

Personal Development Bursary Fund

Application Form

Any volunteer of the Army Cadet Force (ACF), irrespective of rank or uniform status, can apply for a personal development bursary if they require financial assistance to register for an authorised adult qualification. If this applies to you, please complete this form using the accompanying **Personal Development Bursary Fund Application Guidelines** and return it directly to [grants@acctuk.org](mailto:grants@acctuk.org)

This form and the associated guidelines can be downloaded from [www.acctuk.org/grants](http://www.acctuk.org/grants)

1. **Personal Information**

|  |  |
| --- | --- |
| Name *(in full)* |  |
| ACF County |  |
| Westminster Number |  |
| Role(s) held within the ACF |  |
| Email address |  |
| Phone number |  |

1. **Grant Eligibility**

*Please answer all the questions below to show your eligibility to apply. If you answer no to any of these questions you may not be eligible and should seek confirmation from the ACCT UK Grants Team before applying.*

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Have you been on strength as an ACF CFAV for the 24-months prior to the date of this application? | **Yes** |  | **No** |  |
| Have you been an active ACF CFAV for the 12 months prior to the date of this application? | **Yes** |  | **No** |  |
| Will this qualification increase your efficiency as a CFAV in your ACF role and/or advance your youth leadership ability? | **Yes** |  | **No** |  |
| Is the cost of this adult qualification beyond your current financial means? | **Yes** |  | **No** |  |

1. **Course to Attend**

|  |  |  |
| --- | --- | --- |
| 1 | Name of the Course |  |
| 2 | Course Dates and Duration |  |
| 3 | Location |  |
| 4 | Course Provider |  |

|  |
| --- |
| **Please declare how many VA days you will receive, in any, for attending this course:** |
|  |

|  |
| --- |
| **Please explain why you want to obtain this qualification and how it will increase your efficiency as a CFAV in your ACF role and/or advance your youth leadership ability.** |
|  |

1. **Grant Request**

|  |  |  |
| --- | --- | --- |
| **Breakdown of costs** | | |
| 1 | Registration Cost | £ |
| 2 | Qualification Cost | £ |
| 3 | Personal Contribution[[1]](#footnote-2) | £ |
| **Total grant amount requested** | | **£** |

1. **Finances**

|  |  |  |
| --- | --- | --- |
| **Income** *(please state the total income of your household, including all benefits received)* | | |
| 1 | Current Income *(per month)* | £ |
| 2 | Total Outgoings Cost *(per month)* | £ |
| 3 | Total Expendable Income (*per month)* | £ |
| 4 | Current Accessible Savings *(if any)* | £ |

|  |
| --- |
| **Please outline the financial issues that you currently face** *e.g. factors explaining the cause(s) of your financial hardship and what financial assistance you need.* |
|  |

1. **Supporting Information**

|  |
| --- |
| **Please provide any further information that you think will support your request** *e.g. any information not previously mentioned but you think will be relevant.* |
|  |

1. **Declaration**

This declaration must be completed by the applicant to ensure this is an authorised and approved grant request submitted in their name.

|  |  |
| --- | --- |
|  | I declare that the information that has been provided is true and correct. |
|  | I confirm that receipt of a grant is likely to help me to continue my ACF volunteer service and encourage further personal development. |
|  | I confirm that the qualification applied for is appropriate to my current role(s) as a volunteer in the ACF and I have discussed it with my chain of command. |

|  |  |
| --- | --- |
| **Signature** |  |
| **Applicant’s Full Name** |  |
| **Date** |  |

Please ensure that this application form is completed in full prior to submitting via email. Applicants are recommended to apply **two months** before qualification start dates to enable time for assessment and payment. Support and advice in completing this form can be sought from the ACCT UK Grants Team:

|  |  |
| --- | --- |
| Receiver with solid fill | 020 4586 8186 |
| Email with solid fill | [grants@acctuk.org](mailto:grants@acctuk.org) |

**ACCT UK GRANT PRIVACY INFORMATION**

**Your personal information –**

Our purpose for processing this information is to facilitate the award of a grant. The lawful basis we rely on to process your personal data is consent. You give your consent for ACCT UK to process your personal data for the purpose of deciding whether or not to make a grant to you.

**Why we need it?**

Those who are awarded grants are asked to provide an impact statement, which may be anonymous. Any personal information given in the application is used only to review the grant application and the ongoing administration and management of any grants we award.

**What we do with it?**

We may also publish information about projects on our own website, including the amount of grant awarded. We will only identify a grant recipient with their express permission. Some information about grants awarded are also published in our Trustees Annual Report. The information that will be made public in the report includes the name of the grant programme (the ACCT UK Personal Development Bursary Fund), a description of the grant’s aims and objectives and the total value of grants given by the programme.

**How long we keep it?**

We will retain personal data for the duration of the grant award and reporting period.

**What are your rights?**

As we process personal data in grant applications in our capacity as a charity, you have the right to object to our processing of your personal data. For more information on your rights, please see <https://ico.org.uk/global/privacy-notice/your-data-protection-rights/>.

**Do we use any data processors?**

Wherever possible we will try to anonymize your data, but we use these companies to help us manage, store and dispose of your personal data:

* Google LLC
* VEZO Networks Ltd
* Sage
* ExpenseIn
* Microsoft 365

Should you have any questions or concerns regarding your personal data, or should you wish to make a complaint please contact Richard Walton, Deputy Chief Executive, via email: [richard.walton@acctuk.org](mailto:richard.walton@acctuk.org).

1. Please note the personal contribution you can make, if any, towards the qualification. In general, a contribution of 25% of costs is expected. [↑](#footnote-ref-2)