your condition and how it effects you.

Question 11. Please explain how you are effected by the Coronavirus.
Fully explain how you have been affected by the Coronavirus, include any incurred or expected costs related to your personal circumstances and your course at City. You can include new costs like health care/medicine, extra travel costs, course materials/equipment and loss of part-time work. Please note: This emergency fund is limited and requests for

new laptops will only be considered if you are able to demonstrate that there is a specific University reason for needing one.

Question 12. This emergency fund is limited and requests for new laptops will only be considered if you are able to demonstrate that there is a specific University reason for needing one. Please provide your tutor's name and email address to verify IT equipment needs:
Please explain why you need a laptop and provide the details of a member of staff from your School who can confirm your IT requirements.

Question 13. Please list each item and related cost you are requesting financial support towards
Fully explain how you will use the grant from City if provided.

Question 14. Please provide your personal bank details. Please carefully check the numbers you submit, errors may cause payment delay or payment loss.
Carefully enter your bank account sort code, this is six digits. Copy directly from your bank card or bank statement to avoid errors.

Question 15. Bank account number - eight digits
Carefully enter your bank account number, this is eight digits. Copy directly from your bank card or bank statement to avoid errors.

Useful FAQs about the Fund are below:

Do I need to submit any evidence?
No.

How will my application be assessed?
Your application will be assessed based on your personal circumstances and how you have been effected by the Coronavirus.

Can I get help to pay my tuition fees?
No, the Fund does not have any capacity to help with the payment of tuition fees.

What is the maximum grant available?
The maximum grant is £200. Students will not be awarded above this grant value unless exceptional circumstances apply evidence will be required.

When will my application be assessed?
Applications will be assessed by the Student Centre this assessment process will take up to 10 days.

Can I appeal the outcome of my application?
Yes, you will need to submit an email to the Head of Student Support Services via funding@city.ac.uk explaining, in detail, why you feel the decision is wrong. Please attach any related supporting evidence.

If my circumstances get worse can I reapply?

Unfortunately, as this fund is limited, there will only be one grant per student.

Do I have to repay the grant?
No, the grant does not need to be repaid.

If I am provided a grant will this affect any payments I am due from City or Student Finance?
No, the grant will not affect any other payments due from City or student finance.