



## HORIZONS EDUCATION FUND

The Horizons Education Fund aims to support lone parents who have the motivation, determination and ability to improve their employment prospects.

Bringing up children is one of life's most rewarding experiences, it's also one of the most challenging, particularly for one parent families.

Horizons brings together three of the country's leading organisations - Citizens Advice Bureau, Family Action (formerly the Family Welfare Association) and One Parent Families|Gingerbread - specifically to help lone parents.

We help in a number of ways to "build a brighter future for one parent families" by giving support and advice on money matters and getting back to work, and providing grants towards education and training costs.

We will consider making a grant of £500 to £1,500 towards course expenses for any courses where the applicant can demonstrate that study will improve employment prospects but preference will be given to applicants for whom statutory funding is not available.

### GUIDANCE FOR APPLICANTS

#### 1. Who can apply?

For the purposes of this grants programme we can accept applications from people who:

- are lone parents with dependent children. "Lone parent" means someone with sole responsibility for dependent children and who lives alone with their children, i.e. not with a partner. "Dependent children" means those for whom Child Benefit is received.
- seeking a minimum of £500.
- are either British Citizens or have refugee status, indefinite leave to remain, discretionary leave to remain or have been granted humanitarian protection.
- are undertaking or planning to undertake education or training that will lead to employment in their chosen field. Applicants must demonstrate how study will improve their employment prospects.
- are living on a low income. This means the applicant will be in receipt of Child Tax Credit or Working Tax Credit.

If you can answer YES to all of the above, you may be eligible for a grant. Please check the list of exceptions below to ensure that you match our detailed criteria.

#### 2. Who cannot apply?

We cannot accept applications from people who are:

- not British Citizens or do not have refugee status, indefinite leave to remain, discretionary leave to remain or have not been granted humanitarian protection (e.g. EU citizens).
- studying basic skills, Level 1 vocational qualifications (e.g. GNVQ Foundation, NVQ Level 1, BTEC first certificate), CSEs, GCSEs/O'Levels, ESOL (levels 1 and 2), A levels, AS Levels, Certificate in Adult Numeracy or Literacy (levels 1 and 2) or equivalent qualifications
- graduates (i.e. have completed a 1st degree)
- studying for elective periods (for Medical, Dentistry or Veterinary studies)
- studying abroad, or seeking funding for expeditions either in the UK or abroad
- already trained to a professional standard (unless there are valid reasons which require a change of career)
- seeking help to cover costs already incurred, debts or loans that have already been taken out
- seeking less than £500

### 3. We can help with

- tuition, enrolment, examination or registration fees
- course costs such as books, equipment, travel and childcare
- computer equipment and software (to a maximum of £500)

### 4. We cannot help with

- daily living expenses during study/training such as rent, food, utilities and other general household bills
- costs already incurred, debts and loans
- volunteer schemes/projects

### 5. What do we give?

There is no standard grant, as each applicant has different needs and circumstances. Grants can be made for courses lasting for more than one year, up to a maximum of three years. The amount of the grant can vary from £500 to a maximum of £1,500 per year.

If there is a substantial shortfall between the grant requested from us and the total amount required for the course, you need to tell us how you will raise the rest of the funds. The Grants Panel will not make an award unless they consider that your finances are realistic.

### 6. How to apply

Please **ensure you have the most recent version** of the application form. Application forms can be obtained via the Horizons Education website at [www.yourhorizons.com](http://www.yourhorizons.com), Family Action's website at [www.family-action.org.uk/educationalgrantsprogramme](http://www.family-action.org.uk/educationalgrantsprogramme) or by sending a stamped, self-addressed envelope marked "Horizons Education Fund" to EGAS, Family Action, 501-505 Kingsland Road, London E8 4AU.

Please check the guidance for applicants. If you are not sure if you are eligible to apply and would like to discuss a possible application, or have questions about how to fill in the form, please call the Grants Service on 020 7241 7459 **between 2 p.m. and 4 p.m. on Tuesday, Wednesday or Thursday only**.

The application form **must** be fully completed and **must** be accompanied by the following supporting documentation:

- **Proof of nationality/residency status:**
  - **British Citizens:** A **copy** of the relevant page of your passport that shows nationality **OR** a **copy** of your birth certificate.
  - **Refugees and those with indefinite leave to remain, or discretionary leave to remain or who have been granted humanitarian protection:** A **copy** of the letter from the Home Office confirming your status or a **copy** of the relevant page of your passport.
- **Proof that you are in receipt of Tax Credits:** A **copy** of your letter from HM Revenue and Customs (HMRC) detailing tax credit entitlement. If you are not in receipt of Tax Credits please supply a full explanation in your personal statement. If you cannot find a copy of your letter from the HMRC please contact them to ask for a letter of confirmation of your entitlement and send us a copy of this. Evidence of other income is not required.
- **Personal statement from the applicant.** You must demonstrate a clear idea of the job you are aiming to do in the future and that the course of education/training you are undertaking will help you to attain your goal. The personal statement is an opportunity for you to provide information to the Grants Panel that you feel is relevant to your application.
- **A copy of your learning agreement** or other correspondence from the college confirming details of your course and your enrolment (course title, dates, hours of study etc.) .
- **An academic reference** from your college tutor, on college letterhead, assessing your work, attendance etc. Please note a statement of attendance and/or punctuality is not sufficient. An assessment of your work and progress to date is required. If you have not started the course you will need to send confirmation from the college that you have been accepted on your course.
- **Evidence of the grant requested:** You must enclose evidence to support the amount of grant requested, e.g. letter from your college providing details of fees, copy of required booklist and/or equipment list. If you are applying for travel costs you must supply the information requested in section 3 of the application form. If you are applying for childcare costs, please send an invoice/letter from your childcare provider detailing costs AND provide their Ofsted Registration Number.

**IMPORTANT NOTE:** The following are the most common reasons for applications being unsuccessful so please read these guidance notes carefully, fully complete the application form AND enclose all requested supporting documentation with your application form.

- Fund criteria are not met, e.g. exclusions apply
- The form is incomplete
- Supporting documents are not provide (one or more)
- More than one of the above.

**Send the completed application form and ALL supporting documents to: EGAS, Family Action, 501-505 Kingsland Road, London E8 4AU.**

### **7. Application deadlines 2009**

The Grants Panel will consider applications on the dates provided below. Completed applications, together with **all** required supporting documents, must arrive 2 weeks prior to the date of the meeting as follows:

<b>Meeting date</b>	<b>Final date for receipt of completed applications</b>
8th December 2009	24th November 2009
26th January 2010	12th January 2010
23rd February 2010	9th February 2010
27th April 2010	13th April 2010
25th May 2010	11th May 2010
22nd June 2010	8th June 2010

Any changes to the above arrangements will be published on our website at [www.family-action.org.uk/educationalgrantsprogramme](http://www.family-action.org.uk/educationalgrantsprogramme)

### **8. Outcome of applications**

Your application will not be acknowledged on receipt but you will be informed of the Grants Panel decision, **in writing**, within 10 working days of their meeting.

If your application is successful a cheque will be made payable to and sent to your college, referring agency or service supplier (i.e. registered childcare provider, bookshop etc.). Please note that we can only produce one cheque per applicant. If you are requesting multiple needs the cheque will be made payable to your college or referring agency.

Please note that where conditions of grant are stipulated by the Grants Panel they must be met in full or funding will be withdrawn.

For office use only

Client ID	
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## HORIZONS EDUCATION FUND GRANT APPLICATION FORM

### IMPORTANT NOTE:

**Are you using the correct application form?** This application form is for the **Horizons Education Fund** only, which makes grants to **lone parents** for a course of study which will improve their employment prospects. For further details please see attached guidance notes. (Details of other grants provided by Family Action can be found on our website at [www.family-action.org.uk/grants](http://www.family-action.org.uk/grants))

This form must be completed by the applicant. **Please type or write clearly.**

### 1. Your personal details

Title ..... First Name ..... Surname .....

Address.....

.....Postcode.....

Telephone number (daytime) .....

Gender..... Date of birth ..... Age.....

Country of birth:.....

Residency status:      British Citizen       Refugee       Indefinite leave to remain

Discretionary leave to remain       Humanitarian protection

**Proof of your nationality/residency status must be enclosed with this application. For details see Guidance for Applicants, note 6.**

Disability:    No     Yes     If yes, nature of disability.....

Are you a lone parent with sole responsibility for dependent children? Yes     No

Please give details of your children and any other household members below:

Relationship to applicant (parent, child, etc.)	Age	Illness/Disability	In Education/Employment/ Unemployed/Retired/Pre-school (specify)
.....	.....	.....	.....
.....	.....	.....	.....
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**4. WEEKLY income and expenditure details**

**Please provide financial details below. We need details of your WEEKLY expenditure, monthly figures will NOT be accepted. It is important that you provide complete information. Failure to do so will result in your application being delayed.**

	<b>WEEKLY INCOME</b>		<b>WEEKLY EXPENDITURE</b>
Housing Benefit	£.....	Rent/mortgage	£.....
Council Tax Benefit	£.....	Council Tax	£.....
Earned income	£.....	Housekeeping (food etc)	£.....
Working Tax Credit	£.....	Water Rates	£.....
Income Support	£.....	Gas	£.....
Child Benefit	£.....	Electricity	£.....
Child Tax Credit	£.....	Telephone	£.....
Jobseeker's Allowance	£.....	Repairs and maintenance	£.....
NASS	£.....	Laundry	£.....
Private pension	£.....	HP/Clubs	£.....
Widow's Pension	£.....	Fares/Car	£.....
Maternity Allowance	£.....	Home help	£.....
Incapacity Benefit or SSP	£.....	Care charges	£.....
Carer's Allowance	£.....	Childminding	£.....
Disability Living Allowance	£.....	Television	£.....
Attendance Allowance	£.....	Debts	£.....
Guardian's Allowance	£.....	Other (specify)	£.....
Maintenance	£.....	Other (specify)	£.....
Other (specify)	£.....	Other (specify)	£.....
	£.....	Other (specify)	£.....
<b>Total income</b>	<b>£.....</b>	<b>Total Expenditure</b>	<b>£.....</b>

Are any direct deductions made from your benefits? Yes  No

If yes, please specify.....

Please give details of any savings £.....

Please give details of any debts including repayment schedules.....

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**5. Educational Funding. Please state if you are in receipt of any of the following, and if so, how much?**

**Note: You are expected to be in receipt of all funding for which you are eligible. IF YOU ARE NOT IN RECEIPT OF ANY OF THE FOLLOWING PLEASE EXPLAIN WHY NOT IN YOUR PERSONAL STATEMENT.**

<b>Higher Education Students</b>		<b>Further Education Students</b>	
Fee Support	£.....	Educational Maintenance Allowance	£.....
Student Loan	£.....	Adult Learners' Grant	£.....
Higher Education Grant	£.....	Assembly Learning Grant	£.....
Childcare Grant	£.....	Learner Support Funds	£.....
Dependents' Allowance	£.....	Other discretionary grants or bursaries	£.....
Lone Parents' Grant	£.....	Childcare Support Costs	£.....
Disabled Students' Allowance	£.....	Access Funds	£.....
Hardship/Access to Learning Fund	£.....	Other (please specify below)	£.....
Other (please specify below)	£.....	.....	£.....
.....	£.....	.....	£.....

**6. Financing your course**

**6.1** Have you made any other grant applications for this course? Yes  No

If yes, please give details and the amount awarded, if known .....

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**6.2** If you need more funds than the maximum grant we can make (£1,500) to continue your studies, please tell us how you plan to raise the rest of the money.

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**7 Grant Payment**

If your application is successful a cheque will be made payable to your college, referring agency or service supplier (i.e. registered childcare provider, bookshop etc.). Please note that we can only produce one cheque per applicant. If you are requesting multiple needs the cheque will be made payable to your college or referring agency.

Has your college, referring agency or service supplier agreed to accept a cheque on your behalf?

Yes  No

Contact name at college, referring agency or service supplier: .....

Name of college, referring agency or service supplier: .....

Address of college, referring agency or service supplier: .....

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Telephone number of college, referring agency or service supplier: .....

If you are applying for childcare costs please provide the Ofsted Registration Number: .....

Details of cheque payee: .....

**8. Personal Statement**

**To be awarded a grant you must demonstrate how your course of study will improve your employment prospects.**

On a separate sheet, please tell us briefly about yourself and what job you are aiming to do in the future. You should outline your plan for education or training to attain this goal, including anything you have done so far towards it, and show how the course for which you are requesting a grant fits into your plan. See Guidance for Applicants, note 6.

**9. How did you hear about this fund?** Please tick box as appropriate.

CAB  One Parent Families|Gingerbread  College advisor

Family Action/FWA leaflet/website  Horizons website/leaflet

Other (please specify) .....

**10. Your signature**

**The information on this form is correct to the best of my knowledge and belief.**

**Data Protection:** The information you provide in this application form will be held and processed in accordance with the Data Protection Act 1998 and will be used by Family Action and its agents to enable Family Action to carry out grant processing, analysis, auditing and accounting. The information on this form may be used as a case study for use on our website, in publicity and reports; personal details will be changed to ensure anonymity. We may need to discuss the information on this form with other agencies and organisations. However we need your consent to do this.

**By completing this form you are consenting to Family Action recording and sharing relevant personal information about you.**

.....  
Signature of applicant

.....  
Date

**CHECKLIST**

**Before sending this form to EGAS please check you have:**

- Answered all questions on the application form Yes
- Enclosed a photocopy of proof of nationality/refugee status Yes
- Enclosed a photocopy of proof of income Yes
- Enclosed your personal statement Yes
- Enclosed a copy of your learning agreement or other correspondence from your college Yes
- Enclosed an academic reference, If you have not started your course, confirmation that you have been accepted Yes
- Enclosed evidence of the grant requested Yes
- Signed and dated the form Yes
- Taken a copy of the form for your records Yes

**PLEASE NOTE: THE MOST COMMON REASONS FOR APPLICATIONS NOT BEING CONSIDERED BY THE GRANTS PANEL ARE INCOMPLETE FORMS AND MISSING OR POOR QUALITY SUPPORTING DOCUMENTS.**

**For office use only**

Trust Recommended ..... Date of meeting .....

Panel decision .....

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Notes .....

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Family Action, 501-505 Kingsland Road, London, E8 4AU  
Tel: 020 7241 7459 (Tuesday Wednesday & Thursday from 2pm to 4pm) Fax: 020 7249 5443  
Email: grants.enquiry@family-action.org.uk Web: www.family-action.org.uk/grants

Registered charity number 264713

**EQUAL OPPORTUNITIES MONITORING INFORMATION**

The information requested below will be separated from your grant application before assessment and will be used for monitoring purposes only. **It will not influence the outcome of your grant application.**

**What is your ethnic group?**

- White**.....  British     Irish  
 Any other White background
- Mixed**.....  White and Black Caribbean     White and Black African  
 White and Asian     Any other Mixed background
- Asian or Asian British** .....  Indian     Pakistani     Bangladeshi  
 Any other Asian background
- Black or Black British**.....  Caribbean     African  
 Any other Black background
- Chinese**.....  Chinese
- Other ethnic group**.....  Any other ethnic background
- Do not wish to state**.....