

The Cross Trust - Guidance Notes

See also the website: www.thecrosstrust.org.uk

(A) Trust Purposes

The Trust was established by Sir Alexander Cross to carry out his wish to provide opportunities for young men and women of SCOTTISH BIRTH OR PARENTAGE to extend the boundaries of their knowledge of human life. This expression of intent is interpreted along with other documents set out by Sir Alexander, and in the light of personal knowledge of his wishes.

If the applicant was not born in Scotland and also neither of the applicant's parents was born in Scotland, then the application will not be considered. Only applicants under 30 years old should apply.

(B) Specific Purposes For Which Awards May Be Made

1. University and College Courses

- (a) First Degree Courses including Courses at Musical Schools/Colleges and at Art Colleges.

Support of full time academic or vocational study will require the applicant to demonstrate outstanding merit in his or her school qualifications and/or current studies and that he or she is taking full advantage of Local Education Authority support, Student Loans etc. (see Financial Support section).

- (b) Second First Degree Courses

Support for such courses will only be considered in very limited circumstances, for example, if an applicant's qualifications at the outset of the first degree course were insufficient to be eligible for the proposed second degree course. All such applications must demonstrate clearly that the applicant is of outstanding merit and that the proposed studies will enable the applicant to fulfil vocational ambitions which have been nurtured during the first degree studies.

- (c) Postgraduate & Studies

Awards for Postgraduate & Studies are not normally made and are only made if there are exceptional and unusual aspects which make support appropriate. In any event any application form must be accompanied by evidence of financial support from another organisation, such as the Research Council, which provides evidence of the suitability of the applicant for the proposed studies. A Career Development Loan may be more appropriate (see Section C).

2. Projects and studies which do not form part of a University or College Degree

Support for a project or expedition in which an individual proposes to take part may be considered. An application should be accompanied by specific evidence of efforts which have been made and which are proposed by the applicant to secure funding from other sources.

Financial Factors

In all cases, the Trustees are bound to consider all the circumstances and make awards on (a) merit as demonstrated on record and (b) the financial hardship which the proposed study or project may have on the applicant or his or her family. Accordingly full information of financial circumstances is required including details of applications which have been made to other organisations and Trusts and also, where relevant, of Local Education Authority Awards, Career Development loans and Student loans. Applicants are expected to take advantage of the maximum amounts of Career Development Loans or Student Loans available to them.

Making Your Application

You can obtain an electronic application form from our website or by contacting the Secretaries:

The Secretaries
The Cross Trust
Messrs McCash & Hunter
25 South Methven St
PERTH
PH1 5PE

Telephone: 01738 620451

E-mail: kathleencarnegie@mccash.co.uk

If your application has to be returned to you for proper completion this is not a desirable start! Please therefore note particularly:

(1) Financial Circumstances

The final section of the form **MUST** be completed for ALL applications. It should be completed by a parent or guardian if the applicant is financially dependent. Applicants will not normally be regarded as independent of parental support until they are aged 25 or over unless there are special circumstances. If you consider that special circumstances apply then they must be clearly stated. If you are financially dependent, after you have signed the form it should be given to a parent or guardian with the request that after completion and signature it should be sent or passed to your chosen referee along with attached reference form.

(2) Passport Photo

You **MUST** attach/upload a passport photo since your referee will be requested to confirm your identity. Also you may be requested to meet one of the Trustees and the photo will assist identification. (If you do have to travel to a meeting a Trustee costs of travel will be met by the Trust).

(3) Reference

Your application **MUST** be sent together with your **academic** reference and if you wish one additional supporting reference. Your application will be returned if it is received by us without a suitable reference.

References

The Trustees require that applications be accompanied by at least one confidential reference. The referee should have current knowledge of the applicant's aptitude for the course/project for which the application is made i.e. in relation to academic courses should be an academic reference (e.g. lecturer, adviser of studies). For other categories of applications (e.g. John Fife Award) a referee may be (e.g. employer or supervisor). To ensure that referees are familiar with The Cross Trust Guidance Notes and the information in the Application Form, you should complete the form and thereafter **TAKE OR SEND IT WITH THESE NOTES** to the selected referee(s). He or she will then be in a position to give a reference, which will be confidential to the Trust, and the referee should be asked to forward it, together with the application itself, to the Secretaries. You should provide the referee with a stamped envelope addressed to the Trust for this purpose.

Applicants are always notified as soon as possible after decisions are made.

Other Awards Available to Individuals (to be read in conjunction with the website)

Please note that to be eligible for these awards you must meet the essential criteria for individual applicants i.e.:

- (1) You are less than 30 years old and of **SCOTTISH BIRTH OR PARENTAGE** (at least one of your parents must have been born in Scotland); and
- (2) Your proposed study or project can be shown to **extend the boundaries of your knowledge of human life.**

Vacation Studies in the Arts

Medical Elective Studies Abroad

Horticultural Studies – John Fife Travel Award

Vacation Studies in the Arts

Please read these guidance notes carefully before considering whether or not to complete the accompany **Arts Vacation Application** form.

The Cross Trust supports a system of awards to promote the interest of the most distinguished undergraduates in the general field of the Arts. The Trustees adopt a broad interpretation as to what is understood by the Arts. The field is not to be restricted only to the subjects covered by the traditional "Faculty of Arts". These vacation study awards are to enable students of the highest academic merit and limited financial circumstances to attend conferences, symposia, workshops or master classes or to visit libraries, museums, galleries, concerts or centres of excellence in direct and demonstrable connection with their studies.

As the Trust funds are limited, awards will in effect be competitive and will be made on the recommendation of the Dean of the Faculty concerned or the equivalent University Officer. The Trust hopes to be able to support 15-20 such awards each year and these will be open to students from all Scottish Universities and the final decision will rest with the Trustees themselves.

The Cross Trust is familiar with the Carnegie Vacation Scholarship Scheme which is in operation for the benefit of Science Undergraduates. The Cross Trust Scheme is intended to extend vacation support within the fields of the Arts and the Performing Arts on a somewhat different basis. In consequence, in no circumstances will a candidate be considered for both awards and dual applications will be considered void.

These awards are made under the overall requirements of The Cross Trust Constitution and the interpretation thereof by the Trustees. Applicants must be of Scottish birth or parentage and must show outstanding academic merit. Moreover, the Trustees will take into account the financial circumstances of applicants and consider whether the proposed study could not be undertaken without support.

An individual will only be eligible for one award under these Regulations. Accordingly, any student who received an Arts Vacation Award in a previous year will be ineligible to apply for a further award.

Applications should be made on the Arts Vacation Application Form after consultation with the Dean or appropriate academic officer and (may be supported as thought fit by referees). These regulations and the application form may be photocopied for use within Universities. Only application forms bearing original signatures should be submitted.

Candidates should be nominated by the appropriate Dean or appropriate academic officer who requires to be satisfied that the form has been appropriately completed. The form should then be signed by the Dean or appropriate academic officer and submitted along with any supporting reference to the Secretaries. "Nonetheless the applicant is responsible for ensuring submission of his/her application by the deadline".

A condition of any award is that the recipient should, on completion of the Course of Project for which the award is made, submit a report to the Trustees.

It is intended that up to date regulations and application forms will be sent to the relevant University offices in January of each year. The closing date for submission to the Trust will be **1st April**. Candidates will be notified direct of the outcome of their applications.

The electronic application form is on the website, or you can contact the Secretaries for a hard copy.

Medical Elective Studies Abroad

Please read these guidance notes carefully before considering whether or not to complete the accompanying application form.

The main purpose of the Medical Elective Awards is to assist students to participate in Elective studies abroad. The applications will be considered by reference to the financial hardship which would, apart from an award from this Trust, be imposed on the applicant or his or her family. The Trustees will take into account whether the proposed study could not be undertaken without support. Accordingly full information of financial circumstances is required including details of applications which have been made to other organisations or trusts.

The appropriate application form which is headed "Medical Elective Studies Application" must be completed. Following completion the application requires to be passed to the Dean of Faculty or the equivalent academic member of staff for completion of the recommendation specified at the end of the form. The request is that the member of staff should then arrange for the application form to be submitted.

Awards will be determined on a competitive basis and no more than TWENTY such awards will be made in any one year. The Trustees will reach their decisions at their discretion but with such expert assessors as they see fit to consult. The member of staff who submits applications, should retain applications and submit them together prior to the relevant closing date so that on submission, his or her own assessment of priority for the applications may be indicated in a covering letter to the Secretaries.

Students who have already received support from this Trust for a period of Elective study abroad are not eligible for further support.

The commencement of any Elective study must not be any earlier than one month after the relevant closing date for the receipt of the application.

There are three closing dates for the receipt of applications, dependent on the proposed period of study, namely **1st April, 30th September and 31st December.**

Notification regarding decisions made by the Trustees will be made direct to the individual applicants and not to the University's offices or officials.

A condition of any award is that the recipient should, on completion of the studies for which the award is made, submit a report to the Trustees.

The electronic application form is on the website, or you can contact the Secretaries for a hard copy.

Horticultural Studies – John Fife Travel Award

Please read these guidance notes carefully before considering whether or not to complete the accompanying application form.

The Trust administers these annual travel awards for young people of Scottish birth or parentage who are either studying or working in horticulture. Normally the Trustees will only consider people under 30 years old for these awards, although in exceptional cases consideration may be made for those up to 40 years old. Normally awards will be made for a maximum of £500, but with consideration for exceptional projects up to £2,000.

Financial Factors

In all cases, the Trustees will consider all the circumstances and make awards determined on (a) merit as demonstrated on record and (b) financial hardship which the proposed study or project may have on the applicant or his or her family. Accordingly full information of financial circumstances is required including details of applications which have been made to other organisations and Trusts and also, where relevant, of Local Education Authority Awards, Career Development loans and Student loans. Applicants are expected to take advantage of the maximum amounts of Career Development Loans or Student Loans available to them.

Application Form

The electronic application form is on the website, or you can contact the Secretaries for a hard copy.

The Trustees require that the application form be fully completed including the provision of a suitable photograph. Failure to answer fully all the questions in the form may lead to its refusal.

Application forms should be submitted by **1st April** in each year.

The Application Process for Organisations – Guidance Notes

Only Organisations which are SCOTTISH and CHARITABLE are eligible for an award to be made (on a very restrictive basis).

The overwhelming majority of awards are made to individuals however the Trustees do have powers to make Grants to Organisations that have a base in Scotland and are seeking funding for projects to benefit Scottish people. Applications from Organisations will be considered at 2 Trustees' meetings per annum – deadlines are posted on the website.

Awards may be made for two particular purposes:

1. The promotion amongst the youth of Scotland of a love of nature and Scottish Scenery. (Awards are made to Organisations which provide opportunities for the education or advancement of their members including assistance with expeditions in furtherance of their objects, and for building and other renovation works for their premises).
2. The promotion of drama, opera and similar works (in particular, the works of Shakespeare, and of Gilbert and Sullivan).

Format of Application

Applications to the Trust should be completed on not more than two A4 sheets, and if printed should have an easy to read size of font/print. The application should include the information requested in the details shown below, and in the order shown below. Further information may be provided in other format (e.g. brochure or policy statement) but the information requested below must be contained within the initial two A4 sheets.

The information which should be included within the main application is as follows:-

1. Confirmation that the Organisation has charitable status, with the charity number.
2.
 - a) Has your Organisation applied to this Trust before?
 - b) If so, state the date of the most recent application.
 - c) What was the purpose of that application?
 - d) Was that application successful?
 - e) If so, the amount of the award.
3. Purpose of present application.
4. Any final date by which a decision regarding the application requires to be made.
5. Budget for the proposed project.
6. If the project is eligible for funding from public bodies, including Lottery Boards, give details of applications made.

7. Results of applications so far made to other Organisations, including any relevant conditional promises of awards.
8. To what Organisations have applications for funding been made (and for which the results are still awaited)?
9. What amounts does your Organisation anticipate that it will commit to the project.
 - (a) from current funds.
 - (b) from any proposed funding efforts.
10. A copy of your Organisation's most recently completed accounts.

Please note that the Trustees will consider applications from Organisations twice a year (deadlines are 15th February and 15th August, for consideration in March & September meetings respectively). Applications are not normally acknowledged but decisions are notified as soon as possible after a Trustees' Meeting has been held.

When and How to Contact Us

If you fulfil the Principal Criteria please complete the electronic application form. If you wish a hard copy of the Application Form please contact:-

**The Secretaries of The Cross Trust,
McCash & Hunter LLP,
Solicitors,
25 South Methven Street,
Perth.
PH1 5PE**

**Email: kathleencarnegie@mccash.co.uk
Tel: 01738 620451
Fax: 01738 631155**

All administrative matters are handled by McCash & Hunter LLP, to whom applications should be sent.

It may be up to three months after the deadline before a final decision is made. Please do not contact the Secretaries unnecessarily during that period. Each applicant will be notified once a final decision has been made. Please note that **you may be asked for additional information** before a final decision is reached, or **you may be told your award is conditional** (with the conditions being notified to you).

Please DO contact the office IF:-

- your address, telephone number or email address changes;
- you decide not to proceed with the course or project to which your application related;
- you have received funds or there have been other changes which affect the details of your application