

Applications for a Grant from the Refugee Council John Frank Fund

Guidelines for Completing the Application Form

This form can be completed by individual applicants or by an organisation on an applicant's behalf. The form must be signed by the applicant in all cases.

Funding is limited to a maximum of £100 per applicant. In exceptional circumstances we may be consider providing additional funding. The grant is available to help with course fees, exam fees, study materials, travel and child care. There is no guarantee that an application will result in a grant. Priority is given to those who, without assistance from the John Frank Fund, would be unable to pursue their field of study.

We aim to process all applications within three weeks.

If you have any queries please contact Liz Wilkinson: liz.wilkinson@refugeecouncil.org.uk

Please complete **all** sections of the form clearly.

SECTION 1	APPLICANT PERSONAL INFORMATION
SECTION 2	PURPOSE OF GRANT
SECTION 3	PAYMENT INFORMATION All payments relating to course fees, exam fees and study materials will be paid directly to the organisation concerned NOT to the applicant. Arrangements will be made with the applicant regarding travel and childcare funding.
SECTION 4	SUPPORTING ORGANISATION This section must be filled in by someone supporting the applicant's request for a Small Grant. It must contain the organisation's stamp.
SECTION 5	SUPPORTING EVIDENCE Please include photocopies of the relevant documents as listed in this section. You should not include originals.
SECTION 6	APPLICANT DECLARATION All applicants must sign the form themselves.

If the information is incomplete, or any documents are missing, this will delay consideration of your application.

Submission of application forms: Please return your completed application from with the necessary enclosures to:

Grants Committee
c/o Liz Wilkinson
Refugee Council
240 – 250 Ferndale Road
London SW9 8BB

Tel.: 020 7346 6734 Email: Liz.Wilkinson@refugeecouncil.org.uk

APPLICATION FORM

SECTION 1: APPLICANT PERSONAL INFORMATION

TITLE (Miss, Ms, Mr, Dr)		DATE OF BIRTH	
GENDER	MALE / FEMALE	FIRST NAME	
SURNAME			
NATIONALITY		ASYLUM STATUS (Please tick)	Asylum Seeker
			Refugee Status
ADDRESS			
POST CODE		TELEPHONE	
EMAIL			
IF YOU DO NOT HAVE A PERMANENT UK ADDRESS PLEASE SPECIFY A CONTACT/ORGANISATION YOU CAN BE CONTACTED THROUGH			
NAME OF CONTACT		RELATIONSHIP TO YOU	
ORGANISATION			
ADDRESS			
		POST CODE	

SECTION 2: PURPOSE OF GRANT

Please read the following and specify the amount you are applying for in each area. There is no guarantee that we will be able to provide the full amount requested. Please use the 'Rate of Importance' field to state what funding is most important to you

For example: £50 toward travel, £50 toward child care. If funding for Child Care is most important to you then this would be rated as '1'.

	Amount	Rate of Importance (1 – 5) 1 Most Important, 5 Least Important
STUDY FEES	£	
TRAVEL TO PLACE OF STUDY	£	
STUDY MATERIALS	£	
CHILD CARE	£	
EXAM FEES	£	
OTHER – PLEASE SPECIFY		

NAME OF COURSE			
NAME OF COLLEGE/UNIVERSITY			
ADDRESS			
DATE COURSE STARTED		DATE COURSE ENDS	

PLEASE EXPLAIN WHY YOU ARE APPLYING FOR A GRANT AND WHAT YOU HOPE TO ACHIEVE FOLLOWING YOUR QUALIFICATION

SECTION 3: PAYMENT INFORMATION

WE CAN ONLY PAY BY ELECTRONIC TRANSFER OR IN CASH. CASH CAN ONLY BE PAID IN RELATION TO TRAVEL COSTS OR CHILD CARE.

NAME OF PERSON TO PAY			
OR NAME OF ORGANISATION			
NAME ON ACCOUNT			
NAME OF BANK		ACCOUNT NUMBER	
SORT CODE			
DATE PAYMENT REQUIRED BY			

NAME OF FINANCIAL CONTACT			
NAME OF ORGANISATION			
TELEPHONE NUMBER			
EMAIL			

SECTION 4: SUPPORTING ORGANISATION

This needs to be completed and stamped by your school/university/college. It can also be completed by a charity/advice organisation/statutory body supporting your application.

NAME OF CONTACT		
NAME OF INSTITUTION/ ORGANISATION		
TELEPHONE NUMBER		
EMAIL		
SUPPORTING STATEMENT		
OFFICIAL STAMP		
	SIGNED	DATE:

SECTION 5: SUPPORTING EVIDENCE

Please enclose:

	DOCUMENTATION TO PROVIDE	TICK IF INCLUDED
ASYLUM STATUS	<ul style="list-style-type: none"> Evidence of status in the UK (i.e. refugee/asylum seeker documentation) 	
ACADEMIC STATUS	<ul style="list-style-type: none"> Student registration documents (detailing course length/modules requiring payment and attendance requirements (Part time/Full time) 	
	<ul style="list-style-type: none"> Invoice for fees if relevant 	
	<ul style="list-style-type: none"> Examination Fee invoice/statement if relevant 	
	<ul style="list-style-type: none"> Details of study materials required. 	
CHILD CARE/TRAVEL	<ul style="list-style-type: none"> Evidence of cost of travel to place of study 	
	<ul style="list-style-type: none"> Evidence relating to child care costs 	
OTHER DOCUMENTATION	<ul style="list-style-type: none"> Any evidence/documentation you feel would be relevant to your application (i.e. supporting statement from tutor/employer/adviser) 	

SECTION 6: APPLICANT DECLARATION

TO BE SIGNED BY APPLICANT

I declare the above information to be accurate.

SIGNED: _____

DATE: _____

REFUGEE COUNCIL USE ONLY

DATE APPLICATION RECEIVED	
APPLICANT CONTACTED	
GRANT AMOUNT AGREED	
PURPOSE OF GRANT	
SINGLE PAYMENT DATE	
MULTIPLE PAYMENT DATES	