

Historic Environment Scotland Support Grant 2020-2021

Traditional Building Skills Training Bursary Application Form

***To be eligible, you **must** be based in Scotland at the time of application and during the course dates.

Are you currently residing, working or studying in Scotland?

Yes

No

Name:	
Address:	
Postcode:	
Date of Birth	
Contact No:	
Email address:	

Below is a list of eligibility criteria. Please tick all that applies. See Appendix A for list of evidence required

- Student / Apprentice of the built environment - provide details in the space provided
- Employee of company with 5 or less employees - provide details in the space provided
- Sole trader - provide details in the space provided
- Non-VAT registered
- Unemployed (for people who are actively seeking work)

University / Company Name and contact details	
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Courses Applying for **Leisure and craft courses are not included*

Course title(s)	Date(s) <i>Please choose 2 date options in case first one is full</i>

See overleaf for instruction, terms and conditions.



Instructions

Write a covering letter / a short statement on how this funding would help you learn new or update existing skills to better job prospects.

Submit your completed application form and cover letter/statement by email to admin@scotlime.org or by post to Charlestown Workshops, 2 Rocks Road, Charlestown, Fife KY11 3EN

Bursary award is based on a £150+VAT per day cost where £120 is funded by HES and £30 SLCT contribution. Please note that if applying for course or a masterclass that costs over £145+VAT per day, you will be invoiced for the difference in costs.

For example, a Masterclass that costs £195+VAT per day, would mean that applicant will be liable to pay £45+VAT (£195 course fee, less HES grant £120, less SLCT contribution £30)

Terms and Conditions:

- You will be asked to provide evidence of your eligibility. (Please see our list of evidence)
- Non-attendance at the course applied for will result in you being liable for the full course fees of £145+VAT per day
- You MUST complete a feedback form at the end of each course attended.

By signing below, you agree to the terms and conditions stated above:

Signature of applicant _____ Date signed _____

For Office Use Only

Application Successful	Date Applicant Informed	Bursary days awarded	Total Bursary Cost
<input type="checkbox"/> Yes <input type="checkbox"/> No			
Evidence Checked	Applicant attended	Feedback received	Spreadsheet Checked?
<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No



Appendix A – List of accepted evidence, please submit at least one (1)

Student

Matriculation record, School ID or a referral letter from University / College on a headed paper

Apprentice

Referral letter from company on a headed paper

Sole Trader

(UTR) Unique Tax Reference from HMRC

Unemployed

Job Centre reference