

GUIDANCE FOR MAKING AN APPLICATION

1. Applications are to be made via the online form, accessible via the Hilda Martindale website homepage: <https://www.royalholloway.ac.uk/studying-here/fees-and-funding/hilda-martindale-trust-awards/>.
2. Please read the following guidance carefully to ensure you are prepared and have all the necessary information to hand before completing the online form. It is not possible to save a partly completed application.
3. **Personal Details:** you will need to provide your name, addresses and contact details, plus your nationality, country of domicile and the length of time you have lived in the UK.
4. **Future career/training:** you will need to provide details of the course that you are planning to study, including the name of the course, which Higher Education Institution you will be studying at, your mode of study (full-time / part-time / distance learning etc.), and the date you began / plan to begin your studies. You will be asked to state the career you hope to enter. Please also indicate how much funding you are applying for, whether you have a student loan, and how you intend to finance your studies.
5. **Background and qualifications:** please provide the names and dates of the schools you attended, and the dates and results of all examinations you took after (but not including) your A-levels. Please also provide details of your employment since leaving school and your general interests.
6. **References:** Your application should include the details of two referees. Your first referee **MUST** be an academic reference (from an academic member of staff on your current or former course of study). This reference should make a clear reference to the Hilda Martindale Trust, and comment upon your suitability for an award from the Trust. A guide for referees is provided on our website. The reference should be in PDF format, and on a letterhead. Please refer to the Reference guidance document for further details.

The first reference should be uploaded with your application form wherever possible. If your referee wishes to send the reference to the Trust directly, they can do so via email to hildamartindaletrust@rhul.ac.uk.

If your referee is emailing your reference to the Trust, in your online application please upload a Word document which states that the reference is being forwarded by email.

Your second reference can be a second academic reference, an employer reference or, if it is not possible to provide the above, a character reference. If your application is successful, the Trust will contact your second referee directly to request their reference. You do not need to upload the second reference with your online application form.

7. **Personal Statement:** Please upload a Word or PDF document of your Personal Statement, or it can be typed in the box provided. Please note that the Statement should:
 - Start with a clear account of what you are doing at present;
 - Detail why you chose the career you are working towards;

- Provide details of any work experience / training that supports and demonstrates your commitment to the career you are working towards;
- Explain clearly how women are underrepresented in your chosen area or profession, using statistics and other relevant data where appropriate to support your case.

The maximum word count for the Personal Statement is 1000 words.

8. **Income and Expenditure:** Please provide a summary of your estimated / expected income and expenditure for the forthcoming academic year (the one for which you are applying for an award). The figures **MUST** be provided on a full-year basis, not a monthly basis. Figures should include all applicable forms of income and expenditure; this could include but is not limited to: income from jobs or property; course fees; existing debt; estimates of utility bills; travel expenses. Please present this information in the form of a table which includes a total for expected income and expenditure. This table should demonstrate your financial need and that a grant of up to £3000 from the Hilda Martindale Trust could help overcome a funding deficit.
9. Applications must be received by the application closing date advertised on the Hilda Martindale website.

Hilda Martindale Trust Website: <https://www.royalholloway.ac.uk/studying-here/fees-and-funding/hilda-martindale-trust-awards/>

Your application data will be processed in accordance with the Data Protection Act (2018). If you have any queries regarding the processing of your data, please contact dataprotection@rhul.ac.uk

Our privacy policy is available here: <https://www.royalholloway.ac.uk/media/6105/hmt-gdpr-privacy-policy.docx>

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