

The Stationers' Foundation Internship Bursary Scheme

Application Guidelines

Purpose

The purpose of this scheme is to provide financial support to postgraduate students, previously awarded a Stationers' Foundation Postgraduate bursary, as they transition into employment within the communications industries. This award aims to bridge the gap between academic study and professional practice through paid internships with SMEs across supported sectors.

Eligibility Criteria

For Students

The intern must have received a postgraduate bursary from the Stationers' Foundation within the last two years.

The intern must be entering the first year of their professional career post-study within the communications industries. It is expected that the student submit an outlined plan and intended learning outcomes demonstrating the internship's relevance and value to their intended career path.

The intern may apply to the Foundation individually with a secured written offer of internship placement from an eligible employer or jointly with a prospective eligible employer. A condition of the offer is that the internship will proceed with or without a Stationers' Foundation internship award.

Priority will be given to candidates from underrepresented groups in financial need*.

For Employers

Employers must be an SME, social enterprise or charity operating within one of the qualifying sectors supported by the Stationers' Foundation Bursary Scheme.[see below]. After assessing applications the Stationers' Foundation will select two employers for the internship awards.

Participating organisations must issue Training Contracts to their interns. These contracts must provide a detailed training plan outlining internship goals and expectations, learning outcomes for the intern, supervision and mentorship arrangements and anticipated impact on the intern's development. This training plan will be influential in the success of their application to the Foundation for an award.

The HMRC provides guidance [here](#) that defines what constitutes a Training contract. Training contracts mean that the employer does not pay Employer's National Insurance for the intern and the intern also does not pay tax.

[please see attached document for further employer criteria]

Award Details

The Stationers' Foundation will provide funding for two internships to two separate bursary recipients, each up to 6 weeks in duration at the current National Living Wage (£13.85/hr) totalling £3,116.25 for each internship. Alternatively, a match-funding arrangement with the employer could result in one/two internships of up to 12 weeks duration.

Application Process

- Applications from interns and/or their prospective internship organisations must be submitted by 1 August 2025.
- The Foundation will assess applications based on merit and alignment with scheme goals.
- Successful applicants and their host employers will be formally notified of the award.
- Employers must invoice the Foundation at the end of the internship for reimbursement.

Post-Internship Requirements

At the end of the internship, employers must provide a report covering activities undertaken, achievements, timekeeping and workplace behaviour.

Interns must also submit a reflective report detailing internship experience, learning outcomes and impact on their professional trajectory. Interns are further expected to give a short presentation at the annual Awards and Alumni event, sharing insights and outcomes from their placement. Employers may attend.

**Financial needs may include but are not limited to those with socio-economically disadvantaged background, individuals with disabilities and/or from global majority backgrounds.*

Stationers' Foundation Bursary sectors from which employer organisations are eligible to apply:

- ☐ Archive/Library/Conservation
- ☐ Copyright
- ☐ Data Science
- ☐ Design
- ☐ Digital Media/Software
- ☐ Newspapers/Broadcasting Regional
- ☐ Newspapers/Broadcasting National
- ☐ Publishing - Databases/Business/Professional
- ☐ Publishing - Magazines
- ☐ Publishing - STM inc Educational
- ☐ Publishing - Trade inc Childrens
- ☐ Visual communications
- ☐ Journalists/Broadcasters