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The London Neighbourhood Scholarship

Guidance Notes

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About the Donor

The London Neighbourhood Scholarship Trust aims to connect London's built environment sector with young people in London's communities. The Trust's vision is to promote a more socially aware built environment in London through investment in architectural education. We will support future architects from the heart of London's communities to realise their talent and help build the thriving urban neighbourhoods of the future.

The London Neighbourhood Scholarship has been set up by Stitch Architects - stitcharchitects.co.uk

About the Scholarship

- **10,000 per year (£30,000 in total)**
- For 1 Home or International student **ordinarily resident in the Greater London area**
- For course fees or material costs and living expenses
- Accepted on the 1st year of the **BA Architecture** course at **CSM**

The scholarship will be assessed on the basis of financial need and academic merit. It will provide a contribution of **£10,000 per annum** towards course fees or material costs and living expenses for the duration of the course except the placement year.

Applications are particularly welcome from students who are in financial hardship and will benefit from undergraduate studies to realise their full potential.

Eligibility criteria

To be eligible for The London Neighbourhood Scholarship students must be:

- Ordinarily resident in a Greater London postcode (living in or predominantly tied to a Greater London Postcode for most of the three years before your course is due to start)

AND
- Accepted onto the first year of the full-time **BA Architecture** course at **Central Saint Martins**, UAL starting in September 2021

Key Dates

Closing date:
All applications must be received by **Friday 11 June 2021.**
N.B. We cannot accept applications that are incomplete or arrive late

The panel will be scheduled for **July 2021**. The date will be communicated to shortlisted students.

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How to apply

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Applications for this scholarship must be made by filling in an online application form via the funding tab in the UAL Student Portal.

In addition to the online application form, you will need to send the following supplementary materials:

1. An electronic portfolio sent via Dropbox to scholarshipapplications@arts.ac.uk containing **one PDF document [50MB maximum]** which should be an example of what you consider to be your best work for the Selection Panel to review, and must include:
    o   a title page with your name and course title
    o   an introductory page of no more than 500 words explaining your work, methodology and inspiration
    o   up to 15 pages of images with **each image** numbered and clearly labelled showing the date of production and, if relevant, title, size and materials used in the original piece (see below for how to upload to Dropbox)

2. A copy of your most up to date Curriculum Vitae (CV) or Résumé (uploaded to the student portal)

3. Evidence of your household income (uploaded to the student portal)
    Examples:
    i.   Student's bank statements for the last 3 months
    ii. Parent's most recent pay slips for the last 3 months or
    iii. Parent's annual tax statements
    iv. External scholarships
    v.   Investments, bonds and savings for parents and student
    N.B. If you are a dependant then your household income includes the income of your parent(s) / guardian(s)

4. Evidence of medical condition (if applicable, uploaded to the student portal)
    Examples:
    i.   Doctors' / Hospital letters
    N.B. These should be from a qualified medical practitioner, signed, dated, and from within the past 3 months

5. Evidence of financial hardship* (if applicable, uploaded to the student portal)
    Examples:
    i.   Credit card statements
    ii. Overdrafts
    iii. Expenditure
    iv. Overdue rent letters
    v.   Bailiffs / debt collection letters

6. Evidence of living in a Greater London postcode covering a 3-year period (uploaded to the student portal)

Examples:
  i. Driver's license
  ii. letter or certificate from your school, college, university or other accredited educational or training organisation showing the dates you enrolled, attended and completed your course
  iii. Annual tax statements covering a period of 3 years
  iv. Official letter on letter-headed paper

N.B. You can combine different documents to ensure you cover a 3-year period by providing one document for each year of residency

N.B. If you are unable to upload your supporting documents on the student portal, please send your attachments via email to scholarshipapplications@arts.ac.uk

*Financial hardship refers to unexpected events or unforeseen changes that have negative impacts on cash flow or finances. For example: changes in income or expenditure, changes in employment status (such as losing a job or having hours reduced). This does not include last month's rent or bills.

How to upload to Dropbox

The following instructions are to guide you in uploading your portfolio via Dropbox:

- Go to **www.dropbox.com** and create an account (if you don't have one already)
- Login to your account using your username and password
- Create a new folder by selecting this icon ⬚ in the top right-hand corner just before the search box. **Be sure to use your full name as the name of the folder**
- Open the folder and upload your portfolio into it by clicking on this icon ⬚ in the top right-hand corner just before the search box. This takes you to your desktop to select your file(s).
- Once your file(s) are uploaded in the folder, right click on the folder and select the option 'share link'
- In the dialogue box, enter the address: **scholarshipapplications@arts.ac.uk**
- Please **include your name and the scholarship you are applying for in the message box before sending**

The assessment procedure for applications

Step 1:
After you submit your application, it will initially be assessed by the Student Funding Service at University of the Arts London, where it will be ranked according to financial need. This process will be based on the financial information you supplied in your application.
N.B. further evidence may be requested at a later date in order to complete the assessment.

Step 2:
Candidates who meet the financial ranking thresholds will be forwarded to an assessment panel for shortlisting. The assessment panel will consider the applicants based on academic merit and

creative excellence.

Step 3:
Shortlisted applicants will be invited for an interview. If you are invited for the interview panel, you can share your screen to display additional work or an updated portfolio and show samples of your work to the interview panel.
N.B. Interviews will be via video conference due to government regulations on social distancing

Step 4:
The panel will make their final selections by marking the quality of application and the readiness of the applicant to achieve highly in the discipline, and the applicant's ability to articulate how the Scholarship will contribute to their studies.

Terms and conditions of the London Neighbourhood Scholarship

The following terms and conditions apply to acceptance on to The London Neighbourhood Scholarship:

- The scholarship will provide a contribution of £10,000 per annum for the duration of the course except the placement year

- Course fees or material costs and living expenses payments will be paid in termly instalments via BACS to the award recipient

- Applicants must enrol on the course in the same academic year for which they have applied for funding. Failure to do so will result in either:

  o The application being rejected
  OR
  o The award being withdrawn

- UAL will share personal data from completed scholarship application forms and portfolios of award applicants with the award donor. Information on academic progress and final results of scholars may be shared with the award donor
  N.B. It cannot be guaranteed that applicants or scholars data will be as protected as it would be within the European Economic Area if the trustees of the donor are based outside of the European Economic Area

- Award recipients cannot be in receipt of more than one UAL affiliated or administered award. Applicants can apply for more than one award, but if offered more than one UAL affiliated or administered award, the recipient will need to choose which to receive

- Applicants can be in receipt of a UAL award and a non-UAL award (subject to the terms and conditions of the non-UAL award)

- Award recipients are expected to attend all timetabled classes and tutorials. The only exception to this is periods of absence due to illness and extenuating circumstances. Attendance will be monitored and any student with a poor attendance record may risk their award being terminated

- Award recipients are expected to attend a small number of College and University events to promote scholarship support to potential donors and to meet with scholarship supporters at these events (both during and after completing their course)

- The award will be terminated if registration/enrolment lapses on any grounds other than a temporary suspension of study due to extenuating circumstances
N.B. Any absence due to extenuating circumstances must follow university procedures

- No applicant for the award should make any decisions regarding their enrolment, financial arrangements, accommodation or other matters that rely on the outcome of their application being successful.

- All applicants will be informed of the final decision via email.

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More Information

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Please contact the Student Funding Service by emailing scholarshipapplications@arts.ac.uk for assistance or with any queries relating to the application process and this scholarship, or visit our Scholarships Search page.

If you are unable to upload your supporting documents on the student portal, please send your attachments via email to scholarshipapplications@arts.ac.uk

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Checklist

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Use this list to help ensure you have completed every part of the application before submitting.

Have you:	Yes	Not applicable
Filled out the online application form?		
Created your PDF portfolio?		
Created a title page with your name and course title?		
Added an introduction (500 words maximum)?		
Included images (15 pages maximum)?		
Numbered the images?		
Labelled the images?		
Added the date of production? (if applicable)		
Included a title for all labels? (if applicable)		
Included a size on the labels? (if applicable)		

Included details of the material/s used in the original? (if applicable)		
Uploaded your PDF to Dropbox?		
Included your Curriculum Vitae / Résumé?		
Included evidence of your household income?		
Included evidence of your medical condition? (if applicable)		
Included evidence of your financial hardship? (if applicable)		
Have you included evidence of your residency in Greater London?		