

New entrants and interns Grant Application Form

We would be grateful if you could complete this form as far as you are able, answering all questions (or put nil or N/A as appropriate) and return or e-mail to the address given at the end of the form. We will treat this information as confidential.

1. Personal Information

Surname: _____ Forenames(s) _____

Title: _____ Marital Status _____

Current Address: _____

Postcode: _____ Telephone number: _____

E-mail: _____ Date of Birth: _____

National Insurance No: _____ Nationality: _____

You need to be a UK National or be able to demonstrate the intention of settling and working in the UK Book Trade to be eligible for a grant. Please provide a copy of your passport and, if applicable, proof of your right to work in the UK (see "Supporting Documentation" below)

2. Details of Spouse, Partner or Next of Kin (if applicable)

Name: _____

Address: _____

Relationship to you: _____ Telephone number: _____

3. Details of your children/dependants (if applicable)

Name	Age	Relationship to you	Living with you Yes/No

4. Background Information

Where did you hear about BTBS grants programme for entrants to the book trade?

Please tell us a little bit about yourself (i.e. background, current accommodation, employment status, qualifications, career aspirations and steps you have taken towards your career goals – you may provide a separate CV, though this is optional).

5. Reason for Application

BTBS is able to award grants for the costs of attending up to three interviews (e.g. travel, clothes, overnight accommodation where needed) and can help those who are starting new jobs or paid internships with relocation costs (i.e. deposits, up-front rent, removal fees), travel costs and/or general living costs. The main aim of the grants is to remove financial barriers that would otherwise prevent individuals from taking up job opportunities in the trade. However, we can also help with fees for appropriate training courses and, occasionally, give grants towards living costs for Publishing MA students.

Please tell us why you require a grant and how much you estimate you need, and give details of your interview, new job/internship or course (Company name, relevant dates, duration of internship, pay etc.)

(Continue on separate sheet if necessary)

6. Your income:

Please complete the table below, giving details of all monthly income. The final column is for your estimated income once you start your new job/internship/course (so no need to complete if you are applying for interview costs or a short training course). If married/co-habiting, please include your partner's income in the appropriate column.

Income source	Current monthly income	Partner's monthly income (if applicable)	Estimated monthly income

7. Savings/Other Funding

Please give any other information about your finances BTBS should be aware of, including savings, support from your family/partner (if applicable), applications to, or recent grants from other charities and student finance (for fees or living costs):

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8. Your Expenditure

Please complete the table below giving details of your monthly expenses (total “household” expenses if married or co-habiting). The right hand column is for your estimated expenditure once you start your new job/internship/course, so no need to complete if you are applying for interview costs. You may not have a clear idea of these amounts yet, but a rough estimate, based on your research or what you think you will be able to afford, will be acceptable.

Item	Current monthly expenditure	Estimated monthly expenditure

9. Debts

Please give details of any loans, overdrafts, hire purchase agreements or credit card debts:

Type of credit	Lender	Amount outstanding	Monthly repayment

10. Supporting Documentation:

Please provide the following documentation in support of your application (if applying by post, copies are preferred and should be marked as such (originals will be returned). Please note, we cannot progress your application without the requested paperwork.

- Copy of your passport
- CV (Optional)
- Last two months' bank statements (for all accounts)
- Last credit card statement(s)
- Proof of savings (if applicable)
- Proof of offer of interview/internship/job/course place (as applicable)
- Proof of offer of tenancy if applying for deposit for accommodation (this can follow later if you are applying in advance and haven't yet secured accommodation)

11. Important Declaration:

BTBS is committed to helping new entrants to the book trade; we will use the information you provide, now and in the future, to ascertain your eligibility for assistance. We respect your rights under the General Data Protection Regulations (GDPR) and, with your specific permission, may use this to contact other charities and third parties who may be able to offer assistance to you, or to verify the information you provide. By signing and submitting this form you are indicating your willingness for BTBS to make such enquiries to assist consideration of your application. For details of our Data Privacy Statement and our Personal Data Handling Policy, visit our website: www.btbs.org

I DECLARE THAT TO THE BEST OF MY KNOWLEDGE THE INFORMATION GIVEN IS CORRECT AND COMPLETE, AND A TRUE STATEMENT OF MY CIRCUMSTANCES:

SIGNED _____ DATE _____

Please return your completed form and supporting documents to:

The Book Trade Charity (BTBS)
The Foyle Centre
28 The Retreat
Kings Langley
Herts
WD4 8LT
(Tel. 01923 263128)

or e-mail to glenda@btbs.org

GB 20.07.21