

## UNISON Educational Grants 2021

### Trade Union & Labour Studies and Women's Studies

UNISON offers grants to help members who wish to study Trade Union & Labour Movement and Women's Studies courses.

The grants available to members studying at their own expense are:

- ❖ Certificate or Diploma Grants of up to £500 for members on Trade Union and Labour Movement or Women's Studies courses
- ❖ BA Grants of up to £500 for members on Trade Union and Labour Movement or Women's Studies courses
- ❖ Masters Degree Grants of up to one-third of fees for a union representative studying Trade Union and Labour Studies or Women's Studies.

*"I wanted to take time out to say a deep and heartfelt thank you for all your support while I have been doing the BA in International Labour and trade union studies at Ruskin. You can't imagine how much of a difference it made to me while I was studying especially at times when I changed jobs and money was really tight. I have now graduated and I can hardly believe it. As a teenage mum I thought I had lost every chance to enter higher education, as family priorities work priorities all took a precedent. Building that self belief that my life experience counted for something, that I really could achieve success with the ongoing support and encouragement was absolutely crucial. I thank UNISON from the bottom of my heart, for all the support you gave me. "*

*Elizabeth, North West Region*

\*see over for full details of these grants, how to apply and the application form.

# **UNISON Educational Grants 2021**

## **Trade Union & Labour Studies and Women's Studies**

**Certificate or Diploma Grants for members on Trade Union and Labour Movement or Women's Studies courses:** UNISON offers a limited number of grants towards course costs for members studying part-time. Course costs include fees, residential sessions, travel, and course books. The number and size of grants offered depends on course costs and the number of applicants. It is usually around £500. Preference is given to members who do not already have a qualification at this level or above. We are keen to hear from members who are actively involved in their branch.

**BA Grants for members on Trade Union and Labour Movement or Women's Studies courses:** A limited number of grants of up to £500 towards course costs for members studying part-time. Course costs include fees, residential sessions, travel, and course books. Members may want to apply to the government backed Student Loan Company for a fee loan. The number and size of grants offered depends on course costs and the number of applicants.

**Masters Degree Grants for union representatives studying the Trade Union and Labour Movement or Women's Studies** A limited number of grants of up to one-third of annual fees are available to union reps studying part-time at their own expense\*. The size and number of grants will depend on fees charged and the number of applications received. These grants are aimed at UNISON activists wishing to further their trade union experience and consideration will be given to the level of activity of applicants within their branch.

### **General Grant Criteria**

- For all grants listed above a copy of your course registration and proof that you are personally paying the full cost of course fees will be required before a grant can be paid. In certain circumstances we may look at offering a grant even if you are receiving money from elsewhere.
- Grants are offered on a first-come, first-served basis until funding is spent. Preference will be given to complete applications that have the required supporting documents.
- You must be a member of UNISON for at least 4 weeks prior to applying for a grant, have no arrears of subscriptions, and continue to pay membership subscriptions during the time you are supported by a grant.
- Each member can only receive one UNISON educational grant in each calendar year, up to a maximum of four grants.
- Grants are made at the discretion of the NEC Development & Organising Committee.

- The course you wish to study must start in 2021
- Where possible grants are paid directly to the college or institution where you are studying and, if not to your bank account by BACS payment – please complete the BACS payment form attached
- Please note that there are no trade union and labour studies financial grants available for PhD study or research.

### **What should I provide as proof of payment?**

- A copy of the receipt from your course provider that shows you have paid the full amount of fees, or if you are undertaking an online course a copy of the email confirming your payment, this should also include the title of the course and the start date.
- If you are in receipt of a student loan for your course please send a copy of your student finance letter/agreement, this should include the date the letter was issued, the academic year the loan is for and the details of your course.
- If you are paying for your course in instalments you will need to provide either:
  - 1) a copy of the receipt that shows you have paid a deposit for the course and a copy of an instalment plan/payment agreement between you and the course provider or;
  - 2) copies of receipts showing that you have paid for the course in instalments

### **How do I apply?**

- Complete and sign the application form and the BACS form.
- Provide a copy your course registration and proof that you are paying the full cost of course fees yourself (receipt / student finance agreement).
- Give the application form to your branch and ask them to complete section 2 (payments may be delayed if this section is blank when received by the Grants Administrator as the forms have to be sent back to the branch). If you are unsure of your branch please contact Unison Direct on 0800 0847 847
- Ask the branch to send the application form back to the address on the form
- Return your completed BACS form and the proof of registration and payment direct to the Grants Administrator.

All forms can be scanned and emailed to save time and ensure delivery.

Forms must reach us by the closing date of **8<sup>th</sup> October 2021**.

***Please note that we cannot process your application until we have received the signed application form (both sections 1 & 2), your proof of payment and your BACS form.***

All forms and supporting documents should be returned to:

**Grants Administrator,  
UNISON Learning & Organising Services,  
130 Euston Road,  
London.  
NW1 2AY  
Tel: 020 7121 5116**

**Email: [learningandorganising@unison.co.uk](mailto:learningandorganising@unison.co.uk)**

# 2021 Grant Application Form for Trade Union & Labour Studies and Women's Studies

## SECTION ONE

**All sections MUST be completed by the member**

Please read the application criteria above before completing this form

**Grant you are applying for (tick one):**

Certificate/Diploma Grant

BA Grant

Masters Degree Grant

**YOUR DETAILS:**

<b>Membership No.</b>			
<b>First name</b>		<b>Last name</b>	

<b>Home address:</b>			
<b>Postcode:</b>		<b>Phone no. (day time):</b>	
<b>Email:</b>			

*Note – some employers have firewalls that block our emails so a personal email address would be preferable if you have one. The email address given here is where all correspondence regarding your application will be sent to.*

<b>Your Branch:</b>		
<b>Length of UNISON membership:</b>	<b>years</b>	<b>months</b>
<b>If you hold any positions in your UNISON branch tell us which branch position(s) you hold:</b>		

<b>Occupation:</b>	
<b>Working hours per week (Please tick):</b>	
<input type="checkbox"/> Less than 10 hours <input type="checkbox"/> 10 – 20 hours <input type="checkbox"/> 20 – 30 hours <input type="checkbox"/> 30 + hours	
<i>*Please note that preference may be given to lower paid members</i>	

**Please tick to indicate the highest level of qualification you have obtained, i.e. from school, college, etc. There is no need to provide any more details.**

- Entry and NVQ Level 1 (e.g. GCSEs D-G / CSE levels 2-5)
- NVQ Level 2 (e.g. GCSEs A-C / CSE 1 / O-Level A-C)
- NVQ Level 3 (e.g. A/AS levels)
- NVQ Level 4 and above (e.g. HNC / CertHE)
- NVQ Level 5 and above (e.g. HND / DipHE)
- NVQ Level 6 and above (e.g. first level degree)
- None

*\*Please note that learning grants can only be claimed for courses up to first degree level. Preference is given to applicants with little or no previous qualifications*

### THE COURSE YOU WANT TO STUDY

We use this information to confirm that the course you're applying for qualifies for a grant. The amount paid in a grant will depend on the cost of your course and whether you are paying the full amount yourself.

<b>Name of course</b>			
<b>Name of course provider</b>			
<b>Course Level (if applicable)</b>		<b>Course fee for this year</b>	
<b>Start date</b>		<b>Duration of course (years/months)</b>	
<b>End date</b>			
<b><i>NB: we can only award grants for study undertaken in the current year (i.e. we cannot accept backdated or postdated applications)</i></b>			
<b>If your course is more than one year, for example if you are studying a degree which year is this (e.g. 2<sup>nd</sup> of 3 years):</b>			
<b>Are you meeting the full cost of the course fees yourself?</b> <input type="checkbox"/> Yes <input type="checkbox"/> No			
<b>Have you applied for or are receiving any funding from elsewhere?</b> <input type="checkbox"/> Yes <input type="checkbox"/> No			

**If yes please provide details of who is providing funding for your course and how much is being paid towards your fees.**

**Please explain why you would like to do the course.**

*\* Please try to provide as much information as possible, this section will help us determine your eligibility*

**Have you received a UNISON grant before? If yes please give details.**

The information you have provided will not be passed to any third party. It will be stored securely and destroyed after two years.

For more information on how UNISON uses your personal data, please go to:

[www.unison.org.uk/privacy-policy](http://www.unison.org.uk/privacy-policy)

### **Declaration and signature**

The information supplied in this application form is accurate to the best of my knowledge.

Applicant's signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Member: Now send your completed form to your branch to authorise:**

- Email a copy of your completed form to your branch asking them to complete Section 2, or pass them a paper copy to sign.
- Or, if you don't have contact details for your branch, send your completed form to the Grant Administrator (address below) and we will contact your branch for you.

Trade Union & Labour Studies and Women's Studies Grant –  
Application Form 2021

**SECTION TWO**

This section **MUST** be completed by the Branch Secretary or the Branch Education Coordinator

I confirm that:

\_\_\_\_\_ (please enter name of applicant)

- is at present a member of this branch of UNISON
- is not in arrears with subscriptions
- has completed the details in section one correctly to the best of my knowledge

<b>Branch Name</b>	
<b>Address</b>	
<b>Postcode</b>	

Branch signature: \_\_\_\_\_

Print Name: \_\_\_\_\_ Date: \_\_\_\_\_

**Branch:** Once you have completed Section 2, you can either email a copy of the form to [LearningAndOrganising@unison.co.uk](mailto:LearningAndOrganising@unison.co.uk) from the branch email address or sign a paper copy and return it to the address below:

**Grants Administrator  
UNISON Learning & Organising Services  
130 Euston Road  
London  
NW1 2AY**

**Tel: 020 7121 5116**

**THIS FORM MUST BE RECEIVED BY LAOS NO LATER THAN 8<sup>th</sup> OCTOBER 2021**



**UNISON TULS GRANT  
FORM FOR PAYMENT TO MEMBERS BY BACS**

**NB MEMBERS: To keep your bank details secure, print and complete this page by hand. DO NOT INCLUDE this when passing your application to your branch for approval/signature. Send it to UNISON Learning and Organising, 130 Euston Road, London NW1 2AY.**

The Union's preferred method for paying grants is to transfer money direct to members' bank accounts by BACS. This avoids the risk of cheques being lost or delayed.

Payments are processed on a weekly basis and members will be sent a remittance advice showing details of payments. This will be sent by email where possible to keep costs down. To enable us to process your payments by BACS, please complete the form below and return it to:

**UNISON Learning and Organising Services,  
UNISON Centre,  
130 Euston Road,  
London,  
NW1 2AY.**

**YOUR DETAILS**

**Name:**  
**(PLEASE PRINT)** \_\_\_\_\_

**Membership No.** \_\_\_\_\_ **Email Address:** \_\_\_\_\_

**Address:** \_\_\_\_\_

\_\_\_\_\_ **Postcode:** \_\_\_\_\_

**Please credit UNISON payments to my bank/building society:**

**YOUR BANK DETAILS**

<b>Bank or Building Society name</b>			
<b>Account Name</b>		<b>Sort code</b>	
<b>Account Number</b>		<b>Bank/building society reference (if applicable)</b>	

**Signed:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**THIS FORM MUST BE RECEIVED BY LAOS NO LATER THAN 8<sup>th</sup> OCTOBER 2021**

**If your application is unsuccessful, we will securely destroy this information**