



# The Jo Cox GMB Learning Fund

Yorkshire & North Derbyshire Region

**#LearnForJo**

*Far more unites us  
than divides us  
Jo Cox  
1979-2016*



@DrueKataoka

**APPLICATION FOR SUPPORT TOWARDS A COURSE OF STUDY  
GMB YORKSHIRE & NORTH DERBYSHIRE  
JO COX LEARNING FUND**



**Section 1: ABOUT YOU**

<b>First Name</b>		<b>Surname</b>		
<b>Home Address</b>	<b>Postcode:</b>	<b>GMB Membership Number</b>		
		<b>How long have you been a member? (no. of years)</b>	<b>Which Branch are you in?</b>	
<b>Telephone number</b>		<b>Email address</b>		
<p>State the responsibilities you hold or have previously held in the GMB:-</p>				
<p>Have you previously been awarded a GMB Yorkshire &amp; North Derbyshire Regional Learning Fund? YES / NO*</p> <p>If YES, please state when award approved: ..... (date)</p> <p>What was the total sum awarded? £ .....</p>				

**Section 2: COURSE OF STUDY**

<b>Which course have you applied for?</b>	<b>What is the duration of the course?</b>
<b>Have you received confirmation of a place on the course?</b> YES / NO*	<b>If NO, when do you expect to hear about your application? (date)</b>
<b>Is the course available for a student loan, and if so, are you eligible to apply?</b> YES / NO*	<b>Have you applied for a student loan? YES / NO*</b> <b>Has it been approved yet? YES / NO*</b>
<p><b>Are you applying for any other support towards this course, if so, please give brief details, including potential costs:-</b></p> <p>£ .....</p>	

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**Section 3: GMB YORKSHIRE & NORTH DERBYSHIRE REGIONAL LEARNING FUND**

Please indicate the level of support you are looking for from the GMB, taking into account the Yorkshire & North Derbyshire Regional Learning Fund application process banding criteria:-

- Band 1 - £100 or less + 53 weeks continuous membership
- Band 2 - £100 to £300 + 106 weeks continuous membership
- Band 3 - £300 to £500 + 159 weeks continuous membership

£ .....

How will you use the Regional Learning Fund if it is granted? Please give details and where possible, costs incurred that are not covered by your student loan or other grants:-

Would you like to give any additional supporting information, for example, how you intend to use the course qualification in the future for your personal development and/or GMB work:-

**Section 4: DECLARATION**

If your application is successful, you will be required to send information regarding your progress on the course to the GMB.

Do you agree to do so? YES / NO\*

Do you agree that the GMB can approach the College to:-

- 1. Confirm you have been accepted onto the course. YES / NO\*
- 2. Confirm at different times during the year that you are still participating on the course. YES / NO\*

**Conditions**

- 1. I am aware that if awarded a Yorkshire & North Derbyshire Regional Learning Fund, that the GMB is not liable for any further costs, fees or expenditure incurred as a result of undertaking the agreed course of study.
- 2. If I am granted the award as outlined in the offer letter, it is for the purpose of study agreed by both parties. The award is non-transferable and is repayable should I decide not to follow the course of study outlined in the application.
- 3. I must notify the GMB Yorkshire & North Derbyshire Regional Learning Fund Officer if I amend my course of study, leave the course or there are changes that relate to the use of the award as defined in the offer letter.
- 4. I will retain my membership of the GMB Union throughout the process of application and whilst undertaking the agreed course of study.

Applicant signature: ..... Date: .....

Head of Education signature: ..... Date: .....

Regional Secretary: ..... Date: .....

**Please return this form to:**

Colin Kirkham, Regional Education, Safety & Research Officer,  
GMB Regional Office, Grove Hall, 60 College Grove Road, Wakefield, WF1 3RN

*Should you wish to provide additional information that might assist your application, please complete the additional information page.*

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*Please provide any additional information that you feel might assist you in your application to the Yorkshire & North Derbyshire Regional Learning Fund. Please remember to have previously liaised with your workplace Union Learning Representative or Branch Learning Representative, Full-time Officer, the Regional Learning Committee, the Regional Project or the Learning Co-ordinator in your area. It may well be that one of the above could assist you in obtaining the training course that you are about to apply for funding, free of charge in the first instance.*

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**Terms and Conditions**

In February 2014 the Region launched the Regional Learning Fund. The purpose of this fund is to allow GMB members through the process of an application form, apply for educational funding to assist them to advance themselves either in the workplace or outside of employment. The funding is supported through the existing regional branch levy and additional financial resources from within the region itself. It aims to extend the offer of union membership that is already in existence to consolidate the lifelong learning initiative within the region. Thus growing the union with regards to membership and also as equally important retaining members by assisting them to undertake training with a view to gaining employment. Please remember to have previously liaised with your workplace Union Learning Representative or Branch Learning Representative, Full-time Officer, Regional Learning Committee, Regional Project or the Learning Coordinator in your area. This must be done prior to applying for funding. It may well be that one of the above could assist you in obtaining the training course that you are about to apply for funding, free of charge in the first instance.

**Application requirements**

The first criteria that will be used with regards to the panel who controls the process will be that the individual is a member of the GMB. And not only a member, but will have had to have been a member and paid their subscriptions for a period of no less than 53 weeks continuously as part of the requirement for application. Further to this, depending on the amount applied for, the funding will be set out in three time served union membership areas.

<b>Application Process</b>	<b>Criteria</b>
Band 1	Individuals who apply for £100 or less, must have paid 53 weeks continuous membership to the GMB. **
Band 2	Individuals who apply for between £100 up to £300, must have paid 106 weeks continuous membership to the GMB.**
Band 3	Individuals who apply for between £300 to the maximum of £500, must have paid 159 weeks continuous membership to the GMB. **

**\*\*The rate of subscription is equitable whether it is full time, part time, unemployed or any other form of membership.**

**How to apply**

All applications will be submitted direct to the Education Department but must be on the recognised attached application form. The Education Department will then consult with other panel members with regards to approving the application or seeking further information with regards to the application, or taking a view of non-acceptance and a rejection of funding.

Any rejection of an application can be appealed through an appeals process directly to the Education Department in writing. The appeal has to be based on the information received back to the applicant, back to the panel with regards to the reason for rejection and the individual may then resubmit their application again. The reasons for appeal will then be discussed by the Regional Education Officer and the Regional Secretary, an outcome of the decision will be processed back to the applicant as soon as is practicable.

The panel will consist of the Regional Education Officer, the Regional Learning Committee Chairperson, and the Regional Learning Committee Secretary. Notification of the panel's decision will be conveyed to the applicant direct. Successful applicants will be required to provide the panel with evidence of costings relating to their application form, and a payment process will only be supported after the region receives an invoice or some form of evidence that relates to the costings. Every member of the GMB is allocated to a full time official, and also are part of a branch, support and advice about this application process can be sought through either avenue. A full copy of these terms and conditions are electronically available on the GMB regional website. A paper version can be accessed through your branch, regional office or full time officer. The panel will notify the full time officer and the branch of all successful applicants. Successful applicants will be expected to retain their membership throughout the whole process with regards to the funding received.

All applicants must evidence that they have;

1. Approached their branch for funding
2. Contacted their Rep for assistance if applicable
3. Contacted a project worker for assistance

Applicants should evidence this on the additional information page contained in the application form, any incomplete forms will be returned back to the applicant.