**LUTSF – Access Information Sheet**

**The Application Process**

If you have any questions or difficulty accessing our application forms, or have any additional access needs please email **info@lutsf.onmicrosoft.com**

We can **provide support** to remove barriers and improve access for applicants to the awards.

This additional resource could support you with things like:

* Application via audio and/or video files
* Large Print versions of documents
* Translation to/from other languages
* The paid support of a Producer to help write your application.

To find out more please email **info@lutsf.onmicrosoft.com** at least **1 week** in advance of the closing date.

If you feel your needs are not outlined here please contact us and we will do our best to support you.

**For Access Support Workers completing our Application Form on behalf of someone else:**

* In Section 2 “Contact Details” please tell us the email address and phone number you would like us to use for all communications related to your application. This could be the Access Support Workers contact if preferred.

**Access Support for Successful Applicants**

LUTSF support **travel** costs. If you require Access Support to travel with you and you make a successful application, we can also pay for return door-to-door travel required for your Access Support Worker as well as you, to undertake your project.

Travel is booked entirely by you at all stages, and we understand that this can include access support services (e.g. taxis) if required while travelling.

If this applies to you, please tick this box on our form:

“**Access: If you require an Access Support Worker to travel with you due to your access needs, LUTSF will pay for their travel in addition to yours.** If this applies to you, please tick here[ ] ”

If you have any questions, please email **info@lutsf.onmicrosoft.com** for more information.