Student guidance for making an application to the City Emergency Fund for students affected by the Coronavirus

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 up to £500 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. 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. City School**
Select your City School e.g. School of Heath Sciences

**Question 5. Course title**
Enter your course title e.g. BA Sociology

**Question 6. Mode of study**
Enter your mode of study e.g. full-time

**Question 7. Year of study**
Enter your year of study e.g. 1st year

**Question 8. Please explain how you are affected 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 9. Please state the value of the grant you would like to receive in GBP? The maximum grant available is £500.00**
State the value of the grant you are requesting in GBP.

**Question 10. Please explain exactly how you will use the grant if provided.**
Fully explain how you will use the grant from City if provided.
Question 11. 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 12. 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.

The following questions may help to answer any questions that you may have:

Do I need to submit any evidence?
No.

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

What is the maximum grant available?
The maximum grant is £500. 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. In normal circumstances this will take 5 working days. However, with the large amount of applications that have been received and the Easter holiday period, this assessment process will now take 10 – 14 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 payment per student so there will not be a further opportunity to apply if your circumstances change.

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.