

Guidelines for completing the online application form

Apply online

This application form contains 14 sections designed to help the grants team review your personal circumstances and make an assessment and a decision regarding your application.

Things to bear in mind

- **We do not recommend that you attempt to complete this form on a mobile phone**
- The form should take you approximately 90 minutes to complete
- Each page will automatically save, once you have clicked Save and Next Page
- **The form will allow you to skip back to previous pages but will not allow you to skip forward**
- You must complete the whole application form
- You are able to create a log in so that you can save and return to your application later.

Criteria in order to receive financial support

You must have worked for a minimum of one term in the education sector. We are unable to consider applications from education staff who have worked solely in the private or charitable sector.

Other points to be taken into consideration when making an application

1. You must have less than £4000 in savings
2. You must be in receipt of all state benefits applicable to your circumstances
3. You may be referred to our debt advisory service prior to being assisted by the grants team. Should the casework team need to refer you to a debt advice service we will need to have confirmation that you have discussed your financial circumstance with a debt advice professional – e.g. a Common Financial Statement or Budget Pack.
4. If you are applying for disability aids/adaptations you must have applied for a disability facilities grant from your local authority.

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Education Support Partnership is a registered charity no: 1161436.
Company limited by guarantee registered in England and Wales CRN 9311354.
Registered office as above.

*Achieved by Teacher Support Network in 2014.



Things you will need:

We will require documentary evidence in support of your application. Please see the checklist under section 11. If you are unable to provide scanned documents, we will accept documents sent through the post, although this may delay assessment of your application.

- Please do not attach photographs of documents from a mobile device
- Please do not provide bank statements in either an excel or word format as we are unable to accept this type of file
- Please do not send us original copies of documents. Please only send photocopies of your documents
- Please note, we will also need details or confirmation of the items you wish to apply for assistance with, in **most** cases, we **will only** make payments to third parties
- If you do not provide documents in support of your application, the grants team will not be able to assess your application

Postal address for supporting documents:

The Grants Team
Education Support Partnership
40A Drayton Park
London
N5 1EW

The application form

Section 1: About you

Logging in

In this section, you will be able to create a log in page and we will ask you for your email address and a password. You will need to make a note of this information to log back into an application.

Please note the grants team will not be able to retrieve lost or forgotten passwords for you.

There is a password retrieval button on the [log in page](#). You will receive a link by email – please follow the instructions to log back in to your application.

You will be able to save and quit at any point – however your application will not be assessed until you have completed all sections of the application. Your application form will be saved for six months from the date you start the application, after six months it will

be deleted and you will not be able to log back in.

Information requested

This section is for you to provide all of your contact information and that of your partner, if applicable. Please include details of all family members. For any children – please tick the ‘about your children’ to add their details, such as their name, date of birth and whether or not they are in full time education or employment

Section 2: About your working life

We will request confirmation from you that you have been employed in education for a minimum of one academic term.

To add more than one employment/job type click save and add line – the form will take you back to the top of the page, so that you can add more than one employment history.

Section 3: Your union

A number of teaching unions have their own benevolent funds. By providing details of your union membership, we can put you in touch with that union’s benevolent fund who may also be able to provide financial assistance.

For example, the NUT, UNISON and NASUWT all have benevolent funds. You can find the links for these here: [NUT Benevolent Fund](#), [Unison Benevolent Fund](#) and the [NASUWT Benevolent Fund](#).

Section 4: Your health

Please tell us about any health condition affecting you or your family.

Section 5 and 6: Your income and expenditure

We need to know your household’s full income, e.g. income from employment, pensions or benefits e.g. JSA, ESA Universal Credit or Housing Benefit etc.

Please include all of your regular monthly expenses, as this helps us build up a picture of your financial circumstances.

Please do not include any debt repayments you are making in this section as we will ask for this information in section 8

Please note that we review and base decisions on all income and expenditure.

Section 7: Capital and savings

Please include the balances of **ALL** your bank and building society accounts and upload/send the last two months statements for each account. We will request statements from accounts held in either your or your partner’s name (if applicable).

Please give us the details of your mortgage, the amount outstanding will be shown on your last annual statement.

Section 8: Your creditors

Please list all debts in this section. Please try to include as much information as you can. The grants team may refer your application to a money advice service, such as [Stepchange](#) or the [National Debt Line](#) or [The Money Advice Service](#) prior to making a decision. The grants team will need to see a copy of any debt advice you receive and will base any decision they make on the advice received by a Money Advice Service.

Section 9: Summary of your circumstances

This is your opportunity to provide us with as much background information as you can.

For this section, we **require a clear statement in support of your application in order to make a decision on your grant application. Please provide us** with a few paragraphs explaining what you need the grant for and why. It does not need to be very lengthy, but it does need to be clear enough to enable our grants team to make a decision.

It should include:

- What led you to approach us? E.g., has there been a recent change in your income, health or employment? If so, please tell us about this.
- What difference would receiving a grant make? How would a grant improve, affect or change your current situation? E.g., if you were making a request for a rental deposit, how would moving change/improve the situation?
- What are your plans? How will receiving a grant help you achieve these plans, and move forward? E.g., how would a grant for travel costs help you to move forward?

Section 10: Grants required

Please note that for almost all of our awards, we pay directly to third party suppliers. You will need to provide documentary evidence of any outstanding costs that you have.

Education Support Partnership is not able to make a decision on your application until this information is submitted. We would ask that you submit your evidence with this application form. Please try to ensure that you include all payment details e.g. payee reference, sort code and account number.

Some types of support we can consider are:

- mortgage/rent payments
- mortgage/rent arrears
- council tax arrears
- white goods

- car and travel costs, (such as car insurance, MOT & tax)
- essential building repairs (only to homeowners)

Please contact the office to discuss the type of assistance you require.

We can also award funds to meet the cost of bankruptcy or DRO fees, but we will need you to discuss your circumstance with a money advice service first.

Unfortunately, we are unable to assist with awards for the following items: legal fees & legal representation costs:

- private medical treatment
- private education
- treatment of infertility
- payment of fines
- credit card debt/repayments
- bank loans
- payday loans
- log-book loans
- overdrafts
- benefits overpayments
- fuel arrears
- home improvements (except where necessary due to infirmity, disability, health & safety or where you are required by the local authority to fix something on your property to avoid them taking action).

Section 11: Supporting documents

Please upload the following documents to the application form:

- Bank statements for all accounts held by you and your partner (if applicable) (PDF's)
- Confirmation of any regular income you receive, payslips, benefit letters or pension statements
- Your grant request e.g. rental or mortgage statement. Please see section 10 for more information on the type of awards we can make.
- Confirmation of your employment in education e.g. a wage slip, P60 or Teachers Pension Assessment.

Please do not attach photographs of documents from a mobile device.

Please do not provide bank statements in either an Excel or Word format as we are unable to accept this type of file.

To upload a document to your application form, click 'choose file', you will be asked to choose a file from your computer – it will then appear on the right. Once you have chosen your file please click upload, this may take a few minutes depending upon the size of the file. It will then appear on the left, you may upload more than one document to each section.

Please ensure that you name each document e.g. Joe Smith bank statements April.

Section 12: Impact assessment

This is a short questionnaire on your current circumstances and wellbeing – this is to help us understand how your circumstances are affecting you.

Section 13: How you heard about us

This section lets us know where you heard about Education Support Partnership.

Section 14: Diversity monitoring

We are committed to equal opportunities this monitoring form is voluntary but any information you supply on this form will be kept confidentially and will be detached from the form.

Section 15: Declaration, consent and agreement and would you like to be a case study request.

By signing the declaration you are stating that you have provided full disclosure of your financial circumstances and that the information you have given is true and correct to the best of your knowledge.

If you would like more information about how we use your data please see our [data protection policy](#).

What happens after I have completed the application form?

The length of the assessment process depends on the amount of information you have provided.

On average, the application should take about 3-4 weeks. You will receive a confirmation email as soon as you have submitted your application and the grants team will be in touch within a week to discuss your application.