



**FOR OFFICE USE ONLY**

Name of Candidate

Membership Number

Date Application Received

Date and Time of Interview

Amount Awarded £

# JOHN COPE TRUST APPLICATION FORM

## **Please Note:**

All parts of this application form must be completed in full\* and the original returned, along with copies of all supporting documentation, including the original written branch endorsement to:

Mr Paul Ward  
Regional Education Officer,  
GMB London Region,  
9 Norwich Business Park,  
Whiting Road,  
Norwich,  
NR4 6DJ

Alternatively please email completed form and supporting information to [Paul.ward@gmb.org.uk](mailto:Paul.ward@gmb.org.uk)

*\*Failure to complete any part may result in the form being returned to you causing unnecessary delays and the risk of not being invited for interview.*

## **IMPORTANT INFORMATION PLEASE READ CAREFULLY**

The John Cope Trust awards funds using set criteria to promote education which will benefit the trade union and the labour movement promoting and encouraging each individual member.

Consideration will be given on an individual basis including; length of membership, trade union activities, ability to pay and the nature of the course. An essential part of the criteria is full endorsement of the individual's branch, in writing, in support of your application.

Applicants, except in certain circumstances, are required to attend a panel interview at which time consideration of your application will be made. The panel consists of Lay Member Trustees and a Regional Officer.

April 2024

GMB London Region

Education Department, GMB London Region, Jansel House, Hitchin Road, Stopsley, Luton LU2 7XH

Tel: 01582 393165

Website: [www.gmblondon.org.uk](http://www.gmblondon.org.uk)

## Instructions for Application

1. Complete this application form and note that **ALL SECTIONS MUST** be completed.
2. Contact your London Region Branch Secretary and attend the next Branch Meeting to seek Branch Endorsement for your application requesting their written support.
3. When you attend your local branch meeting take with you:
  - a. Your completed application form; and
  - b. Any supporting documentation regarding the course/training you wish to do.
4. Once written endorsement is obtained:
  - a. Take a copy of the application form and endorsement letter;
  - b. Take copies of any supporting documentation;
5. Send the originals of the application form and endorsement letter together with copies of your supporting documents to the address on the front of this application form.

Once in receipt, your application will be considered and you will be notified when the Trustees will meet and be offered an interview time.

Should a decision to award sponsorship be made you will be sent an agreement to sign, which requires the following of you:

1. Continue your subscription as a member of the GMB in the London Region.
2. Complete the course applied for.
3. Report to your branch, in writing and/or verbally, at six monthly intervals on your progress.
4. Give your permission to use your sponsorship in recruitment literature on behalf of the London Region.
5. Provide receipts in relation to the sponsorship to the London Region and/or your Branch.
3. Repay any monies not spent as allocated by the Trustees.

## **APPEALS PROCEDURE**

### **Branch Endorsement**

If the branch does not endorse your application an appeal can be placed with the Branch Committee. The Trust cannot interview any candidate without prior branch endorsement.

### **Sponsorship**

If sponsorship is not awarded, you can appeal to the Regional Committee (whose decision will be final).

For further information on appeals procedures please contact the Regional Education Officer.



## 4. COURSE DETAILS

Course Title: \_\_\_\_\_

Name and Address of Course Provider:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Course Start Date: \_\_\_\_\_

Duration of Course: \_\_\_\_\_

Give details of whether the course is day release or evening: \_\_\_\_\_

Full Sum Applied For:  
£ \_\_\_\_\_

Course Cost:	£ _____
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Will you be able to undertake the course if you are not sponsored?      **YES**       **NO**

List details of any other grants received/applied for: \_\_\_\_\_

List other Further Education courses (*full or part-time*) you have attended since leaving school

_____	_____
_____	_____

Why do you want to take this course?

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

How will you use the skills/qualifications gained to help the union and why should the Region sponsor you?

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Please give any additional information you would like the Trustees to consider.

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Signed: \_\_\_\_\_

Dated: \_\_\_\_\_

## **Levels of Sponsorship**

In order to secure the sustainability of the John Cope Trust, and that sufficient funds remain within the account to ensure this, a series of sponsorship level caps are operated as follows:

**For training that equates to less than NVQ level 3. Up to 100% of the full amount.**

**For training that equates to NVQ level 3 and above. Up to 75% of the full amount.**

**From January 2020 the Trust will no longer accept applications for Under/Post Graduate courses; this is to ensure the sustainability of funding for the Trust**

Where a successful applicant is accessing a course that lasts more than a year the Trustees will only award one year at a time, the applicant may reapply for subsequent years as they near the completion of the previous one.