



Skills Development Fund

# APPLICATION FOR A GRANT FROM THE JIB SKILLS DEVELOPMENT FUND

Name Address Postcode  Telephone Number Email Address National Insurance Number / ECS Card Number JIB Grade Current Employer Employer Address  Postcode Telephone Number: Does your employer know you are making an application? Yes  No  If yes, can the JIB approach them? Yes  No If yes, who is the contact? 

## COURSE DETAILS (Please ensure that you have read the accompanying list which can be found on the JIB website)

Name of Course Course Provider's Name & Address  Postcode Telephone Number Contact Name  Position Cost of course (please enclose proof) Has the course fee already been paid? Yes  No  If yes please provide the receipt (originals will be returned to you).If no who should any monies be made payable to? Anticipated duration of course

Are there any personal circumstances that you wish to discuss in relation to your funding application?

Yes

*By ticking the box above you are confirming that your relevant contact details may be provided to the Electrical Industries Charity. The Electrical Industries Charity may be able to provide further support and guidance, including financial support for courses dependant on your personal circumstances, and will contact you to discuss this offer of assistance.*

Please provide a brief statement as to how you believe you will benefit from this Course

### General Rules

1. Any grants or scholarships made through the JIB Fund are discretionary and in accordance with Skills Development Fund Trust Deed.
2. Grants will be paid to a maximum of 75% of the course fee. Courses are capped at different amounts for different course levels. Level 3 courses attract funding of up to £750 per year, Level 4 and 5 courses up to £1000 per year and Level 6 courses up to £1250 per year. Grants for unemployed operatives will be at the discretion of the Committee.  
The Skills Development Fund Committee can award grants or scholarships to enable apprentices and adults to attend courses or receive instruction in subjects related to the electrical contracting industry, for travelling and research in connection with the study and development of subjects related to the electrical contracting industry or for the general promotion of further education and advancement in the electrical contracting industry.
3. The JIB will also consider applications from individuals who wish to undertake a valid research project which will be of benefit to the electrical contracting industry as a whole.
4. Invoices/receipts or any other proof as required by the JIB will be submitted to the JIB.
5. The Skills Development Fund is unable to pay grants in advance of course registration and the appropriate payment being made to the relevant college or training provider. You will need to provide receipts or proof of payment in order to receive a grant. Alternatively, once an individual is registered onto an eligible course the charity can make payment to the college or training provider directly to reduce the cost of the course. Proof of registration will be required.
6. Applications for a grant are ONLY available to JIB graded operatives participating in the JIB Benefits Scheme working for a JIB Member Company, registered apprentices and unemployed registered operatives holding a valid ECS card. Discretion lies with the Trustees.
7. The JIB may close the fund at any time.
8. The JIB reserves the right to alter the level of funding at any time.
9. The annual funding year will run from 1st June to 31st May.
10. The Committee's decision will be final.

**Notes**

- (i) Other courses which have not been approved previously by the Committee will be considered for funding and will be dealt with on a case by case basis.
- (ii) The JIB Skills Development Fund also provides a Scholarship Grant of up to £3000 to operatives undertaking courses at a Masters level as a minimum (e.g. MA, MSc, LLM). To be eligible an applicant must be employed by a JIB member company or be registered as unemployed, and must be graded as an Approved Electrician or above. For further information please contact Andy Reakes at a.reakes@jib.org.uk or on 01322 661610.
- (iii) Bursaries are also provided by Unite through its Education and Training Department. Details are available from [www.unitetheunion.org](http://www.unitetheunion.org) email [education@unitetheunion.org](mailto:education@unitetheunion.org)
- (iv) The JIB Skills Development Fund is the working name of the Electrical Contracting Industry Further Education Fund (charity number 313242).

**Declaration**

1. I understand that the JIB will make a grant in accordance with the General Rules of the Skills Development Fund, which I have read and understood.
2. I agree that the JIB may call upon me to repay any grant or part of that grant should I not complete the course without valid reason.
3. By completing this form and sending my information to the JIB I agree that the JIB may contact me or any other organisation named in this form to discuss the course listed or any other course as applicable unless specifically instructed otherwise.
4. I agree that any information I provide to the JIB may be processed in accordance with any internal process and the required checks of both Benefit Credits and ECS card validity.
5. I agree that the JIB may need to provide my personal information to the college or training provider I have listed as appropriate in order to approve or discuss any potential funding.
6. I agree that the JIB may provide any information contained within this Application Form to the Electrical Industries Charity, who may be able to further support this application for financial assistance where I have ticked the box contained on Page 2. The Electrical Industries Charity is a registered charity (no. 1012131).
6. I agree that the JIB may contact me for promotional purposes.
7. I declare that I have not received any funding for this course from elsewhere and in signing this declaration I agree that the JIB may make enquiries to be satisfied that this is the case.

Date

Signed

**For analytical purposes could you please state where you found out about the Fund (please tick as appropriate).**

JIB Website  JIB Handbook  JIB Regional Advisors  Unite the Union Website

ECA Website  Employer made you aware  Electrical Industries Charity  JIB Newsletters or Emails

Other (please state)



The Electrotechnical JIB  
Setting employment standards

PO Box 127, Swanley, Kent BR8 9BH  
Telephone: 01322 661600  
Email: [administration@jib.org.uk](mailto:administration@jib.org.uk)  
[www.jib.org.uk](http://www.jib.org.uk)