

**FRANCIS MATHEW SCHOLARSHIPS**

The Stationers’ Foundation offers Francis Mathew Scholarships each year to candidates in the printing, publishing and paper industries and associated trades. These scholarships were established as a memorial to Francis Mathew, a former manager of ‘The Times’.

Up to four scholarships are awarded annually, normally of £3,000. The scholarships are intended to help those aged between 18 and 35 of British nationality, and who are either employed in or are intending to make a career in the industries. The aim is to enable the winners to travel to gain experience and further their knowledge of the industries at home and abroad. Awards are made based on academic potential and financial need.

This application form must be returned to the Education Coordinator, in Word/PDF format by **31st May prior to starting your course (please contact the Education Coordinator if there are any exceptional circumstances that prevent this)** and you must provide an outline of the proposed programme.

Awards will be made after interviews in London in the **August following the application**. Successful candidates will be expected to submit a report on completion of their project.

**For enquiries contact the Education Coordinator at education@stationers.org Tel: 020 3927 4173**

Registered Charity No 1198494

**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.

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| --- |
| Company, firm, or educational establishment in which candidate is employed/studying:  Name:  Address:  Telephone number:  Category of Occupation:  Printing Craft Bookbinding and Paper Conservation    Stationery Papermaking    Publishing and Bookselling Newspaper Publishing  Other (please give details) |

5**.**  **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.

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

**6. INFORMATION ABOUT PERSONAL FINANCIAL CIRCUMSTANCES**

Details of your financial circumstances to demonstrate why you need support for your studies (300-500 words). Include documentation about income and expenditure. Please do not send original documents.

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**7. MORE FINANCIAL INFORMATION**: Please write N/A on lines that are not applicable:

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

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

|  |  |
| --- | --- |
| **Taxable Income:** for the year ahead | £ |
| Gross salary |  |
| 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 for the 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) |  |

**8. 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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9.

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| **Declaration by candidate**  **a) If successful, I undertake to make a report to the Committee, within three months of completion of my project or by 30th November of the year following the award, as to how I have used the Scholarship award. I understand that the charity will withhold approximately 10% of the award money until the report is received.**  **b) I accept as a condition of an award being made that I intend to follow a career in the printing, publishing or paper industry, in the immediate future.**  **c) I understand that no award will be made if the Selection Committee consider that no candidate is suitable.**    **d) I agree and give permission for my report, including any photographs, to be edited and published on the Stationers’ Company website and in the Stationers’ News journal. I confirm that I will ensure that I have the appropriate copyright on any photographs and the permission of any people in the photographs.**  **Candidate’s Signature: 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.

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| How did you hear about the Francis Mathew Stationers’ Company Scholarship? |

**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**](mailto:education@stationers.org)

**(Tel: 020 3927 4173)**

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