

British American Tobacco Skills Development Bursary

Guidance notes on completing an application

Remember

- The application form and guidance notes are available in large print, by Email, floppy disk or via our website.
- You can ask for help in completing this form from your local County for Voluntary Service or Vikkie Wilkinson, Operations Manager or Mel Caldwell, Senior Operations Manager at County Durham Foundation .
- This application form is not an exam. Each applicant will be assessed on the quality of their good ideas and enthusiasm, not on their grammar, spelling or qualifications.

This bursary programme is funded by a community legacy given to County Durham Foundation by British American Tobacco, (formerly Rothmans)

Programme criteria

This bursary programme will be for people who:

- Live or work in the Easington area, with a priority for Peterlee.
- Actively contribute towards a community activity or project, which provides services or activities needed by the local community.
- Have clear project aims that they want to achieve within the next two years.
- Have the commitment and ability to make it happen.

The aim of the bursary is to enable you to:

- Achieve key objectives for a specific group or project.
- Identify and obtain further financial assistance for your group or project.
- Develop your skills and ability to contribute to local regeneration, gaining an accredited qualification where appropriate.
- Encourage networking and skills sharing with other community activists.

Types of activities funded

- Mentoring and membership of action learning sets.
- Provision of a personal development and training plan.
- Vocational and skills training.
- For people with special needs, access to specialist equipment to enable them to participate in training.
- Travel and subsistence during training.
- Support costs for carers or dependents.

Contacts: Vikkie Wilkinson, Operations Manager and Mel Caldwell, Senior Operations
Manager
Jordan House, Forster Business Centre, Finchale Road, Durham, DH1 5HL
Tel: 0191 383 0055 Fax: 0191 383 2969 Email: info@countydurhamfoundation.co.uk
Charity Number: 1047625 Company Number: 3072153

The following notes relate to the numbered questions on the application form. Please complete as much as possible in black ink or type.

1. Your personal details

Please give your home address and work details for any paid or unpaid employment you have. Complete every box in this section; it is important that we can contact you about your application.

We would like you to tell us a little bit about yourself that is not covered in the rest of the application form. What are your hobbies and interests? Do you have any family? This information will not be used in the assessment process but helps us to build a picture of you as a person.

2. Group applications

Groups of up to three like-minded individuals can apply for a bursary. If you are applying for a bursary as one of a group, we need to know. Please list the names of any other people applying with you so that we can speak to you all together. Each individual should fill out a separate application form. You do not have to do the same activities, for example you could go on different training courses to develop your Community Project.

3. Referees

Please give the names and details of two people who know you well and can tell us about your voluntary work in the community or explain and support your strong personal motivation for applying for the bursary. You should tell us how this person knows you; they should not be another applicant, a member of your family or a family friend.

4. Why do you want a bursary?

What could you do with a bursary that you cannot do now? What motivates you to support your local community? Try to tell us in your own words why we should give you a bursary. If you have a strong personal motivation for your Community Project explain why. If your answer is of a very personal nature, answer this question on a separate sheet of paper and put in an envelope marked private and confidential. We will respect your privacy if required.

Your bursary might require you to attend training and commit to other forms of personal development. If successful, you have to agree to fully complete all your commitments (unless illness or unavoidable circumstances mean that you cannot attend). Regularly failing to attend training or other

identified commitments may result in your bursary being withdrawn. If you cannot agree to this, then this bursary programme is not suitable for you.

5. Voluntary activity

This part of the form is for you to tell us about your involvement in community activities. Please list any voluntary groups you have belonged to or have worked for starting with the most recent, and any other work in the community. This information will show us how a bursary could build on your skills. Describe your activities in your own words and give us an idea how much time you spend on voluntary activities each week, what positions you hold and projects you are currently involved in. If you need extra space, please continue on a separate sheet.

6. Education and training

We will not assess you on your qualifications but your education history will help us decide whether the proposed activities for your bursary are appropriate and realistic. Please work backwards and list the most recent educational activity first.

7. Paid employment

Current employment is not a requirement of a bursary, and not all applicants will be employed. We would like to know what experience you have of paid work and what full-or part-time occupations you have had since leaving school, including childcare responsibilities. Again, work backwards and give details of your current occupation first. If you have been paid for any work in the community or in a voluntary organisation, this should be mentioned here.

8. Community Projects

You can apply for either a new project or an existing project; you need to tell us what key objectives you would like to achieve with the use of this bursary. For example:

- What projects do you want to set up in your local community?
- What service is lacking at the moment that you think could be provided either by yourself, a group of local residents or from private or public resources?
- Why are these projects needed?
- Who will benefit from them, for example young people or the elderly?
- How many people will benefit?

We are not looking for detailed business plans and budgets. We are looking for ideas and an explanation of why each proposed project is needed, and what you need from the bursary to help you achieve this.

9. Leadership and Community Benefit

This bursary scheme is for people who want to involve other residents in their ideas, and maybe help them to achieve their own goals. It is not for people who cannot work as part of a team. We are looking for people that can 'make things happen'.

Try to be specific about how you would involve other people in your Community Project. How will you persuade them that it is a good idea? Do you have local support? If you can, include this information in this section. You can attach supporting letters from local voluntary organisations and residents, although this is not a formal requirement.

Why are you the person to 'make things happen' in your local community? What role do you see yourself taking – will you lead from the front or be a team player, working in the background? What skills do you have to help you with your Community Project and inspire other people? What help do you need – for example you might want to:

- Be more assertive and confident.
- Learn how to manage a project.
- Become a better public speaker.
- Learn how to stand up for others.
- Learn from other groups and people in different parts of the country.

Don't worry if you don't know exactly how to meet your aims. We can help you with this if your application is short-listed.

10. Support for You

This bursary programme is open to people from all walks of life and each person's circumstances will be different. Some people will need practical help to carry out their programme of activity. This could include:

- Childcare expenses.
- Books and study materials.
- Aids and adaptations.
- Out of pocket expenses.
- Cost of a carer.

Please tell us what 'extras' you need to make a success of your activities. The bursary programme may be able to cover them.

11. Other Funding

To be eligible for a bursary you do not have to raise funds from any other source, but please tell us if you have applied elsewhere for funding for your Community Project. For example, depending on the activities involved, you might have applied to a charitable trust or to your local Learning and Skills Council.

Further information

We are happy to read any further information you send in support of your application. This is your opportunity to tell us anything you have not already mentioned.

Declaration

If you receive a bursary, it is important that you only take on activities that you can expect to complete, and that you are sure that all the information you have given to us is accurate. Please ensure that you sign and date the form after completion.

IMPORTANT: Please scroll down for application form

British American Tobacco Skills Development Bursary Programme

Application Form

Please read the guidance notes carefully. They explain how to fill in the form. If you cannot fit your answers into the space provided please continue on a separate sheet of paper.

1. Personal Details

Work Details (paid or unpaid)

(Mr/Mrs/Miss/Ms)
Full Name:

Employer:

Address:

Address:

Postcode:

Postcode:

Daytime Tel No:

Occupation:

Mobile No:

Job Title:

E-Mail Address:

Please tell us about yourself.

2. Group Applications

If you are making an application with another person or as part of a group, please give us the names of the other applicants.

3. Referees

Please give names of two people familiar with your voluntary work, or who can vouch for you personally, who could give you a reference for this application.

Referee 1

Full Name:
(Mr/Mrs/Miss/Ms)

Address:

Post Code:

Telephone Home:

Telephone Work:

How do you know this Person?

Referee 2

Full Name:
(Mr/Mrs/Miss/Ms)

Address:

Post Code:

Telephone Home:

Telephone Work:

How do you know this Person?

5. Voluntary Activity – Past & Present

Dates	Employer	Roles or position in organisation

6. Education & Training

Dates (<i>starting with the most recent</i>)	School, college, work	Subject studied or qualification obtained

7. Paid Employment

Dates	Employer	Roles or position in organisation

8. Community Projects

What would be your key objectives for your community project during the course of your bursary?

By achieving these objectives who will benefit (please be specific)? How will they benefit? Where will the beneficiaries be from?

What skills and experiences do you need to acquire to successfully run improve these projects?

As part of the BAT Bursary you will be expected to access further financial assistance for your group. Will you require any training or resources to help you do this?

9. Leadership & Community Benefit

How do you plan to involve other local people in the regeneration of your community?

What skills do you already have that lead you to believe that you can achieve this?

What help and training do you need to successfully enable you to involve other local people in making your ideas a reality?

Are there any particular courses that you would like to undertake?

If yes what are they and at what educational level are they set?

Do any of the courses you would like to take offer an accredited qualification at the end?

10. Support For You

What sort of support, practical or moral, do you think you might need to enable you to achieve your goal?

Please tick appropriate box(s)

- Childcare (please specify)
- Specialist Equipment (please specify)
- Special Needs (please specify)
- Other (please specify)

11. Other Funding

Have you applied elsewhere for funding for these activities? If so, please give details.

12. Declaration

All the information stated in this application form is true and correct, to the best of my knowledge. I know of no practical reason why I would not be able to take up this bursary.

If your bursary proposals will involve you working with children and vulnerable adults, there is a requirement to complete the attached disclosure form and be CRB checked.

This should be returned in a sealed enveloped marked private & confidential.

Signed..... **Dated**

Completed applications forms should be returned to:-

County Durham Foundation, Forster Business Centre, Jordan House,
Finchale Road, Durham, DH1 5HL.

Tel: 0191 383 0055 Fax: 0191 383 2969 Email: info@countydurhamfoundation.co.uk