



Application Guidance

Charity Registration Number 328142

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.

Please complete the application form electronically. Print, sign, date and scan the completed application to georgeviner@nuj.org.uk. If scanning your application will prohibit you from applying, please contact us by email. Applications received after the deadline, 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.
Name	Full name
Address	Current address and term time address, 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

Name of college / university offering 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
Post Graduate
GNVQ Level 3 Media
BTEC National

If you are unsure of your qualification level, please enquire with your course provider.

Length of course

Please state full or part time and length of course in months or years. If the course is part time, please state the number of hours of study per week.

College 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.

Ethnic Monitoring Information

Please tick one box. This information will not have any bearing on the success of your application and is just to facilitate monitoring of the fund.

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.

Previous 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?

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				
	Qty	Unit price	TOTAL	Comments
Expenditure				
Accommodation				
Books	2	£20	£40	Writing for Radio Studio Production Writing a Radio Script
Course Fees			£2,500	6-month course
Travel Costs	260	£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	

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.

Conditions of Sponsorship

Please read the conditions of sponsorship and confirm your agreement, by signing and returning alongside your application.

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.

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

Dates

GV 2019/20 Deadline for receipt of applications	31st May 2019
GV 2019/20 Shortlisting	To be announced
GV 2019/20 Interviews	To be announced

Please note that applications for 2019/20 will not be accepted after this date.