**Professional Bursary**

**Application Form**

Please ensure that you read the guidelines (see appendix) before completing this form. All fields must be completed. **Once completed, please email the application form to** [**r.carlotti@joa.je**](mailto:r.carlotti@joa.je)

1. **Personal Details**

|  |  |
| --- | --- |
| **Name** |  |
| **Home Address** |  |
| **Email** |  |
| **Date of birth** |  |
| **Telephone number(s)** |  |
| **Bank Account Details** | |
| **Account Holder Name** |  |
| **Bank Name** |  |
| **Account Number** |  |
| **Sort Code** |  |

1. **Project / Work Placement Details**

|  |  |
| --- | --- |
| **Location**  (Country & region) |  |
| **Work Objectives**  This is the overall purpose of the work you will be undertaking |  |
| **Planned Activities**  What work / activities will you be undertaking? |  |
| **Core Beneficiaries**  These are the main people your work will focus on helping (usually community members) | *(please state exact number)* |
| **Frontline Workers**  These are people who will receive training or support from your work that enables them to help the core beneficiaries | *(please state exact number)* |
| **Expected Impact**  Describe the short and long-term impact your work is intended to have |  |
| **Organisation**  Which organisation(s) will you be working with (if applicable) |  |

1. **Your Experience & Qualifications**

|  |  |
| --- | --- |
| **Relevant Experience**  Please describe why you are suitably experienced and qualified to undertake this work |  |
| **Relevant Professional Qualifications**  Please provide details of relevant professional qualifications |  |

1. **Resources and Efforts**

|  |  |
| --- | --- |
| **Dates**  What dates will you spend at the project location? | **From:**  **To:** |
| **Number of days working**  Please estimate the number of full days you anticipate working |  |
| **What is the estimated cost of your work abroad?**  Please give details of all expected costs associated with your proposed work, such as travel, accommodation, living expenses, and professional supplies |  |
| **Other Funding**  Will you be receiving other sources of funding for your work, including payment for the service you will be providing or other grants? Please provide details |  |
| **Funding Request**  How much financial assistance are you requesting from JOA? |  |

1. **Eligibility and Risk Mitigation**

|  |  |
| --- | --- |
| **Are you legally resident and ‘Entitled’ or ‘Entitled to Work’ in Jersey?**  ‘Entitled to Work’ requires 5 years residence, ‘Entitled’ requires 10 years |  |
| **Professional Insurance**  Do you need professional insurance for this work? (e.g., for undertaking medical work or providing legal advice) | *If yes, please give details* |
| **Permissions**  Do you need the permission of the local authorities to work? | *If yes, please give details, including of the type of visa you will apply for* |
| **Have you ever been convicted of a criminal offense involving children, violence, or dishonesty?** | *If yes, please give details* |
| **Do you have any unspent criminal convictions?** | *If yes, please give details* |
| **Are you aware of any aspect of your placement abroad which might be considered controversial?** | *If yes, please give details* |
| **Are you intending to take part in any political activity or religious proselytising while abroad?** | *If yes, please give details* |

1. **Follow Up and Reporting**

|  |  |
| --- | --- |
| **How will you report and show to JOA that you achieved your goals?**  These might include a short report on return, pictures, testimonials etc. |  |
| **Are you prepared to take part public engagement / outreach activities before or after your trip?**  These might include interviews or presentations |  |

1. **References**

Two references are required. One referee should be a current or recent employer and the other should be a character reference (not a member of your family). **Please complete the details of your two referees.**

**Professional Reference**

|  |  |
| --- | --- |
| **Full Name** |  |
| **Address** |  |
| **Email** |  |
| **Position** |  |
| **Telephone Number(s)** |  |

**Character Reference**

|  |  |
| --- | --- |
| **Full Name** |  |
| **Address** |  |
| **Email** |  |
| **Relationship** |  |
| **Telephone Number(s)** |  |

**Declaration**

**The information submitted in this application is correct to the best of my knowledge at the time this application was made.**

**I undertake to ensure I obtain all the required permissions, visas, insurance cover and vaccinations necessary for my trip, and understand that JOA bears no responsibility for these or for my welfare or safety.**

**Signature:**

**Date:**

**Data Protection**

Your information will be treated in the strictest confidence and will only be used in connection with your application. Your data will not be shared with any third parties.

If successful, information about your project, including names of participants and affiliated organisations, will be published on our website and may be used to promote JOA’s bursary programme.

**Appendix**

**Application Form Guidelines**

**Eligibility**

* Applicants must be over 18 years old.
* Applicants must be resident in Jersey and deemed ‘Entitled’ (10 years residency) or ‘Entitled to Work’ (5 years residency).
* Applicants must possess a professionally recognised qualification or otherwise be able to demonstrate their expertise in a particular field.

**Conditions**

* Applicant must demonstrate how their work will make a real difference to poor communities in developing countries.
* JOA requires that all grantees sign up to JOA’s code of practice.
* The overseas work must be at least 2 weeks in duration.
* All grantees must attend safeguard training, complete a DBS form and complete a JOA risk assessment form prior to departure.
* JOA will not fund projects that take place in countries or within an area where the UK Foreign and Commonwealth Office (FCO) advises against travel.
* Personal medical insurance must be in place before departure.
* Within two months of completion of the project the grantee will be required to complete a report including abstract, description and key achievements. High resolution JPEG images that capture the spirit of the project are also desired.
* Grant details, including text and images from reporting, may be used in publications and on JOA’s website.
* The bursary can cover reasonable expenses from Jersey to country, living expenses and vaccinations but will not exceed £10,000.

**Selection**

* Applicants must submit a Professional Bursary Application Form.
* Two written references will be required.
* Applicants must attend an Interview.