

Joseph Levy Education Fund – Guidance for Applicants

Please read this document before you begin filling in our application form as it will help you to do so

1. About the Joseph Levy Education Fund:

We know that furthering your education when you have Cystic Fibrosis can be a challenge. The Joseph Levy Education Fund exists to help with some of the additional financial costs associated with studying while living with Cystic Fibrosis.

The Education Fund provides eligible students with a small grant. The size of grant depends on the applicant's circumstances, the number of applications we receive and the total funds we have available. We award grants of up to a maximum of £600, however, this amount is not guaranteed. We will prioritise and target our resources towards those applicants with greatest need, so please only apply if you really need financial support. To help us with our decision, please provide as much information as necessary to clearly explain why the grant is needed. Please only request the maximum amount of £600 if you need to so that we can help as many people as possible to achieve their goals.

We make grants twice a year – in June and December. The **deadlines** for us to receive applications are:

- 31st May
- 30th November

2. How to apply:

You can apply by submitting an application online at www.jlef.org.uk or by printing our form from the Apply section of our website, completing it and posting it to us. Please refer to section 8 below for guidance on how to complete the form.

3. Eligibility criteria:

To apply to the Education Fund you must:

- Have Cystic Fibrosis.
- Be a UK resident.
- Want help to take a course at an accredited university, college or other educational institution or course provider.
- Be 18 or over at the time your course is due to start (although we will accept applications from people aged 16 or 17 who are not moving into formal further education and who wish instead to undertake vocational training).

You can apply again to the Education Fund if you have received a grant from us in the past. We usually award only one grant per person per year. However, we will consider awarding more than one grant each year if the total amount requested is no more than £600. For example, if someone applies for £250 to pay for a short vocational training course in May, they can apply again later in the year for a maximum of £350 to pay for another short vocational training course.

4. What we will support:

Our grants can be used to help with the costs of studying – specifically the additional costs associated with having Cystic Fibrosis. For example:

- to contribute towards living costs – such as travel (from college to hospital appointments), accommodation (eg the additional costs of having ensuite accommodation or keeping your accommodation warm enough), high calorie food costs.
- to purchase educational materials (eg books and equipment to be able to continue studying when you are admitted to hospital).
- to pay or contribute to vocational course fees where these are not fully covered by a student loan or funds from other sources (eg bursaries).

Please note that we will prioritise support for people who are studying for professional/career/employment development reasons rather than people who are studying purely for recreation or enjoyment.

5. Examples of courses we have previously supported:

Academic Courses (usually provided by universities and colleges):

- BA and BSc degrees
- Masters and PhD degrees
- Post Graduate Certificate in Education (PGCE / PGCertEd)
- AAT Level 2 Accounting Qualification

Vocational Courses (usually courses that prepare people to work in a specific trade):

- NVQ level 3 in Beauty Therapy
- Driving Instructor training
- Website Development certificate

6. Restrictions and exclusions:

We will not fund:

- The costs of studying at a private institution unless you can demonstrate there is no alternative course available at a statutory provider (such as a further education college).
- Gym fees, exercise equipment and white goods (eg fridges): the Cystic Fibrosis Trust offers grants for these– please see <https://www.cysticfibrosis.org.uk/life-with-cystic-fibrosis/support-available/financial-support/health-and-wellbeing-grants> (NB: support for gym fees is currently suspended due to the Covid-19 pandemic)
- Repayment of a student loan or other debts.

To ensure that we can provide the best support we can, we work closely with the Information and Support Team at the Cystic Fibrosis Trust (the Joseph Levy Education Fund is a programme of the Cystic Fibrosis Trust). The Trust has a range of other grants and provides financial advice to assist people with CF. When we assess your application to the Education Fund, we may suggest that you also approach the Trust for assistance.

7. Paying our grants:

We normally pay our grants in a single payment shortly after each grants round by cheque. However, we may make the payment by bank transfer.

8. Guidance on completing the application form:

Please read through these notes carefully before completing the form. You must complete all sections of the form. The decision to shortlist your application for further consideration will be made based on the information you provide. Incomplete applications will not be assessed.

When completing the application, please bear in mind the following:

- **Course Costs, Living Costs, Income, Other Sources of Funding:** Your income and expenditure information enables us to know the total cost of undertaking the course and how you plan to meet those costs. If there is too great a shortfall between the two sums, it may suggest that a small contribution from the Joseph Levy Education Fund would not be sufficient to enable you to undertake your studies. In this case, your application to us is unlikely to succeed.
- **Course Costs:** For courses lasting more than one year please tell us about the costs for the next year rather than for the whole of the course. For courses lasting less than a year please give us the amounts for the whole course.
- **Your Request to Us:** We award grants of up to £600. However, please only request the amount that you need up to this maximum so that we can help as many students with Cystic Fibrosis as possible. Please tell us clearly why you need financial help, how you would spend the grant and how it would benefit you in relation to your Cystic Fibrosis as this will help us to decide how much to award. If the amount you are requesting is to purchase item(s), for example a laptop, you must provide evidence of the cost of each item(s) such as a link to a webpage, a screenshot or a quote. If it is to contribute towards some costs such as ensuite accommodation, please clearly explain why it is necessary and, if possible, provide evidence for the additional costs involved.
- **Referees:** We need this information to be able to verify the details of your application during our assessment process. You should tell the people you list in this section that we may contact them about your application. Please ensure that the contact information you give for your referees is up to date as it may delay your application if we cannot contact them.

9. You must include the following items with your application:

- Brief details from the course provider of your proposed course of studies such as a leaflet or a link to a page describing the course.
- If possible, a certificate of attendance or a letter confirming you have been accepted on the course.
- If you are requesting help with the cost of a specific item, you must provide evidence of its cost such as a link to a webpage, a screenshot or a quote.

10. Conditions of grant:

If you are awarded a grant you must:

- Confirm to us that you have a place on the course before we will release the payment to you.
- At the end of the course, provide us with evidence that you have taken the course as planned and give us feedback about how the grant has helped you (please see our Grant Monitoring Form below).
- Keep us updated about any changes to your contact details.
- Be able to provide copies of receipts for any equipment you purchase with the grant.
- Give permission for us to use any information that you provide about the impact of the grant in order for us to promote the Education Fund to potential applicants or to raise

additional money for the Education Fund – including through social media or any other promotional methods or materials. We will only use this information in ways that ensure you cannot be identified. If the Education Fund wishes to use this information in a way that would identify you – for example as one of the case studies on our website - we will only do so if you give us your consent in advance.

11. Further Help or Information:

If you have any questions about the Joseph Levy Education Fund or about our application form please contact:

Maria Zava
Joseph Levy Education Fund
Email education@jlef.org.uk
Call 020 7616 1207

12. Other Sources of Help and Support:

Our website contains links to other possible sources of financial help and support:
www.jlef.org.uk/links.php

Joseph Levy Education Fund
Grant Monitoring Form – End of Grant

Please complete and return this form to us by email (education@jlef.org.uk) at the end of the period of studies that our grant has helped you with.

ABOUT YOU:

1.	Your Name:	
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ABOUT THE GRANT WE AWARDED:

2.	Title of the course you went on:	
3.	Name of the course provider (college, university, etc):	
4.	Amount of Grant you received from the Education Fund:	

TELL US ABOUT YOUR COURSE / TRAINING:

5.	What did you spend the Education Fund grant on? (eg accommodation, travel, etc)	
6.	How did the Education Fund grant help you with your course or training - particularly in relation to you having CF? (eg "It contributed to my accommodation costs so I could have an en suite room")	
7.	What has changed for you as a result of receiving this grant?	
8.	We would like to encourage more people with Cystic Fibrosis to apply to us for support to help them achieve their goals. We publish inspiring stories on our website and in our leaflets to help with this. Are you interested in being one of those stories? Please tick one of the boxes below:	
Yes, I am happy for the Education Fund to contact me to discuss using my story as a case study		<input type="checkbox"/>
No, I don't want you to contact me to discuss using my story as a case study		<input type="checkbox"/>
9.	What else could the Education Fund do to lessen the financial pressures on students with CF and help ensure their success in their education or training and possibly moving into employment?	

ABOUT US:

10.	We welcome your comments about your contact with the Joseph Levy Education Fund. In particular, we would like to know if you think there are ways we could improve how we administer the grant application process:	
11.	SIGNED:	
12.	Date:	

Thank you