

Vocational Grant – Guidance Notes

Wiltshire Community Foundation Vocational Grant provides a grant of up to a £1000 grant to help towards the costs associated with studying a vocational training course or qualification.

Grants available

Awards are up to £1000 and will generally be paid directly to a third party or organisation on your behalf. Examples include the full cost or a contribution towards:

- Travel costs
- Cost of required equipment or clothing
- Essential study trips
- IT equipment

This list is not exhaustive and if you have an idea that fits within the scope of education or training, please discuss it with a member of the grants team before making the application.

Eligibility criteria

To be eligible to apply

1. your parents/guardians or you must be claiming at least 1 Means-Tested Benefit - further information on [Means Tested Benefits](#)

And you must:

2. be between 14 – 24 years old when you apply
3. have lived for at least two years in Wiltshire or Swindon
4. participating in any type of vocational course, including apprenticeships, access courses, traineeships, supported internships etc

We have a limited number of bursaries to award each year, so being eligible does not guarantee that you will be awarded a grant. We may receive more applications than we can fund. We aim to award bursaries to those who will benefit most.

Guidance on completing the form

- These guidance notes will help you complete your application. If you are using a mobile phone, we recommend you rotate the phone to landscape, this will allow you to see the full questions and answer fields.
- You should complete the application yourself (rather than a parent or guardian completing it for you). If you are having any difficulty, then please contact us on 01380 738985 so we can help.
- You do not have to complete the application form in one go. If you wish to leave the form and come back to it at another time, remember to press the 'Save as Draft' button at the bottom of the form. Use the link we emailed to you to come back to the form

If you find anything unclear or confusing or would like to talk to us, please call us on 01380 738985 or email info@wiltshirecf.org.uk.

Section 1 - Applicant Details

In this section tell us:

- The full name, home address (including postcode), contact telephone numbers and email of the young person who will benefit from the grant.
- The month and year they lived at this address from
- Parent/guardian full name – if you are an independent student, no longer living at home please re-enter your own name
- Parent/guardian employment status - are they working - Full-time / Part-time / Temporary / Self-employed / Unemployed
- Parent/guardian annual salary (if applicable)
- Means-tested benefits – list the benefits currently claimed

Professional Details

This section only needs to be completed if the application is being made by a professional on behalf of the parent/guardian or young person. Use the free text box to tell us:

Professionals - full name, organisation, job title, telephone, email and how you know the family / young person

Section 2 - Personal and Family Circumstances

This section helps us to understand who you live with and your family. Tell us:

- **Who do you live with** - include everyone who lives in your home e.g. I live on my own, mum, dad, grandparents, siblings or own children (include the age of anyone under the age of 18 years).
- **If anyone living in your home has a disability or illness** - provide further details on who this is and what disability/illness they have. Tell us if you consider yourself to be a 'carer' for this person(s).
- **If you have a disability or additional need** - provide details on what these are.

Section 3 – Education & Grant Request

In this section please tell us about:

- What are you currently doing – in education/work/unemployed/internship/enterprise project?
- Name of school, sixth form, college, university, training provider you currently attend
- If you are currently studying - What course and level are you studying, why you have chosen this course
- What are your career aspirations

Referee Details

Please provide a name and contact details for someone who can provide a reference to support this grant application. This could be a teacher, tutor, mentor etc. We will contact them to request a reference for you.

Grant Request Details

In this section, please give details about the grant you are requesting and the amount you would like to apply for. Use the breakdown boxes to explain what the items are and how much they cost.

Awards are up to £1000 and will generally be paid directly to a third party or organisation on your behalf. Please ensure you provide the details of who will be providing the resources, activity or services.

If you are making an application for a laptop or iPad we will use one of our education IT suppliers to source the equipment based upon a standard specific according to your needs. We will consider grants if you need specialist IT equipment or software e.g. for disability or specific course.

Why do you need the grant

It is helpful for the Panel to understand your personal circumstances and any difficulties you may be experiencing. So, use this section to explain why you need a grant and how this could make a difference to you, your studies and your family

Supporting evidence

Use the Add document link in this section to upload the following supporting documents:

- Proof of address - bill/letter/driving licence confirming your address in Wiltshire or Swindon
- Proof of age for child/young person - birth certificate, passport or letter from school
- Evidence of means tested benefit - DWP statement/letter

- Proof of enrolment at school/college/university/training provider - e.g. picture student ID,

If you are having any difficulty uploading or attaching the documents call The Grants Team on 01380 738985 or email applications@wiltshirecf.org.uk.

What happens after I have emailed you my application?

1. Initial assessment

When we have received your application, we will check it is complete and eligible. If you have not submitted all the supporting documents or completed all the questions, we will contact you, usually by email and ask you to send them to us.

2. Assessment

One of our assessors may then contact you or the school or the professional who has supported the application to talk through the application. This is to make sure that the Education Grants Panel, who will make the decision, fully understands your application. It is also an opportunity to tell us more about why you need a grant.

3. Decision making

Our Education Grants Panel considers all Vocational grant applications. Panel members read your application form and a report from the assessor before reaching their decision together.

4. After the Decision

We will tell you what the Panel has decided, usually by email. If you have been awarded a grant, the email will include a copy of our Terms and Conditions for you to sign and return to us before we pay you the grant.