



Application for Educational Grant



On behalf of the Fire Service Research and Training Trust

GUIDANCE NOTES FOR APPLICANTS

Criteria to be observed in the Award of Educational Grants

1. Applicants for an educational grant should be working within a fire, fire engineering, emergency planning, environmental or risk management sphere of work. Alternatively the person should be undertaking a recognised course of study associated with one of these areas.
2. Applications for educational grants will only be considered that make a contribution to the further development of knowledge in the fields of:-
 - Fire
 - Fire Engineering
 - Emergency Planning
 - Risk Management
 - Community Safety
 - Environmental Protection
3. A grant will not normally be paid if tuition fees for a course are being funded wholly by an employer or other sponsor.
4. Any financial rewards receivable by an applicant from other sources should be taken into account in the assessment of a grant application.
5. A grant application should be supported by and certified as being correct by a suitable referee.
6. A grant application will not be considered in respect of the following:-
 - Examination entry fees
 - Accommodation
 - Travel and Subsistence
7. The cost of books and equipment to support learning on a relevant course can be considered as a part of an application providing the whole cost and expense of such items are borne by the applicant.
8. The applicant will be required to submit at the time of making an application, proof of payment of tuition and other fees and proof of purchase of any support items. Such proof of payment must prove that the cost was borne by the applicant.
9. Grant applications will only be considered in respect of a course upon which the applicant is currently enrolled or intends to enroll. Retrospective applications will not be considered under any circumstances.

10. All grant applications must either be accompanied by the actual official receipts for the total monies expended upon a course of tuition or, in the event monies have not yet been expended, a letter from the course provider setting out the monies involved, followed in due course by proof of payment.
11. Where funding for courses are granted over the life of the course an annual review of the course work will be undertaken and annual proof of expenditure of monies will be required before ongoing payments are made.
12. Anyone receiving an educational grant for a course that extends beyond one year will be required to have an annual review of all course work.
13. Grant applications will be assessed in order of receipt at the Institution of Fire Engineers HQ. If the annual financial allocation by the Trust is exhausted, applications will be returned as not approved. An indication will be provided to applicants as to why their applications have been returned. If appropriate, applicants will be advised to reapply early in the following year.
14. All work produced by the applicant which furthers the development of knowledge in the areas identified in 2 above, may be jointly used by the applicant, IFE or the Trust to widen knowledge in that area.

FIRE SERVICE RESEARCH AND TRAINING TRUST

GRANT APPLICATION

Applicant's name: _____

Address: _____

Occupation: _____

Role: _____

I wish to apply for a grant from the Fire Service Research & Training Trust:

- a) towards expenditure incurred / to be incurred by me in furthering my studies which I consider to be conducive to the development of knowledge in the fields identified in Guidance Note 2.

Course Provider: _____

Course / Examination: _____

Cost of Course: _____
(Evidence of fees paid / to be paid must be attached)

Expected completion date of course or examination date: _____

or

- b) towards the cost of books totaling £ _____
(in this case evidence will be required that the cost of any tuition course has been paid from your own resources and borne by you)

Have you endeavored to obtain financial assistance from elsewhere?

Yes

No

If 'yes' please provide details including amount obtained if your application was successful:

If this grant application is not approved, how will this affect your proposed course of study?

Will you be in receipt of a financial reward in recognition of a successful outcome to your studies?

Yes

No

If 'yes' please give details and state amount:: _____

Applications will only be considered that make a contribution to the further development of knowledge in the fields of Fire, Fire Engineering, Emergency Planning, Risk Management, Community Safety and Environmental Protection. Please describe how your studies will satisfy this criteria:

Signed: _____ Date: _____

Please provide the name and address of a referee to support your application.

Referee to certify that to the best of my knowledge and belief, the above information and statement are correct.

Signed: _____ Date: _____