



NATIONAL LIFELONG LEARNING FUND **APPLICATION PROCESS**

This exclusive offer is available to GMB members with at least 53 weeks continuous membership.

History & Background Information

On 1st August 2016 we launched the GMB National Lifelong Learning Fund, which is available to members to help them access education and training. The fund was launched to coincide with the first meeting of the GMB National Lifelong Learning Committee, which was created in line with Congress Motion 74 in 2015. Any member who meets the requirements can apply for financial assistance in pursue of education and training.

This membership benefit is viewed as both an organising and retention tool. As a retention tool, it is aimed at members who may have recently lost their employment and need financial assistance to assist them to up-skill and re-skill.

Terms & Conditions

GMB members can apply by completing the National Lifelong Learning Fund application form for financial assistance towards any course that they have enrolled on, or would like to enroll on, to help them to achieve a qualification or skill which will enable them to improve their present and future employment and career opportunities.

Successful applicants cannot re-apply to the fund for a period of 12 months from receipt of their last grant from the fund.

Application Criteria

- The applicant must have been a fully paid-up member, on either the full-time, part-time, sick/unemployed or any other type of membership rate for more than 53 weeks.
- Successful applicants will be expected to retain their membership throughout the whole process once funding has been received.
- Applications should be made prior to the commencement of a course of study, or during the application stage when the individual knows they are eligible to undertake the course.
- You must attend a Branch Meeting and present the application form at your Branch Meeting, where sections of the form need to be filled in. This is also where you request if the Branch will also be able to assist with funding.
- Once the form has been completed and endorsed by the Branch, it must then be signed by the Regional Education Officer (REO).
- The Regional Education Officer then forwards the completed application form to the Chair of the National Lifelong Learning Committee via email.
- No commitments should be entered into on the assumption that an award will be made.
- The awards do not apply to any other College, institution or training provider.
- There is an appeal process which is stated on the form, any appeal must be sent to the Chair on the email below.

If you would like any further advice, information or guidance, please contact the Chair of the National Lifelong Learning Committee or your Regional Education Officer.

Chair of the NLLLC - lifelonglearning@gmbactivist.org.uk

Regional Education Officer – educationso@gmb.org.uk



NATIONAL LIFELONG LEARNING FUND APPLICATION FOR SUPPORT TOWARDS A COURSE OF STUDY

SECTION 1 – ABOUT YOU	
GMB Membership Number:	
First name & surname:	
Home address including postcode:	
Contact telephone numbers:	
Email address:	
How long have you been a member? (years & months)	
Which Region are you in?	

SECTION 2 – COURSE OF STUDY	
Which course have you applied for?	
What is the duration of the course?	
Have you received confirmation of a place on the course? YES / NO	
If NO, when do you expect to hear about your application? (date)	
Is the course available for a student loan, and if so, are you eligible to apply? YES / NO	
Have you applied for a student loan? YES / NO	
If yes, has it been approved yet? YES / NO	

Please state clearly below how much financial support you are applying for from the National Lifelong Learning Fund and give brief details of how the funding is to be used. For individuals applying for funding, you must have paid 53 weeks continuous membership to the GMB.

Funding Required £

SECTION 3 – GMB LIFELONG LEARNING FUND	
Have you received any funding from the Branch? YES / NO	
If yes, what was the amount received £	
Date of Branch Meeting attended:	
Branch President: (print name & signature)	
Branch Secretary: (print name & signature)	
Regional funding or any other GMB funded support? Please give details:	
Amount awarded and date awarded: £	
Endorsed by Region:	
Position:	
Name:	
Date:	

Authorised by Region: YES / NO	
How would the course chosen benefit you?	
How would this help you within the GMB Union/Branch?	
How would this course benefit the GMB Union?	

SECTION 4 - DECLARATION

If your application is successful, you will be required to send information regarding your progress on the course to the Chair of the National Lifelong Learning Committee. Do you agree to do so? **YES / NO**

Do you agree that the panel can approach the College/course provider 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 in the course. **YES / NO**

Conditions

1. I am aware that if awarded a GMB LLL award, that the GMB is not liable for any further costs, fees or expenditure incurred as a result of undertaking the agreed course 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 Chair of the NLLLC 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.

Date & applicant's signature:	
Date & REO's signature	
Date & Chair of the NLLLC's signature:	
Date & NLLLC facilitator's signature:	

SECTION 5 - AUTHORISATION

Date received by Chair & signature	
Date reviewed by panel	
Date & authorised by Chair	
Date passed to facilitator	
Date Passed to NAU for Payment	
Date of Payment by NAU	

Any member who is dissatisfied with the panel's response to their application for funding has the right to appeal and must put their reasons for appeal in writing and respond directly to the Chairperson of the NLLLC at lifelonglearning@gmbactivist.org.uk who will then forward the appeal to the Senior GMB Manager responsible for the NLLLC.