



UNIVERSITY OF LINCOLN

Careers and Employability Opportunity Fund

Thank you for your interest in applying for funding from the Careers and Employability team. Please return this form via email to Natalie Poole, Graduate Talent Development Coordinator (npoole@lincoln.ac.uk). Please complete pages 2 and 3 of this document (personal details and information about the opportunity you require support with).

Eligibility Requirements

Please be aware that this funding is **not** allocated on a first come, first served basis. Due to the nature of the funding source, only certain students will be successful in their application. Each application will be considered on a case by case basis, and we may seek personal information from applicants to assess the needs of student. Priority students are as follows:

- Those with a home postcode which the government has identified as having a low progression rate into Higher Education (to find out more, please visit <https://www.officeforstudents.org.uk/data-and-analysis/polar-participation-of-local-areas/>)
- Students with a household income of less than £25,000

Purpose of Funding

The student must identify their own careers related opportunities; the funding **cannot be used for opportunities accredited as part of the course**. Applications to support access to interviews and assessments centres will also be considered. Examples of how the funding can be used are as follows:

- Transport costs
- Accommodation costs
- DBS checks and other associated fees
- Childcare costs / associated costs with caring for a family member
- One voucher per student worth £50 to put towards professional clothing
- Applications to recover lost documents such as birth certificates

Full Terms and Conditions

Full eligibility requirements and conditions of funding can be found on the Careers and Employability website. Information packs are also available to take away from the Careers Centre. Though the Careers and Employability team will consider every application individually, please be aware that we cannot guarantee that funding will be granted. The team will be happy to signpost applicants to additional sources of funding and offer information, advice and guidance regarding the careers and employability service.

The team will make a decision on each application within three weeks of receipt of all of the completed paperwork.

Disclaimer: Please only complete this form if you are a UK or EU status undergraduate or postgraduate University of Lincoln student seeking a careers related opportunity **outside of your normal course requirements.**

1. Personal Details – please fill out in **BLOCK CAPITALS**

First Name	
Last Name	
Student ID	
Gender	
Date of Birth	
Contact Email Address	
Contact Phone Number	
Contact Address	
Home Post Code (not University address)	
Level/Course	
Ethnicity	

Please select all that apply to you

My home household income is less than £25,000 per year	
My parent(s)/carer(s) do not have a University level qualification	
I look after somebody at home who has a mental/physical health difficulty	
I am estranged from my family / have lived in the care of my local authority in the past	
I have a physical and/or mental disability	
I am a mature / independent student	

Please explain why you are applying for this funding

What Careers and Employability opportunities have you undertaken so far? (e.g. completed the Lincoln Award, attended any central workshops...)

2. Careers Opportunity

Please give a brief description of the careers opportunity you have found

Is this a paid role?	
Location	
Dates taking place	
Does the employer offer any financial assistance?	
Have you received a University bursary in the past? Please give details.	

Please give a breakdown of expected costs. Please note students are eligible for a maximum of £500 each, inclusive of one £50 voucher to put towards professional clothing. Successful applicants will be asked to provide proof of spending.

Total amount of funding requested: £_____

Cost (e.g. accommodation, travel etc.)	Budget/ expected cost	Explanation

Referee

Please ask your personal tutor to sign this form in support of your application:

Staff name:	
Position:	
Email address:	
Signature*:	

*by signing this form, you agree that you fully support this application for funding and that the information declared is true to the best of your knowledge. You agree that you may be contacted for further information.

Student Declaration and Signature

I agree that all of the information provided on this form is true to the best of my knowledge, and I agree to being contacted in the future regarding the status of this application. I understand that my application for funding may not be successful, and that if the application is successful, the full amount of funding requested may not be given.

I understand that if any of the information on this application form is found to be untrue, I will be liable to pay back all of the funding granted to the Careers and Eligibility team, and I will no longer be eligible for funding.

Name:	
Date:	
Signature	

Careers and Employability Team Use Only

Checks	Notes / Staff Initials / Dates / Evidence
Application Form Received	
Initial Notes	
Is the home postcode within PQs 1 or 2?	
Further checks/evidence required?	
Panel notes	
Panel decision Award funding? Yes/No Amount granted £_____	
One to one appointment time/date	
Summary of discussion and suggestions made to student	
Confirmation letter from employer received?	
Paperwork for bank transfer complete?	
Receipts due:	
Receipts received:	
How will the student report back on their experience? E.g. blog, case-study, report, appointment	