

Grant Application Guidance Notes

1. Introduction

The Aims of the PJE Foundation as stated in the charity's objectives are *to advance in life and relieve the needs of young people through providing support and activities which develop their skills, capacities and capabilities to enable them to participate in society as mature and responsible individuals*. One of the main ways that PJE Foundation aims to accomplish this is through the provision of grants towards education and training costs.

2. What does the PJE Foundation provide?

The foundation provides grants towards course expenses where the applicant can demonstrate that completion of the course will allow them to *“develop their skills, capacities and capabilities”* such that their contribution to society will be enhanced. This means that grants must be used on courses that will clearly improve the employment prospects of the applicant or allow the applicant to better aid the society they live in.

The amount of the grant provided will vary according to individual applicant's requirements. PJE will consider making a grant of a minimum of £500 and maximum of £2,500. If there is a considerable difference between the total amount required for the course and the grant requested from PJE, you will need to provide evidence of how you will raise the rest of the funds. An award will not be made unless you are able to provide evidence of realistic financial ability.

3. Eligibility

Who is eligible?

PJE can accept applications from people who are:

- Aged between 18 and 35
- Currently unemployed or under employed and looking to improve their job
- Residing in the UK as either British citizens or with indefinite leave to remain.
- Seeking a grant of more than £500, up to a maximum limit of £2,500.

If you satisfy the above criteria, you may be eligible for a grant.

Who is not eligible?

We cannot accept applications from people who are:

- Not residing in the UK as either British citizens or without indefinite leave to remain
- Studying abroad
- Seeking help with the repayment of debts or loans that have already been incurred.

What is covered?

- Enrolment, tuition, examination and registration fees.

What is not covered?

- General expenses such as travel, books and equipment, rent, food and household bills (unless these are included in the course fees).
- Costs that have already been incurred such as debts and loans.

4. Application process

i. Complete the application form

The application form will require information about you and your:

- background and circumstances
- the course you want to study
- finances
- reasons for applying

Application forms can be obtained via the PJE website (www.pje.org) or by sending a stamped, self-addressed envelope to PJE Foundation, c/o ENA Ltd Unit 2E, Smallford Works, Smallford, St Albans, AL4 0SA

ii. Provide supporting documents

The application form must be fully completed and accompanied by the following documentation (do not send original documents in the post):

Proof of nationality / residency status:

British citizens – copy of the page of your passport showing nationality OR a copy of your birth certificate

Those with indefinite leave to remain – a copy of the relevant pages of your passport (photo and visa pages) and a copy of the letter from the Home Office confirming your status (if applicable).

Evidence to support the grant amount

Written evidence to support the amount of the requested grant. For example, a letter from the educational establishment where you will be studying with details of fees.

Evidence of course details

A copy of any correspondence confirming details of your course, for example course title, dates and times of study.

Academic reference

Written confirmation that you have been accepted onto the course. If the course has already started, a written assessment from your tutor, on official letterhead, of your work progress to date.

iii. Application decision

PJE Foundation will confirm receipt of your application and supporting documentation. Your application will then be considered and you will be notified in writing of the decision. You may be asked to attend an interview to support your application and we may make contact with your educational establishment to confirm the details you have provided. Please allow plenty of time before the grant is needed for your documentation to be reviewed and a decision reached.

2a. Details of the Course you intend to follow

Name of Institution:

Title of course

Level of Study / Qualification

Type of Study Full-time Part-time Distance Learning

If Part-time, how many days per week

Start date: Finish date: Course duration:.....

Number of weeks attending college

You will need to provide evidence to support the information provided about your course (see instructions under guidance notes 4ii)

2b. Details of the grant you are requesting.

Tuition fees	£	_____
Enrolment fee	£	_____
Examination fees	£	_____
Books & materials	£	_____
Total grant	£	_____

What other costs will you be responsible for paying as a direct result of studying?

Accommodation (including bills)	£	_____
Travel	£	_____
Food	£	_____
Additional costs	£	_____
Total costs		_____

Please specify what you have included in 'Additional costs'

.....

.....

.....

You will need to provide evidence to support the costs provided about your course (see instructions under guidance notes 4ii). Please note that PJE Foundation grants must be paid directly to the education establishment.

3. Your Personal Finances

Do you have a job ? Yes No

If yes, please give details: Description

Full-time Part-time Hours per week

Wage / Salary(per week/month)

Will your work situation change before/during your studies ? Yes No

If yes, how ?

Do you anticipate being able to do paid work during your course ? If yes, please provide details of the work including nature, hours and pay

.....

Does anyone else contribute to your household income? (eg Partner, child, parents, lodger)

.....

Are you in receipt of any of the following, and if so, how much ? (You are expected to apply for and receive any of these sources BEFORE making an application to PJE Foundation, if there are reasons you cannot apply for these funds, you must explain in part 3)

Higher Education Students

Further Education Students

Fee Support	£	Education Maintenance Allowance	£
Student Loan	£	Adult Learners' Grant	£
Higher Education Grant	£	Assembly Learner Grant	£
Childcare Grant	£	Learner Support Funds	£
Dependents' Allowance	£	Other discretionary grants / funds	£
Hardship / access to learning fund	£	Other (please specify)	
Other (please specify below)		£
.....	£	£
.....	£		

Have you applied for any other grant applications for this course ? Yes No

If yes, please give details, including decision and amount awarded:.....

.....

WEEKLY income and expenditure details - It is important that you provide complete information broken down to weekly income & expenditure. **These details must be completed for the circumstances you will be in when you are undertaking the study you propose.**

Wages (prev. page)	£	Rent/mortgage	£
Hosing Benefit	£	Council Tax	£
Council Tax Benefit	£	Housekeeping (food etc)	£
Working Tax Credit	£	Water Rates	£
Income Support	£	Gas	£
Child Benefit	£	Electricity	£
Child Tax Credit	£	Telephone	£
Jobseeker's Allowance	£	Repairs/maintenance	£
NASS	£	Laundry	£
Private Pension	£	HP/Clubs	£
Widow's Pension	£	Fares/Car	£
Maternity Allowance	£	Home help	£
Incapacity Benefit or SSP	£	Care charges	£
Carer's Allowance	£	Childminding	£
DLA	£	Television	£
Attendance Allowance	£	Debts	£
Guardian's Allowance	£	Other (specify)	£
Maintenance	£	Other (specify)	£
Other (specify)	£	Other (specify)	£
Other (specify)	£	Other (specify)	£
Total Income	£	Total Expenditure	£

Are any direct deductions made from your benefits? Yes No

Details:

.....

Details of any savings ? (including institution & balances)

.....

.....

Details of any debts ? (you must include the amount and the repayment schedules)

.....

.....

.....

.....

.....

4. Personal Statement

On a separate sheet, titled 'Personal Statement', please describe:

- Your personal motives for pursuing this course.
- What other funding options have you tried to obtain and why are you unable to obtain them?
- What job opportunities, relating to this course, have you investigated?

5. Grant Payment

The payment of the grant following a successful application will be made directly to your college or service supplier. We can only provide one cheque per application.

Contact name at college or service supplier

Name of college or service supplier

Address

.....

Email address Telephone

Has your college/service supplier agreed to accept a cheque on your behalf ? Yes No

Details of the 'Payee' for the cheque

6. Declaration

The information on this form is a full, frank and accurate disclosure of the personal and financial circumstances relevant to this application, completed to the best of my knowledge and belief.

I consent to keeping PJE Foundation informed of any changes to the information I have provided that might be relevant to this application

Data Protection: The information you provide in this application will be held and processed in accordance with the Data Protection Act 1998 and will be used by PJE Foundation and its agents to carry out the process of grant processing, analysis, auditing and accounting. By signing this form you consent to information on this form being used as a case study for use in our publications, such as reports, publicity and websites with personal details removed to ensure anonymity. You also consent to us discussing the information on this form with other agencies and organisations as part of the application process if necessary.

.....
Signature of applicant

.....
Date

Checklist

- | | | | |
|--------------------------|----------------------------------|--------------------------|--------------------------------------|
| <input type="checkbox"/> | All sections complete | <input type="checkbox"/> | Sign the declaration (section 6) |
| <input type="checkbox"/> | Attached Personal Statement | <input type="checkbox"/> | Copied proof of nationality & status |
| <input type="checkbox"/> | Evidence to support grant amount | <input type="checkbox"/> | Academic reference |

Return all documents to: Mrs Jane Elvidge, PJE Foundation, Rose Lodge, 8 Woodside Avenue, Saltaire, West Yorkshire, BD18 4EQ (please keep copies for your own records, do not send original passports, etc)