



Application Guidance

Charity Registration Number 328142

Conditions of Sponsorship

Please read the conditions of sponsorship to ensure that you are eligible for funding. You will be asked for evidence of your eligibility under certain criteria. Confirm your agreement by signing and returning alongside your application.

Application Form

Please complete the application pack electronically and email to georgeviner@nuj.org.uk. Applications received after the deadline on **17 July 2020**, will not be accepted under any circumstances. Further details about the fund, can be obtained from www.georgeviner.org.uk

Guidelines for completing the sections within the application form are as follows:

Title	Miss/Mrs/Mr etc.
Surname	Surname
First Names	First and any middle name, just in case we receive applications from people that share the same first and second name.
Home Address	Current address
Term Time Address	Where you will be living whilst you are studying, if known.
Home Telephone	If we need to call you, we will generally try your personal mobile first
Personal Mobile	If we need to call you, we will generally try this number first
Personal Email	Please only list an email address if you check for new email regularly
Age	At time of applying

Your Ethnicity

In order to be eligible to apply for funding, you will need to be black, Asian or from a minority ethnic group (BAME), please indicate which of these groups is applicable to you.

Name of college or university offering you a place

The *Conditions of Sponsorship* states that all applicants must have received a formal offer of a place on an NUJ recognised media course. Please give the full name of the college or university offering you a place. You will be asked to bring your offer letter to a formal interview, if your application is successful.

Title of course applied for

In order to be eligible for funding, your course must be industry recognised. Please give the full title of your course, including the awarding body.

Course Level

Please state the qualification level of your course, for example: City and Guilds Media Level 3 | Postgraduate | GNVQ Level 3 Media | BTEC National etc. If you are unsure of your qualification level, please enquire with your course provider.

Course start and end dates

Please state the first and last date that you will attend your course.

Part-time course

If the course is part time, please state the number of hours of study per week.

College/university address and course administrator and Offer letter

Please give the full address of the college or university where you have been offered a place. If you have received confirmation details from the college, this may include the name of the course administrator. Please indicate if you have received a course offer letter and if so, please include with your application.

Application Check List

Please use this check list to ensure that you have completed the application pack.

Qualification and Training

Please give details of your educational qualifications, including the year in which you took them, the place that you took them and the overall grade achieved.

Employment

Please give details of your previous relevant employment. Give the name of the employer, a brief description of your duties and your reason for leaving. Also include any media related work experience.

Have you applied for a grant for this course? Please give details

The trustees need to know that you have tried and failed to secure other means of funding. State who you have applied to, how much you applied for, when you applied, what this was to cover and the outcome. If you have not heard back about whether you have been successful, please state when you expect to hear. Your application will be processed, but please contact the fund administrator when you have received a decision.

Have you approached any companies for sponsorship?

Some media companies will sponsor students through college. In return, the student works for the company during holidays or for a set period of time once the course is completed. Please state whether you have applied to any companies for sponsorship. Detail the companies applied to, when you applied, the amount applied for and the details of the funding. If you have not heard back about whether you have been successful, please state when you expect to hear. Your application will be processed, but please contact the fund administrator when you have received a decision.

ABOUT YOU

The following questions are designed to find out why you have chosen to undertake this course and enter into the media industry. As a George Viner Scholar, you will receive funding for your course; be entitled to an NUJ mentor, as well as the opportunity for additional professional training and career guidance. Therefore, the trustees need to know that you will make full use of these services and that you have the drive and determination to succeed in the media once you have completed your course. This section is the most critical to impressing the Trustees. The more informed you are, the more likely it is that your application will go through to the next stage.

If you do not complete the course, funded by the George Viner Memorial Fund, then the charity may seek to re-claim some or all of the costs incurred.

Why have you chosen to work in the media?

Discuss what appeals to you about the media and why you think you have the characteristics to succeed in this demanding industry.

Which area of the media would you like to work in?

'The media' is a broad name encompassing a number of occupations within the following industries: magazines, newspapers, broadcasting, press office, books, research, photo-journalism etc. Give details about which area most appeals to you and why. If you are not sure which area you would like to specialise in, explain how you will decide.

What is your ultimate career aim?

Include your ultimate career aim or dream job and the steps that you will take to achieve it. What do you plan to do immediately after completing your course? What level of job do you expect to be qualified for? How will you develop the edge to achieve your dreams? Remember, everyone wants to be a presenter, why will you succeed where so many others fail?

How will you use this course to help you achieve your career aim?

Please state your expectations of the course and what skills you hope to learn or develop. Why you chose this course instead of any other media course.

What have you done so far to further your interests in journalism?

Mention previous courses; relevant work experience or voluntary work; any published articles or features; involvement in student magazines etc. If you have had work published, please enclose examples with your application.

Budget

The trustees need to know that you have properly accounted for all the costs involved in your course. You should list all the costs that you expect to incur over the duration of your course and how you plan to cover them. Some example costs are given but ensure that you include **all costs that you are predicting** and that they are realistic. You should also include details of any additional money that you will receive, for example, from part time jobs or sponsorship from other means.

You are strongly advised to read all the course literature from your college carefully. Many colleges state a fee for tuition only; however, there will be additional costs for college and exam board registration. This can add up to a significant amount and you will not be able to apply for additional money after submitting this application.

This is an example of how your completed budget might look.

George Viner Memorial Fund Trust Application Form Budget				
Item	Qty	Unit price	Total	Description
Expenditure				
Accommodation				
Books	2	£20	£40	Writing for Radio Studio Production Writing a Radio Script
Course Fees			£2,500	6-month course
Travel Costs	26 0	£1.50	£390.00	Bus fare £3.00 per day x 5 days a week x 26 weeks
Other Expenditure			£10	32GB USB Flash drive
Total Expenditure			£2,940	

Income				
George Viner Sponsorship			£2,940	Amount requested from Trust
Other income	26	£39	£1,019	Saturday job £5.60 per hr x 7hrs a week
Total Income			£3,959	

Surplus (income – expenditure)	£1,019
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Total amount requested from the George Viner Memorial Fund	£2,940
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Total amount requested

Once you have completed your budget please state the total amount that you are requesting from the George Viner Memorial Fund Trust.

Referees

Please give the names of two people who can be contacted to give a reference. These people should not be related to you but must be able to answer questions on your reliability and suitability to your chosen course.

Please ensure that you sign and date your application. This signature proves that the information you have given is true and that you understand and agree to the Conditions of Sponsorship. If you are selected for an interview, you will be asked to sign a copy of the conditions of sponsorship.

Please see the news section of the website for details of the deadline. Applications received after the deadline will not be accepted under any circumstance. If you are posting your form close to the deadline date you are advised to send it by guaranteed delivery.

Privacy Notice

Please read the privacy notice and confirm your agreement, by signing and returning alongside your application.

Offer Letter

If you have been sent an offer letter for your course, please attach to your application.

GDPR Privacy Notice

Please read, sign and return in order to confirm your agreement.

Your signed application, alongside the above, should be returned by email to georgeviner@nuj.org.uk

George Viner Memorial Fund 2020/21 DEADLINES	
Deadline for receipt of applications	17 July 2020
Shortlisting	To be advised
Interviews	To be advised



Conditions of Sponsorship

Charity Registration Number 328142

The George Viner Memorial Fund is open to **Black and Asian** students who meet the following criteria:

- Are in receipt of a formal offer of a place on a course within the fields of print, broadcasting, photographic or online journalism. But not having already commenced the course.
- The course is an industry-recognised media course, based in the UK or Ireland.
- Be a citizen of the UK or Ireland.
- Be resident and planning to continue in education or start a professional career within the UK or Ireland, within the media industry.
- Not be receiving a student loan or other sponsorship to cover the costs of the course applied for.
- Not have been a recipient of funding from the George Viner Memorial Fund in any previous year.

Conditions of sponsorship

- Applicants must provide evidence that they have been offered a place on the college/university course specified in the application.
- Sponsorship will only be paid once the student has commenced their studies.
- Course fees will be paid in instalments, directly to the institution.
- Once a grant has been agreed by the Trustees, no revised costing or requests for donations will be accepted.
- Copies of receipts for all funding spent on travel and books, must be sent to the Trust Administrators during the period to which sponsorship applies.
- Money for travel and other purchases will be paid to the student after presentation of receipts.
- Travel and other purchases will only be reimbursed to the amounts given in the application form.

It should be noted that if the student fails to complete the course, for which funding has been provided, the charity may seek to re-claim some or all of the costs incurred, directly from the student.

Any student in receipt of sponsorship must:

- Assist with fund publicity, including photographs, writing of articles, biographies, and interviews.
- Attend the annual award ceremony in February.
- Be willing to have their work published by the Trust through any publishing outlet decided upon by the charity and including the NUJ website and the NUJ's magazine.
- Produce a report at the end of their course giving a progress report and outlining future goals and aspirations and give information on work placements or job opportunities secured.
- Consider taking up student membership of the National Union of Journalists.

The charity reserves the right to use all material relating to the charity's activities including publicity, advertising, written copy and photographs.

The Trustees of the George Viner Memorial Fund Trust reserve the right to change any of the above conditions and any rules that govern the administration of the Trust.

The Trustees decision is final. Once an application has been accepted or declined there is no opportunity to appeal and no adjustments will be made to grant amounts.

I have read and understood the above conditions and agree to be bound by them.

Signed: _____

Name: _____ Date: _____



Application for sponsorship 2020 / 2021 courses

Charity Registration number 328142

YOUR DETAILS			
Title			
Surname		First Names	
Home Address			
Term Time Address			
Home Telephone			
Personal Mobile			
Personal Email			
Age		Date of Birth	

YOUR ETHNICITY			
(Please indicate which applies)			
Asian or Asian British	Black or Black British	Mixed race	Other groups
Bangladeshi	African	Asian & White	Arab
Indian	Caribbean	Black African & White	Chinese
Pakistani		Caribbean & White	
Other Asian background please specify:	Other Black background please specify:	Other Mixed background Please specify:	Other minority ethnic group - please specify:

YOUR COURSE			
Name of college or university offering you a place			
Title of course applied for			
Course level			
Course start date		Course end date	
Full-time course		Part-time course	
College/university address			
Course administrator			
Have you received an offer letter			

APPLICATION CHECK LIST	
I have completed and signed my application	
I have read, signed and attached the GVMF conditions of sponsorship	
I have read, signed and attached the GVMF privacy notice	
I attach a copy of my offer letter, if available	

QUALIFICATIONS AND TRAINING

(starting with the most recent)

Date	Details of education	Grade

EMPLOYMENT

(starting with the most recent)

Date	Employer, brief description of duties	Reason for leaving

HAVE YOU APPLIED FOR A GRANT FOR THIS COURSE?

(If yes, please give details)

Organisation	Date	Amount	Details of application	Outcome

HAVE YOU APPROACHED ANY COMPANIES FOR SPONSORSHIP?

(If yes, please give details)

Organisation	Date	Amount	Details of application	Outcome

Why have you chosen to work in the media?

Which area of the media would you like to work in?

What is your ultimate career aim?

How will you use this course to help you achieve your career aim?

What have you done so far to further your interests in journalism?

George Viner Memorial Fund Trust
Application Form Budget

Item	Qty	Unit Price	Total	Description
Expenditure				
Accommodation				
Books				
Course Fees				
Travel Costs				
Other Expenditure				
Total Expenditure				

Income				
George Viner Sponsorship				
Other income				
Total Income				

Surplus (income – expenditure)	
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Total amount requested from the George Viner Memorial fund	
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Please provide details of two people who would be willing to provide references.

Referee 1

Name	
Address	
Email address	
Telephone	
Relationship to applicant	

Referee 2

Name	
Address	
Email address	
Telephone	
Relationship to applicant	

Please note deadlines below:

George Viner Memorial Fund 2020/21 DEADLINES

2020/21 Deadline for receipt of applications Applications received after the deadline will not be accepted under any circumstance.	17 July 2020
2020/21 Shortlisting	To be advised
2020/21 Interviews	To be advised

Application packs should be emailed to georgviner@nuj.org.uk.

I declare that the information given on this form is correct and complete.

Signed _____ Date: _____

GDPR PRIVACY NOTICE FOR GEORGE VINER MEMORIAL FUND APPLICANTS

Data controller (“the Company”): *George Viner Memorial Fund Trustee and The General Secretary, National Union of Journalists, Headland House, 72 Acton Street, London WC1X 9NB.*

Introduction

As part of any selection process, the George Viner Memorial Fund, via the NUJ collects and processes personal information, or personal data, relating to fund applicants. This personal information may be held by the NUJ on paper or in electronic format.

The NUJ is committed to being transparent about how it handles your personal information, to protecting the privacy and security of your personal information and to meeting its data protection obligations under the General Data Protection Regulations (“GDPR”) and the Data Protection Act 2018. The purpose of this privacy notice is to make you aware of how and why we will collect and use your personal information during this application process ‘the process’. We are required under the GDPR to notify you of the information contained in this privacy notice.

This privacy notice applies to all applicants, whether they apply for a scholarship directly or indirectly through a learning establishment. It is non-contractual.

If you have any questions about this privacy notice or about how we handle your personal information, please see our NUJ Privacy Notice <https://www.nuj.org.uk/privacy/> or you can email datacontroller@nuj.org.uk, or write to NUJ Data Controller, National Union of Journalists, Headland House, 72 Acton Street, London WC1X 9NB.

Data protection principles

Under the GDPR, there are six data protection principles that the NUJ must comply with. These provide that the personal information we hold about you must be:

1. Processed lawfully, fairly and in a transparent manner.
2. Collected only for legitimate purposes that have been clearly explained to you and not further processed in a way that is incompatible with those purposes.
3. Adequate, relevant and limited to what is necessary in relation to those purposes.
4. Accurate and, where necessary, kept up to date.
5. Kept in a form which permits your identification for no longer than is necessary for those purposes.
6. Processed in a way that ensures appropriate security of the data.

The NUJ is responsible for, and must be able to demonstrate compliance with, these principles.

What types of personal information do we collect about you?

Personal information is any information about an individual from which that person can be directly or indirectly identified. It doesn’t include anonymised data, i.e. where all identifying particulars have been removed. There are also “special categories” of personal information, and personal information on criminal convictions and offences, which requires a higher level of protection because it is of a more sensitive nature. The special categories of personal information comprise information about an individual’s racial or ethnic origin, political opinions, religious or philosophical beliefs, trade union membership, health, sex life or sexual orientation and genetic and biometric data.

The NUJ collects, uses and processes a range of personal information about you during the selection process. This includes:

- your contact details, including your name, address, telephone number and personal e-mail address (2)
- personal information included in a CV, cover letter or interview notes
- references
- information about your right to work in the UK and copies of proof of right to work documentation
- details of your skills, qualifications, experience and work history
- details of your landlord, if applicable

The Company may also collect, use and process the following special categories of your personal information during this process for example: -

- whether or not you have a disability for which the NUJ needs to make reasonable adjustments during the selection process

How do we collect your personal information?

The NUJ collects personal information about you during the process either directly from you or sometimes from a third party such as a learning establishment. We may also collect personal information from other external third parties, such as references from current and former clients/employers. Other than agencies, the NUJ will only seek personal information from third parties during the process, once an award of a scholarship has been made to you.

You are under no statutory or contractual obligation to provide personal information to the NUJ during the process.

Your personal information may be stored in different places, including on your application record, in the NUJ's internal systems and in other IT systems, such as the e-mail system.

Why and how do we use your personal information?

We will only use your personal information when the law allows us to. These are known as the legal bases for processing. We will use your personal information in one or more of the following circumstances:

- where we need to do so to take steps at your request prior to entering into a contract with you, or to enter into a contract with you (1)
- where we need to comply with a legal obligation (2)
- where it is necessary for our legitimate interests (or those of a third party), and your interests or your fundamental rights and freedoms do not override our interests (3).

The purposes for which we are processing, or will process, your personal information are to:

- manage the selection process and assess your suitability for scholarship
- decide to whom to offer a scholarship
- comply with statutory and/or regulatory requirements and obligations, e.g. checking your right to work in the UK
- comply with the duty to make reasonable adjustments for disabled applicants and with other disability discrimination obligations
- ensure compliance with your statutory rights
- ensure effective -, business administration
- enable us to establish, exercise or defend possible legal claims
- *In accordance with the fund terms and conditions as stipulated in the Governing document. This may mean also sharing your personal information with the Charity Commission and their staff to facilitate compliance with charity law.*

Please note that we may process your personal information without your consent, in compliance with these rules, where this is required or permitted by law.

What if you do not provide personal information?

If you do not provide certain personal information when requested, we may not be able to process your application properly or at all, we may not be able to enter into a scholarship with you, or we may be prevented from complying with our legal obligations. You may also be unable to exercise your statutory rights.

Why and how do we use your sensitive personal information?

We will only collect and use your sensitive personal information, which includes special categories of personal information

when the law additionally allows us to.

Some special categories of personal information, i.e. information about your health, is also processed so that we can perform or exercise our obligations or rights under employment law and in line with our data protection policy.

We may also process information about your health and information about any criminal convictions and offences where we have your explicit written consent. In this case, we will first provide you with full details of the personal information we would like and the reason we need it, so that you can properly consider whether you wish to consent or not. It is entirely your choice whether to consent. Your consent can be withdrawn at any time.

The purposes for which we are processing, or will process, health information and information about any criminal convictions and offences, are to:

- comply with the duty to make reasonable adjustments for disabled applicants and with other disability discrimination obligations
- ensure compliance with your statutory rights
- ensure effective business administration

We may also occasionally use your special categories of personal information, and information about any criminal convictions and offences, where it is needed for the establishment, exercise or defence of legal claims.

Change of purpose

We will only use your personal information for the purposes for which we collected it, i.e. for the selection exercise for which you have applied.

However, if your application is unsuccessful, the NUJ may wish to keep your personal information on file for a limited period in compliance with a legal requirement to do so.

Who has access to your personal information?

Your personal information may be shared internally within the NUJ for the purposes of the selection exercise, including with members of the Personnel department, members of the trustees selection team, and IT staff if access to your personal information is necessary for the performance of their roles.

The NUJ will not share your personal information with third parties during the selection process unless your application is successful, and we make you an offer of a scholarship. At that stage, we may also share your personal information with third parties (and their designated agents), including:

- former employers/clients, to obtain references
- professional advisors, such as lawyers
- The funding provider/the Charity Commission / NUJ auditors in the form of the contract
- NUJ website and promotional material

We may also need to share your personal information with a regulator or to otherwise comply with the law.

We may share your personal information with third parties where it is necessary at your request to enter into a contract with you, or to enter into a contract with you, where we need to comply with a legal obligation, or where it is necessary for our legitimate interests (or those of a third party).

How does the NUJ protect your personal information?

The NUJ has put in place measures to protect the security of your personal information. It has internal policies, procedures and controls in place to try and prevent your personal information from being accidentally lost or destroyed, altered, disclosed or used or accessed in an unauthorised way. In addition, we limit access to your personal information to those

employees, workers, agents, contractors and other third parties who have a business need to know in order to perform their job duties and responsibilities. You can obtain further information about these measures by emailing: datacontroller@nuj.org.uk.

Where your personal information is shared with third parties, we require all third parties to take appropriate technical and organisational security measures to protect your personal information and to treat it subject to a duty of confidentiality and in accordance with data protection law. We only allow them to process your personal information for specified purposes and in accordance with our written instructions and we do not allow them to use your personal information for their own purposes.

The NUJ also has in place procedures to deal with a suspected data security breach and we will notify the Information Commissioner's Office (or any other applicable supervisory authority or regulator) and you of a suspected breach where we are legally required to do so.

For how long does the NUJ keep your personal information?

The NUJ will only retain your personal information for as long as is necessary to fulfil the purposes for which it was collected and processed.

If your application for a scholarship is unsuccessful, the NUJ will generally hold your personal information for six months after the end of the relevant selection exercise but this is subject to: (a) any minimum statutory or other legal, tax, health and safety, reporting or accounting requirements for particular data or records, and (b) the retention of some types of personal information for up to six years to protect against legal risk, e.g. if they could be relevant to a possible legal claim in a tribunal, County Court or High Court. If your application for scholarship is successful, personal information gathered during the selection process will be retained in accordance with this privacy notice.

Personal information which is no longer to be retained will be securely and effectively destroyed or permanently erased from our IT systems and we will also require third parties to destroy or erase such personal information where applicable.

In some circumstances we may anonymise your personal information so that it no longer permits your identification. In this case, we may retain such information for a longer period.

Your rights in connection with your personal information

As a data subject, you have a number of statutory rights. Subject to certain conditions, and in certain circumstances, you have the right to:

- request access to your personal information - this is usually known as making a data subject access request and it enables you to receive a copy of the personal information we hold about you and to check that we are lawfully processing it
- request rectification of your personal information - this enables you to have any inaccurate or incomplete personal information we hold about you corrected
- request the erasure of your personal information - this enables you to ask us to delete or remove your personal information where there's no compelling reason for its continued processing, e.g. it's no longer necessary in relation to the purpose for which it was originally collected
- restrict the processing of your personal information - this enables you to ask us to suspend the processing of your personal information, e.g. if you contest its accuracy and so want us to verify its accuracy
- object to the processing of your personal information - this enables you to ask us to stop processing your personal information where we are relying on the legitimate interests of the business as our legal basis for processing and there is something relating to your particular situation which makes you decide to object to processing on this ground
- data portability - this gives you the right to request the transfer of your personal information to another party so that you can reuse it across different services for your own purposes.

If you wish to exercise any of these rights, please email our datacontroller@nuj.org.uk. We may need to request specific information from you in order to verify your identity and check your right to access the personal information or to exercise

any of your other rights. This is a security measure to ensure that your personal information is not disclosed to any person who has no right to receive it.

In the limited circumstances where you have provided your consent to the processing of your personal information for a specific purpose, you have the right to withdraw your consent for that specific processing at any time. This will not, however, affect the lawfulness of processing based on your consent before its withdrawal. If you wish to withdraw your consent, please contact our datacontroller@nuj.org.uk. Once we have received notification that you have withdrawn your consent, we will no longer process your personal information for the purpose you originally agreed to, unless we have another legal basis for processing.

If you believe that the NUJ has not complied with your data protection rights, you have the right to make a complaint to the Information Commissioner's Office (ICO) at any time. The ICO is the UK supervisory authority for data protection issues.

Transferring personal information outside the European Economic Area

The NUJ will not transfer your personal information to countries outside the European Economic Area.

Automated decision making

Automated decision making occurs when an electronic system uses your personal information to make a decision without human intervention.

We do not envisage that any selection decisions will be taken about you based solely on automated decision-making, including profiling.

Changes to this privacy notice

The NUJ reserves the right to update or amend this privacy notice at any time. We will issue you with a new privacy notice when we make significant updates or amendments. We may also notify you about the processing of your personal information in other ways.

Contact

If you have any questions about this privacy notice or how we handle your personal information, please email our datacontroller@nuj.org.uk and further information can be found on our website under the NUJ's privacy policy <https://www.nuj.org.uk/privacy/>

I acknowledge receipt of this privacy notice and I confirm that I have read and understood it.

Signed: _____

Print name: _____

Dated: _____