

Guidelines for the Application Form

Application for Financial Assistance

Apply on line

This application form contains 15 short sections designed to help Education Support Partnership review your personal circumstances and make an assessment on your application and suitability for a grant. You will be able to create a log in ID (your email address and password)

This is so that you can come back to the application if you are not able to complete the application in one sitting.

The form should take you approximately 30-40 minutes to complete. Each page once completed will automatically save and you will have the option to move back (but not forwards) between sections and the application saves automatically.

You must complete each section of the application form before it can be assessed by Education Support Partnership.

Unfortunately we are unable to assess incomplete applications.

Please do not use the refresh or back button on your browser as this will return you to the Education Support Partnership home page.

Criteria in order to receive financial support

You must have worked for a minimum of one term in the educational sector. We are unable to consider applications from tutors who have worked solely in the private 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 debts advisory service prior to be assisted by the grants team.
-Should the casework team need to refer you to a money advice service we will need to confirmation that you have discussed your financial circumstance with a money 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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T 020 7697 2750 E info@edsupport.org.uk
educationsupportpartnership.org.uk

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



Things you will need.

We will require documentary evidence in support of your application please see the checklist on page five. If you are unable to provide scanned, or photographed documents, we will accept documents sent through the post, although this will delay assessment of your application. Please only send photocopies of your documents; as Education Support Partnership cannot be held responsible for any documents lost in the post.

Please note, we will also need details or confirmation of the items you wish to apply for assistance with, in **most** cases Education Support Partnership **will only** make payments to third parties, so please include all the relevant payment details.

If you are applying for assistance with the cost of building work the Grants Caseworker will need to see a minimum of two building quotes. Please try to ensure that all quotes are inclusive of VAT.

If you do not provide details in support of your application, the Grants Caseworker will not be able to assess your application and no decision will be made.

Postal address for supporting documents.

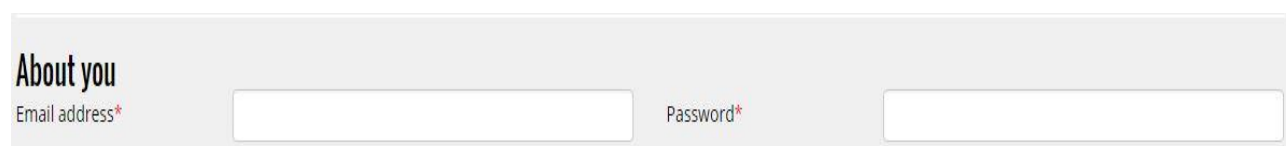
*The Grants Caseworker
Education Support Partnership
40A Drayton Park
London
N5 1EW*

Please note that the application form is encrypted, information is sent securely, and your personal information will not be jeopardised by filling in this form.

The application form

Section 1 about you

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.



The screenshot shows a form titled "About you". Below the title, there are two input fields. The first field is labeled "Email address*" and the second field is labeled "Password*".

You will need to make a note of this information to log back into an application.

[Log into an existing application form.](#)

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

But 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 you application.

After completing the first page 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.

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.

Why do we ask for information about your partner/former partner/deceased partner?

Like other organisations that give charitable grants, Education Support Partnership may, where appropriate, seek to share costs with other relevant organisations. This is known as almonisation. We may also refer applicants to other organisations who may be able to help them. If either you or your partner/former partner/diseased partner has worked in another employment sector we may be able to match that occupation with another benevolent fund – so please provide as much information as you can about yours and your partner's/former partners/deceased partners work experience.

- Please note that if you do not want to provide details of your ex-partner/deceased partner, please indicate that you are single.
- Children – please tick the 'about your children' to add their details. E.g. their name, date of birth and whether or not they are in full time education or are employed.

Please complete this section in full with all the requested information in full,

Section 2 about your working life

Please tell us about your most recent role in Education, e.g. Role, Sector and when you were employed.

We may request confirmation from you that you have been employed in Education.

Like other organisations that give charitable grants, Education Support Partnership may, where appropriate, seek to share costs with other relevant organisations. This is known as almonisation. We may also refer applicants to other organisations who may be able to help them.

If either you or your spouse has worked in another employment sector we may be able to match that occupation with another benevolent fund – so please tell us as much as you can about yours and your partner's work experience.

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

For example the [NUT Benevolent Fund](#), [Unison Benevolent Fund](#) and the [NASUWT Benevolent Fund](#).

Section 4 Your health

There are a number of charities that assist people with certain health conditions, we may be able to match your circumstances with a specific health related charity.

Section 5, 6 your income and expenditure

We need to know your household's net income (after Income Tax and National Insurance) have been deducted. Net income should include any pension or other voluntary contributions you make on a monthly basis. If you are unsure, we will be able to work this out for you. Please send us your last two monthly payslips/six if you are paid weekly. Net amounts should also be used for occupational pensions.

Again, if you send us the details of the pensions you have, we can work this out for you. If you are in receipt of state benefits, please complete the expenses form on a weekly basis, and include a copy of the most recent communication you have from the DWP, Pension Service or Local Authority.

Please only use numbers in this section, there is no need to add £, if you do not receive or have a particular income or expenditure e.g. Occupational Pension or Insurance please enter 0. **The form will not allow you to move on until you have entered a numerical figure in each category.**

Please try to include as many of your regular monthly expenses. This helps us build up a picture of your financial circumstances.

Please do not include and 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.

If you have more than one PEP/ISA or TESSA please continue on a separate sheet. Shares should also be listed and the approximate value given.

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

Section 8 your creditors

All Debts should be listed. Please try to include as much information as you can. Please note that the Grants Caseworker may refer your application to a [Money Advice Service](#), such as [Stepchange](#) or [National Debt Line](#). You will be notified of this decision and will be given the opportunity to discuss your circumstances with the Grants Caseworker.

Section 9 about you

This is your opportunity to tell Education Support Partnership about you. Please try to give us as much information as you can, as this helps understand your personal circumstances and why you have approached Education Support Partnership

For Example:

1. Please tell us what led you to approach Education Support Partnership?
2. Why you need a grant providing as much background information as possible
3. How would a grant from Education Support Partnership improve your circumstances?

We also ask in this section if you have previously applied to Education Support Partnership/Teacher Support Network or Recourse. Please provide details of any award previously to you.

Please note, it is our policy not to replicate an award previously awarded e.g. we have previously awarded funds for rental arrears: unless there has been a significant change in change circumstances.

Section 10 Grants required

Please list the items you need assistance with, telling us what it is how much it will cost and who to pay. Please include as much information as possible.

The fund assists with a wide range of needs, some of which are listed here.

- Mortgage Arrears
- Rental Arrears
- Council Tax Arrears
- White Goods e.g. fridge, washing machines etc.
- Car costs e.g. Car Tax and travel costs e.g. public transport costs.
- Bankruptcy and Debt Relief Orders (DRO) – you will need to provide confirmation that you have discussed your circumstances with a money advisor. For more information on the cost of Bankruptcy please click [here](#). For DRO information please click [here](#).
- Building repairs - the fund is only able to assist home owners.
- For items not listed please do get in touch.

Disability Aids; We are only able to assist home owners and you must have applied for a Disability Facilities Grant and have a recent Occupational Therapist's Report.

We will consider all requests for help but they must be a need and not a desire. In most cases, grants will be paid to a third party you must supply payment information for the supplier e.g. a utility bill. Education Support Partnership may share details of your applications with other charities.

Section 11 Document Submission.

In order to fully assess your application we do need to request that you supply documents in support of your application. Please upload to the application form the following documents?

1. Bank Statements for all accounts held by you and your partner (if applicable) the statements must cover a period of two calendar months and must not be older than three months.
2. Confirmation of your income e.g. letters from the pension service or DWP stating your entitlement to state benefits or payslips covering a two month period for you and your partner (if applicable)
3. Documents in support of your application e.g. if you are requesting assistance with rental arrears please provide your most recent rental statement. Please enclose supporting documents for each grant request you are making. (please see the assessment process below for full list of acceptable documents)

To upload a document to your application form, click choose file, you will then 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.

Can you please ensure that you name each document e.g. Joe Bloggs bank statements April.

Whilst we can accept photos of documents or screen shots as evidence, we may also request that you supply original documents, if the resolution quality means we cannot view your documents. Please note we are not able to accept 'exported excel files' of bank statements.

Section 12 Impact Assessment

As we continually assess our services and the effectiveness of the help we provide it would be very much appreciated if you would complete the two questions below. Your responses will assist us measure the impact of the help and support you receive.

This sheet will be detached from your grant application and your responses will not be taken into account when assessing your request for financial assistance. In the event of a grant being awarded you will be sent a feedback form which will incorporate two further impact questions. We look at how you were feeling before and after receiving financial assistance and we compare these scores to help us understand the benefit of our help.

Section 13 How you heard about us

This section lets us know where you heard about Education Support Partnership and helps us ensure that we focus our resources where they are most likely to be seen.

Section 14 Diversity Monitoring

We are committed to equal opportunities in our grant giving and in order to find out how well we are doing with this we need to collect monitoring data. This monitoring form is voluntary but the information we collect here is very useful to us as it helps us to make sure that we are an inclusive organisation. The information you supply on this form will be kept confidentially.

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.

We will only share your information with organisation and charities such as Elizabeth Finn Care or NASUWT.

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

Some people think the only way to help a charity is to donate money. Whilst important, not everyone is in a position to do this. Helping us to understand and demonstrate the impact of our grants on you and your family is just as important to us.

Sharing stories help us to generate funds, so that we can award grants to education professionals like you in the future.

What we really need is to show the impact that a grant like the one you have just received can have on you, your family and your life in general.

We know that when someone shares their story, others are more likely to donate. This helps us to provide grants in the future.

You can be as anonymous as you wish and we will make sure that you cannot be identified. If you would like to share your story, contact our communications team on comms@edsupport.org.uk or call 020 7697 2750.

What happens after I have completed the application form?

The length of the process depends on the information you include on your application form. For instance, you might be eligible because your partner or ex-partner meets our criteria. The more information you give us – such as occupations, copies of benefit letters, copies of bank statements – the quicker we can process your application. On average the application should take about 3-4 weeks.

The Assessment Process

Application Assessment Process

1. You must complete an Education Support Partnership application form with all the information requested. This is an opportunity for you to tell us about your situation.
2. Send in all requested documents,
3. Bank statements for all accounts held in yours and your partners (if applicable) name. We require two months of statements please ensure that you are providing your most recent statements.
4. Your last two payslips, for you and your partner (if applicable)
5. Confirmation of your benefit entitlement from either the DWP or the Pension Service
6. A recent Pension statement. for you and your partner (if applicable)
7. Supporting evidence in support of your application e.g. bills or invoices that you would like Education Support Partnership to consider making a grant for.
8. Any documentation you have received in support of your Disabled Facilities Grant – e.g. notification of an award, Occupational Therapist's Report

Supporting Documentation must include the following details

- Name and address of supplier
- Date of invoice or statement
- Full supplier bank payment details (including account holder name, sort code, account number)
- Full amount requested.
- Description of goods / services provided
- Invoices should include an invoice number
- Bills should list the user / customer account number (this is so that payments can be identified against a client's account at the supplier's end)
- All documents need to be clearly legible. If sending scans please make sure these can be clearly read

Supporting Documentation must include the following details continued

The grants team requires sufficient documentation to ensure that they are making payments to the correct grants payees,

- Documents should always display payment details and **where these are supplied** separately (e.g. not on an invoice or on the bill itself) then the document and the details supplied should **obviously link**
- Documents need to be **clearly legible**: scans / copies need to be of sufficient quality.

Criteria:

- Name and address of supplier
- Date of invoice
- Full Bank Payment details (including account holder name, sort code, account number)
- Full amount
- Description of goods / services provided / arrears owed etc.
- If it is an invoice there should be an invoice number
- If it is a bill there should be a client/applicant account number (this is so that payments can be identified against a client's account at the supplier's end)
- All documents need to be clearly legible. If sending scans please make sure these can be clearly read
- If a supplier is charging VAT then the VAT registration number must be listed on the invoice
- Any payment reference details if these are required by the supplier. Often an invoice number or account number will suffice and a supplier won't list these so these are not always necessary.

The type of support the fund can consider:

1. The fund assists with a wide range of needs, some of which are listed. For items not listed please do get in touch.
 - Mortgage Arrears
 - Rental Arrears
 - Council Tax Arrears
 - White Goods
 - Car and travel costs
 - Bankruptcy and Debt Relief Orders (DRO) – you will need to provide confirmation that you have discussed your circumstances with a money advisor. For more information on the cost of Bankruptcy please click [here](#). For DRO information please click [here](#).
 - Building repairs - the fund is only able to assist home owners.

Disability Aids; we are only able to assist home owners. You must have applied for a Disability Facilities Grant and have a recent Occupational Therapist's Report.

We will consider all requests for help but there must be a priority need. In most cases funds will be paid to a third party and you must supply payment information. Education Support Partnership may share applications with other charities.

The type of support the fund is not able to assist with

- House purchases
- Car Purchases.
- Home improvements (except where necessary to meet needs required through infirmity, disability, health and safety of household members or to improve security and accessibility) we are unable to consider home repairs if you do not own your property.
- Legal fees and costs of legal representation
- Private medical treatment (except in certain exceptional circumstances)
- Private education
- Further and higher education course fees
- Payment of fines
- Consumer credit debt repayments, payday, overdraft fees or costs or log book loans