Grants for skills re-training/refresher courses

The Book Trade Charity - BTBS is the welfare charity for the Trade. It recognises that being unemployed is a welfare issue, and offers grants, at the Board’s discretion and to those who are eligible, for help in improving or developing skills through training, where this will help in obtaining employment. The funds for the pilot scheme, provided through donations by companies in the Book Trade and by The Paul Hamlyn Foundation, have now been exhausted but due to the success of the scheme the Society has decided to include it under its normal Grants programme.

It is expected that applicants who receive re-training grants, and are successful in obtaining re-employment will, within a reasonable time, make an equivalent donation back to The Society, in order to allow other unemployed people to benefit from the scheme in the future.

Eligibility criteria:

1. Applicants will be unemployed or facing unemployment, but will have worked for a significant proportion of their working life in the Book Trade* - minimum of twelve months - and normally be intending to stay in the Trade, with a demonstrable commitment.

2. There are no age limits, but the applicant must be both available for, and actively seeking, work in the Trade, except for the duration of a full-time course.

3. The scheme is to facilitate skills training, on recognised schemes, and the planned training is with the objective of regaining employment. The selection process takes note of the applicant’s justification for the application, and what it is hoped will be achieved by taking the particular training course.

4. The maximum grant per applicant is £1,000, the normal grant given is about £500.

5. Payment will normally be made directly to the course provider.

6. Successful applicants are required to submit an assessment report to BTBS after the training, and undertake to inform us when and if they obtain re-employment.

7. Applicants will understand that grants are repayable to The Society within a reasonable time of obtaining re-employment, to enable others to benefit from the scheme’s continuation. The grant will not have interest charged, and is not repayable if the applicant remains unemployed.

8. All decisions of The Society are final and are not subject to review or appeal.

*The Society offers assistance to those who have earned their living to a significant degree from the UK Book Trade, whether as employees, self-employed or free-lance, in functions relating to the publishing and selling of books, including but not limited to editing, proof-reading, translating; art, design and illustration; sales, representation and marketing; personnel, finance, IT and other administrative functions; distribution, including warehousing; functions relating to wholesaling and retailing, including new, second-hand and antiquarian books, across the spectrum of administrative tasks through to bookselling. It operates where there is no other major organisation primarily interested in the welfare of the specific group, which therefore excludes authors, printers, bookbinders and librarians.

Please give any other information you feel BTBS should be aware of, including any other applications to charities, or decisions pending on the award of State benefits. (Continue overleaf if necessary)
Application:

We would be grateful if you could complete this form, as far as you are able, and return it to the address above. We will treat this information as strictly confidential. If there is insufficient space, continue on a separate piece of paper, identified with your name and firmly attached to this form.

Your Surname ___________________________ Forename(s) ___________________________

Title _______ Marital Status _______ Maiden Name or former names _____________________

Address ________________________________________________

Post Code ___________________ Telephone Number ____________________________

email: __________________________ Date of Birth __________________________

Relevant Trade education and training:

Institution _______ Dates _______ Course, and qualifications obtained

_____________________________________________________________________________

_____________________________________________________________________________

_____________________________________________________________________________

Previous Trade employment history: (If Self-employed, or Freelance, please give as much detail as possible of work within the Book Trade):

Employer _______ Dates _______ Position and duties

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Course requested (please give as much detail as possible, including training organisation and centre, contact name, course title, dates and times, costs)

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How will this course help you to regain employment?:

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I am enclosing Bank statements/payslip/other documentation in support of my application. (please delete as appropriate).

I confirm that the information given in this application is true and accurate.
I understand that if a grant is offered, it can only be used for the specific course requested.
I understand that any grant offered will not incur any interest, but that should I become re-employed, I undertake to make an equivalent donation to The Society within a reasonable time, to enable others to benefit from the scheme.

Signed ________________________________ Date ________________________________
Your Expenditure
Please complete one box in each of these sections, marking ‘nil’ if appropriate:

<table>
<thead>
<tr>
<th>Item</th>
<th>Per Week £</th>
<th>Per 4-Week £</th>
<th>Per Month £</th>
<th>Per Quarter £</th>
<th>Per year £</th>
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<td>Rent or Mortgage</td>
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<td>Home help/medical/social support Costs</td>
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<td>Water Rates</td>
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<td>Council Tax, after any reductions</td>
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<td>House contents/Property insurances</td>
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<td>TV Licence</td>
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<td>Telephone</td>
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<td>Car Costs: Tax/Insurance/Servicing/MOT/fuel:</td>
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<td>Loans etc (please give details over of any overdrafts/debts (lender, amount owing, monthly repayment):</td>
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Your Income
Please complete, as above, giving details of the source where appropriate. If married/co-habiting, please state if joint income. Please send copies of your last two bank statements (or originals which will be returned) and (if employed) your last payslip.

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<thead>
<tr>
<th>Item</th>
<th>Per Week £</th>
<th>Per 4-Week £</th>
<th>Per Month £</th>
<th>Per Quarter £</th>
<th>Per Year £</th>
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<tr>
<td>Earnings, if employed (net of tax, NI, pension contributions)</td>
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<td>State pensions</td>
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<td>Company/private pensions</td>
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<td><strong>State benefits:</strong> Pension credit</td>
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<td>Income Support:</td>
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<td>Job Seekers Allowance:</td>
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<td>Attendance Allowance:</td>
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<td>Disability Allowances (please detail type):</td>
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<td>Other benefits: (type):</td>
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<td>Contributions from your family:</td>
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<td>Grants from Charities, other than BTBS: (please detail):</td>
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<td>Income from Savings. Please detail amount invested, and where:</td>
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<td>Any other income: (detail)</td>
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