Strictly Confidential

The Stationers’ Foundation

Application for financial assistance

If there is insufficient space against any item please give further details on a separate sheet of paper

Applicant’s full name: ..............................................................................................................................................................

Address: ......................................................................................................................................................................................

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.............................................................................................................. Post Code: ...............................................................

Telephone Number: ......................................................................... Email: .......................................................................

Date of Birth: ..................................................................................... Sex: ...........................................................................

Nationality: ....................................................................................... Country of residence: .............................................

Secondary Schools attended and examination, results with details of subjects and grades attained with dates:

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| --- | --- | --- | --- |
| School | Date | Subject | Grade |
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Post school education/training institutions attended with subjects and qualifications attained with dates:

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| --- | --- | --- | --- |
| Institution | Date | Subject | Qualification |
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Present and previous employments and positions held, including starting and leaving dates:

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| --- | --- | --- | --- |
| Employer | Position | Start date | Leaving date |
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Course you wish to attend: ......................................................................................................................................................

Educational Institution: ...........................................................................................................................................................

Length of Course: ........................................................................................... Full or Part Time: ......................................

Purpose for which grant is required: ......................................................................................................................................

Amount required: ......................................................................................................................................................................

Please provide a supporting statement (at least 200 words) to explain the following:

* How do you propose to use the grant to support your course of study?
* What is your intended future career path and how will your proposed course of study help you achieve that goal?
* How will you provide the remainder of your funding and if you do not receive any financial support, what will be your course of action?

If you have applied to other charities and organisations

Please give details and the amount granted:

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| --- | --- | --- |
| Charity/Organisation | Amount Granted | Date |
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Financial Information:

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

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

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

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| --- | --- |
| **Annual Non-taxable income:** | £ |
| LEA Grants |  |
| Grants from other charities |  |
| Allowances from parents |  |
| Other non-taxable income (please give details) |  |
|  |  |

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| --- | --- |
| **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 |  |
| Motor 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) |  |

Please give us a detailed explanation (at least 300-500 words) of why your financial and familial circumstances mean you will need charitable support to undertake your proposed course of study.

Please enclose two references in support of your application.  It is preferred that one referee should provide an academic reference and the second referee should provide a reference as to character.  Your application will not be considered until the trustees are in possession of both references.

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| **Declaration by candidate**  **a) To the best of my ability I have made a complete statement of my financial situation and circumstances. I agree that, should you so wish, I will provide further information to substantiate what is reported in this form.**  **b) I hereby give assurance that my proposed study programme could not be undertaken without receipt of this financial assistance which I promise to use solely for following the programme.**  **c) I agree to provide, within three months of completion of my project or by 30th November 2024, a written report of approximately 1,500 words on the experience gained through the proposed programme.**  **d) 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. 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: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |
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Please return (preferably by email) the complete application form to: Mrs Pamela Butler, The Stationers’ Foundation, Stationers’ Hall, Ave Maria Lane, London EC4M 7DD

Tel: 020 7246 0990

Email:  [foundation@stationers.org](mailto:foundation@stationers.org)