

Ref No:



ADULT LEARNING FUND

GRANTS TO INDIVIDUALS

QUICK REFERENCE DETAILS (FOR OFFICE USE ONLY)

Name of Applicant	<input type="text"/>
Acknowledgement Sent	<input type="text"/>
Grant Requested	<input type="text"/>
Approved by Assessor	<input type="text"/>
Approved by Adult Learning Manager	<input type="text"/>
Grant to be Awarded	<input type="text"/>
Date sent to HQ	<input type="text"/>
Date Cheque Sent	<input type="text"/>

GUIDANCE FOR APPLICANTS

What will the “Adult Learning Fund - Grants to Individuals” support?

The Adult Learning Fund (ALF) will support individuals to meet costs relating to learning opportunities (less than 21 hours per week).

Awards will be made for applications which clearly show how the learning opportunity will improve future employment prospects or encourage lifelong learning. By undertaking the learning opportunity, you must show how one or more of the following outcomes will be met:

- **you become more confident e.g.**
 - more able to do things for yourself
 - more able to take responsibility for your actions
 - more able to understand and discuss your needs and goals
- **you become a more effective contributor e.g.**
 - more able to solve problems
 - more able to made decisions
 - more able to communicate with others
- **you become a more responsible citizen e.g.**
 - more able to make your views and opinions heard
 - feeling more able to get on with people who have different experiences, abilities, backgrounds and beliefs
- **you become more a successful learner e.g.**
 - more belief in your ability to learn
 - understand the different ways to learn
 - more able to identify methods of learning that suit you in different situations

Awards may be made for courses/learning opportunities which are:

- **Accredited**
 - with vocational relevance.
 - up to Scottish Credit and Qualifications Framework (SCQF) level 6 (e.g. Higher or SVQ 3).
- **Non-Accredited**
 - courses up to SCQF Level 6 in
 - literacy, Numeracy, Lip Reading and English for Speakers of Other Languages (ESOL) and Community Based Adult Learning opportunities.
 - learning opportunities which incorporate the Core Skills of Communications; Numeracy; ICT; Working with Others and Problem Solving.

If you are unsure of the SCQF level, please contact the course provider.

What can a grant pay for?

The maximum grant is £300 per financial year (April-March). You can apply more than once in any financial year.

Applications must relate to learning opportunities which have not yet begun. No retrospective payments will be made.

A grant can pay for:

- **Course Fees**
 - Only available for courses which are not part of the Individual Learning Account (ILA) scheme.
 - Please note, payment of fees is usually made directly to the course provider.
- **Translation/Signing**
 - Please note, payment of translation costs is usually made directly to the provider.
- **Childcare**
 - Only registered child-minding can be funded (e.g. childminder, crèche, after school care etc)
- **Travel**
 - Only bus fares (or equivalent amounts) will be paid up to the value of a daily bus pass.
 - Travel outwith the City of Dundee will not be funded.

Who Can Apply?

Residents of Dundee aged 16+ (and not in full time education) who are in receipt of benefits.

Please note, with the exception of payment that goes direct to providers, payment is usually made to you by cheque. If you do not have a bank account please let us know.

Assessment Process

When we receive your application form, a member of Leisure & Communities Department staff will contact you to discuss the following points:

- your chosen course/learning opportunity
- confirmation of cost details
- confirmation of your benefit status

Once this information has been received, the member of staff will make a recommendation as to whether or not your application should be supported. This will then be passed to a senior officer for approval.

You will be sent a letter informing you of the decision within 8 weeks of submitting your application.

How Do I Apply?

Complete the attached form and send it to the address below. If you would like help to fill out this form, please contact your local Community Centre.

You will need a separate form for each course you wish to do.

When you have filled in the form please send it to:

Centre Administrator
Mitchell Street Centre
Mitchell Street
DUNDEE
DD2 2LJ

APPLICATION FORM

1 ABOUT YOU

Name

Address

Postcode

Tel: Day Tel: Evening:

Email address

Are you currently in receipt of benefits or Tax Credits? YES NO

Do you have your own Bank/Building Society account? YES NO

2 ABOUT YOUR COURSE/LEARNING OPPORTUNITY

Name

Provider

Qualification SCQF level

Number of hours per week

Start Date Finish Date

Is this course under the Individual Learning Accounts (ILA) scheme? YES NO

How will this course help you?

Please tick which of the following outcomes will be met:

You become more confident You become a more effective contributor

You become a more responsible citizen You become a more successful learner

How will this learning opportunity help you meet the outcome(s)?

3 WHAT YOU WOULD LIKE A GRANT FOR?

Please tick the appropriate boxes and detail below:

- a) Course Fees
- b) Childcare
- c) Travel Expenses
- d) Books/Materials

3a) Course Fees

Total cost of course
Amount required from ALF Total £

3b) Childcare

Name of Provider
Who should the cheque be made payable to?
Cost per hour/day X Number of weeks Total £

3c) Travel Expenses

(NB travel expenses will only be paid when attendance is required)

How many times per week do you travel from your home to your place of study?
How many weeks ? Total £

3d) Books & Materials

Please detail and note costs

Total £

TOTAL AMOUNT APPLIED FOR £

Signature:

Date:

ASSESSMENT (for office use only)

Assessor's Name

Confirmation of application information received:

Benefit status	YES <input type="checkbox"/>	NO <input type="checkbox"/>	Evidence attached (please tick)	<input type="checkbox"/>
Bank Account	YES <input type="checkbox"/>	NO <input type="checkbox"/>	Information attached (please tick)	<input type="checkbox"/>
Cost Verification	YES <input type="checkbox"/>	NO <input type="checkbox"/>	Evidence attached (please tick)	<input type="checkbox"/>
Course Relevance	YES <input type="checkbox"/>	NO <input type="checkbox"/>	Evidence attached (please tick)	<input type="checkbox"/>

Assessor Notes

Recommendation (please tick)

Support

Reject

Confirmation of Eligibility

Post code Dundee City	<input type="text"/>	Vocational relevance	<input type="checkbox"/>
Part-time study	<input type="checkbox"/>	Financial disadvantage	<input type="checkbox"/>
Course fees	£ <input type="text"/>	Payable to:	<input type="text"/>
Childcare	£ <input type="text"/>	Payable to:	<input type="text"/>
Travel Costs	£ <input type="text"/>		
Books & Materials	£ <input type="text"/>		
Total	£ <input type="text"/>		

Assessor Signature

Date

Award Approved by Adult Learning Manager

YES

NO

Comments

Signature

Date