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**ACADEMIC AWARDS**

 The Stationers’ Foundation offers awards for academic courses in communication and content including papermaking, packaging, publishing, bookbinding, conservation, librarianship and archiving. The Bursaries, Awards and Mentoring Committee (BAM) may offer, at its absolute discretion, and subject to the approval of the Stationers’ Foundation Trustees, a Financial Assistance Award. These awards require the student to submit a report to the Foundation on completion of their course. Recent awards have averaged £2,000.

 Awards are open to United Kingdom residents to develop their potential as future managers in one of the industries listed above in a way which would not be possible unless these awards were available.

 The awards could be used, for example, for course fees, travel and subsistence, books and technical research equipment. Candidates in regular employment, could use these in lieu of salary, or for courses normally funded by employers or grants from other sources.

 This application form must be returned to the Education Coordinator, in Word/PDF format by **31st July (please contact the Education Coordinator if there are any exceptional circumstances that prevent this)** and must provide an outline of the proposed programme which the applicant wishes to undertake.

 Awards will be made after consideration by the BAM Committee in **August following the application**. Successful candidates will be required to provide evidence of completion of the course, including submitting a report on completion of their project. They must also attend an Awards Ceremony at Stationers’ Hall in October/November following the award.

 **For enquiries contact Katie Dare, Education Coordinator at education@stationers.org**

**Tel: 020 3927 4173**



**The Stationers’ Foundation**

**Academic Awards**

**APPLICATION FORM**

**Please read the guidelines for applicants before completing this form**

1. **PERSONAL DETAILS**

|  |  |
| --- | --- |
| Title  |  |
| First Names |  |
| Surname |  |
| Date of Birth  |  |
| Nationality  |  |
| Permanent Address |  |
| Address for correspondence if different from above |  |
| Telephone |  |
| Email (personal)  |  |

**2 DETAILS OF FULL OR PART-TIME ACADEMIC PROGRAMME**

|  |  |
| --- | --- |
| Course Provider |  |
| Title of Course |  |
| Date offer received |  |
| Unconditional or conditional |  |
| Details of conditions |  |
| Course start date and finish date  |  |

**3 ACADEMIC QUALIFICATIONS – Including Secondary and Higher Education**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Dates** | **School, college or university** | **Qualification** | **Subject** | **Grade** | **Date obtained or expected** |
|  |  |  |  |  |  |

**4 INFORMATION ABOUT PERSONAL FINANCIAL CIRCUMSTANCES**

Awards are made based on academic potential and financial need. Please provide full details of your financial circumstances to demonstrate why you need charitable support for your studies (300-500 words). Include documentation about income and expenditure. Please do not send original documents.

|  |
| --- |
|  |

5. Financial Information. Please write N/A on lines that are not applicable to you:

|  |  |
| --- | --- |
| **Capital assets:** | £ |
| Cash balance at bank (average) |  |
| Other savings or building society accounts |  |
| Other assets (please give details) |  |

|  |  |
| --- | --- |
| **Capital Liabilities:** | £ |
| Outstanding mortgage |  |
| Bank overdraft |  |
| Loans (including from family and student debt) |  |
| Other liabilities (please give details) |  |

|  |  |
| --- | --- |
| **Taxable Income:** for the year ahead | £ |
| Gross salary (before tax is taken off) |  |
| Business profits |  |
| DWP benefits |  |
| Rental income (including lodgers) |  |
| Income from any other source (please give details) |  |

|  |  |
| --- | --- |
| **Annual Non-taxable income:** | £ |
| LEA Grants |  |
| Grants from other charities |  |
| Allowances from parents |  |
| Other non-taxable income (please give details) |  |
|  |  |
| **Estimated expenditure**: for the year ahead or period of your course | £ |
| Mortgage repayment |  |
| Rent |  |
| Council Tax (net of rebates) |  |
| Water rates |  |
| Electricity/gas |  |
| Telephone |  |
| TV rental/licence |  |
| Vehicle running expenses |  |
| Insurance - life |  |
| Insurance - property |  |
| Income tax |  |
| Food |  |
| Clothing |  |
| Other household expenses |  |
| Repairs to property |  |
| Holidays |  |
| School/University/College Fees |  |
| Fares |  |
| Credit card and other Interest payments |  |
| Other expenditure (please specify)  |  |

**6. OTHER FUNDING APPLICATIONS**

If you have applied for finance elsewhere, please complete the following.

|  |  |  |
| --- | --- | --- |
| Charity/Organisation | Amount Granted | Date |
|  |  |  |
|  |  |  |
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**7. IMPACT OF PROPOSED COURSE OF STUDY OR RESEARCH** (at least 300-500 words)

Please explain

i) how you will use the grant to support your studies

ii) how the course will enhance your career potential

iii) how you will provide the remainder of funding and your course of action if you do not receive any financial support

|  |
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**8.**  **WORK EXPERIENCE** (at least 250 words).

If applicable, list firms and positions held, including voluntary roles, with dates, responsibilities and the skills you have gained.

|  |  |  |  |
| --- | --- | --- | --- |
| Employer | Position | Start date | Leaving date |
|  |  |  |  |
|  |  |  |  |
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| Responsibilities and skills gained: |

**9.** **Personal interests and contribution to the community outside employment**

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| --- |
|  |

**10.**

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| --- |
| **Declaration by candidate** **a) I hereby give assurance that I promise to use the Award solely for following the course outlined above.** **b) In the event that I am granted an Award, I agree to provide, within three months of completion of my project or by 30th November following the end of the course, a written report of approximately 1,500 words on the experience gained through the proposed course.** **c) I would be prepared to deliver a presentation about my studies if requested.** **d) I understand that if shortlisted for an award I will be required to attend an awards evening event at the Hall in October/November.** **e) I agree and give permission for my report, including any photographs, to be edited and published on the Stationers’ Company website and also in the Stationers’ News journal and ENews. I confirm that I will ensure that I have the appropriate copyright on any photographs and also the permission of any people in the photographs.** **Signed: Date:**  **----------------------------------------------------------------------------------- --------------------------** |
|  |
|  |

**11. REFERENCES**

**Please provide two references to support your application and add them to this application form to form one document. One should be an academic reference and the other, a character reference. Your application will not be considered until the trustees are in possession of both references.**

**12.**

|  |
| --- |
| How did you hear about these awards? |

**13.** Please indicate if you would like to receive more information about Stationers’ by email. **Yes/No**

**Please return this completed application form to: The Education Coordinator at** **education@stationers.org**

**(Tel: 020 3927 4173)**

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