

Aldridge Foundation Next Steps Bursary - guidance for applicants

This document contains important information about the Next Steps Bursary programme and detailed guidance on how to complete the application form. Please read this document carefully before completing your [online application form](#).

1. About the Next Steps Bursary programme

Who can apply for a Next Steps Bursary?

Current students or ex-students (up to the age of 25 years) of Aldridge schools and colleges who are looking to take their next steps towards, or in, their careers. For example:

- those who are applying for, or enrolled on, a further or higher education course/apprenticeship/any other professional qualification
- entrepreneurs or those who want to set up their own business who need funding to access a named professional training course or for industry body membership fees.*

Why are we offering bursaries?

Our overall purpose is to ensure that young people who have high aspirations to continue their skills development and take the next steps towards, or in, their careers, are able to overcome any barriers and challenges in order to do so. The Next Steps Bursaries will be awarded to young people to help them take the next steps on their individual pathway into the world of work. In addition to financial assistance, successful applicants will also receive tailored support which can be equally, if not more valuable i.e. mentoring or internships.

How much can I apply for?

You can apply for a one-off bursary or a multi-year bursary. The award value of the majority of bursaries will be a one-off or annual payment of up to £5k*.

The value and number of years covered by a bursary will be dependent on use of funds, personal circumstances and length of the course (up to a maximum of 4 years).

For example:

- an applicant could be awarded a one-off bursary of up to £5k to contribute to relocation costs to take up a paid apprenticeship elsewhere in the UK, or
- an applicant could be awarded a multi-year bursary of up to £5k per annum to contribute to living costs and course resources for a 3-year higher education course, totalling up to £15k over the 3 years.

Applicants must give details of the amount of funding they are applying for, what the funds will be used for and whether they have already secured funding from any other parties.

Where applicants are awarded a multi-year bursary, the bursary will be confirmed annually and paid in annual instalments to ensure that awardees deliver on commitments as stated in the terms and conditions (to be agreed with each successful applicant).

**In certain exceptional cases this amount may be exceeded*

What can I use the bursary for?

Bursaries can be used for one or more of the following:

- further and higher education fees
- professional qualification course and exam fees or membership to a professional body for networking and career learning purposes
- contribution to travel, accommodation and subsistence to support your next steps
- contribution to course study resources/specialist equipment
- mentorships and work-experience/internships/other employability schemes
- attendance at events/conferences/training courses
- access extra- curricular activities to develop essential life skills
- access opportunities to boost employability or enterprise skills
- taking a language course to support employability
- funding travel/accommodation for an overseas work placement, volunteering or research trip

You can apply for one or more of the above reasons, giving details in your application form.

*Please note specific criteria for entrepreneurs or those wanting to set up their own business.

Other reasons for applying for a bursary will be considered if reasonable and appropriate.

What is the application process?

Applications for this funding round must be submitted using the online form by **MIDNIGHT ON 24TH JANUARY 2022**.

A Shortlist Panel will then review all applications and create a shortlist considering financial need, social, economic and/or family circumstances as well as a set of additional criteria.

Applicants will be notified by **END OF FEBRUARY 2022** to let them know whether they have been shortlisted.

Shortlisted candidates will be invited for an interview (virtual or face to face) with the Bursary Award Panel in **MARCH 2022**.

Successful applicants will be notified by the **END OF MARCH 2022**.

Bursaries will be awarded following completion and signing of agreements (including payment schedule, reporting schedule and additional commitments of the applicant to the Aldridge Foundation and vice versa).

Need help completing the application form?

If you need help completing the form please speak to a teacher, past or present, who should be able to advise you and provide you with support. If you require further guidance, you can also email the Aldridge Foundation team on nextsteps@aldridgefoundation.com

2. Guidance for completing your application

We recommend that you answer your questions on the TEMPLATE and then copy and paste them in to the online form – this will allow you to have an overview of all questions and take your time to prepare your answers in more than one session if required.

Section 1 - Eligibility information

In order to be eligible to apply for a bursary, you must be:

- a current or former student of the Aldridge family of schools and colleges
- under 25 years old

We will verify your details with the Aldridge school that you do / did attend.

If you do not meet the above criteria, please do not continue with this application.

Section 2 – Your personal details

The personal details provided here should be of the person who is applying for the bursary – even if someone else is helping you complete the form; these details need to be yours.

Please note: the application form cannot automatically tell whether you've missed a digit off your telephone number, or if there is a typo in your email address – please triple check that the contact details you provide are correct, otherwise we won't be able to get in touch with you to let you know whether or not your application has been successful.

Guidance on specific Q's within this section:

Q5 – Please provide a personal email address, rather than your school email address to ensure that we can remain in contact with you regarding your bursary application if / when you leave school.

Q6 – Your telephone number is only used where we need to contact you about your bursary application.

Q9 – Please use the following format: yyyy – yyyy (*e.g. if you joined an Aldridge school in 2017 as a year 7 student and are due to finish Y11 next Summer, you should put 2017 – 2022*).

Section 3 – Additional information

These questions in this section allow us to find out a little more about each applicant's personal circumstances and the answers provided may help us to ensure that bursaries are awarded to the young people who need them most.

Please note: the application review panel will also use other criteria to help them to decide who to award bursaries to, so don't worry too much about whether you answer Yes or No to these questions.

Guidance on specific Q's within this section:

Q12 – ‘I have gone / I am going elsewhere’ means that you have chosen to follow a different pathway and decided not to go to university.

Q16 – This is an optional Q. Please use the space provided to give more details on any of your answers in this section or provide additional information that you think it would be useful for us to know and that you are comfortable sharing with us. Any additional information that you choose to provide will only be processed for the purpose of assessing your bursary application.

Section 4 - About you

Use this section to show us your personality – we want to know what you enjoy and what interests and motivates you, both in and out of school. There are no wrong or right answers here. Take a moment to think about each prompt on the application form and feel free to tell us about anything else that is important to you but isn't on the list.

Guidance on specific Q's within this section:

Q17 - Where possible please tell us how/why the things you're talking about link to your next steps, for example: you may have started volunteering with a youth club, coaching a young football team, because you know that a) it will look good on your application for the sports coaching course you want to do and b) so that you can develop your confidence and employability skills which will help you further down the line when you set up as a freelance sports coach.

Q18 – A reminder of the Aldridge Attributes:

- Passion
- Teamwork
- Creativity
- Determination
- Problem-solving
- Risk-taking

Section 5 – How do you intend to use the funds if you are successful?

This section is all about your next steps into further education or the world of work – we are looking for evidence that you've fully thought through your plans and have a good idea of the amount of money you'd need to help you get there.

Guidance on specific Q's within this section:

Q19 - please provide the following details, providing as much detail as possible:

- Why you need the funds
- What you will use the funds for
- Whether you have already raised some of the funds / have applied for funds elsewhere
- What additional support you might like, in addition to funding e.g. mentoring or internships

Please note: Bursaries can be used for one or more of the following:

- further and higher education fees
- professional qualification course and exam fees or membership to a professional body for networking and career learning purposes

- contribution to travel, accommodation and subsistence to support your next steps
- contribution to course study resources/specialist equipment
- mentorships and work-experience/internships/other employability schemes
- attendance at events/conferences/training courses
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You can apply for one or more of the above reasons, giving details in your application form.

Please note: Other reasons for applying for a bursary will be considered if reasonable and appropriate.

Section 6 – Reference

Please check that your referee is happy for you to pass on their contact details before you submit the application form. Ideally, we would like an email address and a telephone number (this can be their personal or work telephone number) however if you do not have a telephone number, you can leave **Q22** blank and ask your referee to send us their telephone number directly, via email.

Please note: the application form cannot automatically tell whether you've missed a digit off the telephone number, or if there is a typo in the email address – please triple check that the contact details you provide are correct, otherwise we won't be able to get in touch with your referee. Without a reference, your application will not be considered.

Section 7 – Data protection

The Aldridge Foundation takes the protection of your data very seriously. The information you provide on your application form will be stored by the Aldridge Foundation and used for processing and verifying your application, administering successful applications and to evaluate the success of the programme. To find out more about what this means, what we do with your data, how we store it, and your rights, please view our privacy policy here:

www.aldridgefoundation.com/privacy-policy/

If your application is unsuccessful, we will erase your data, unless you have given us permission to contact you by email about other opportunities, in which case we will retain your name, school and email address only.

If your application is successful, we will securely hold all data that you have submitted via this form for the term of your bursary. Following that, for our records, we will hold your name, contact details and information regarding your bursary.

Section 8 – Other opportunities

We'd love to stay connected with you regardless of whether or not your Next Steps bursary application is successful in this round – we promise not to fill up your inbox! You'll receive the occasional newsletter from the Aldridge Foundation and be the first to know about any opportunities, events, intern/job opportunities or resources to help you continue developing your skills as you follow your chosen path into the world of work. If that sounds good, click 'Opt in'.

If you'd rather not hear from us (aside from in regard to the bursary programme) just click 'Opt out'.

Section 9 – Declaration

Please read the declaration carefully before submitting your application form. If you are under 18 years old, we will need you to provide contact details for a parent / carer, so that we can share a copy of your application form with them and ask them to agree to the conditions outlined too.

Section 10 – Parent / carer consent for under 18's

See above.

Please note: this section of the form should only be completed if you are under 18.

Section 11 – Important information

Please read the information in this section, as well as the details of the 'application process' contained within this document, carefully.