



Institution of Gas Engineers & Managers

Apprentice Development Grant

Application

The Apprentice Development Grant has been launched by IGEM to inspire the next generation to pursue a career in engineering. Put yourself forward and you could receive up to £1,000 to be used to support your career development.

When completed, please email this form saved as a pdf to funding@igem.org.uk with supporting documentation. (Please note the maximum file size of your emails should not exceed 10MB).

If you **DO NOT** receive an acknowledgement within seven working days, please email funding@igem.org.uk or telephone **+44 (0)1509 678 166** to ensure that the team have received your application.

CLOSING DATE: 30 April 2021

Eligibility

- This grant is open to any individual who is working towards or has completed (within the last twelve months), an apprenticeship within an organisation working in the gas sector.
- Applicants must be a member of IGEM at the time of applying
- IGEM employees are not eligible to apply

Section 1. Applicant

Title	Full name
-------	-----------

Address (for all correspondence). Please remember to keep IGEM informed of any change of address between now and September.
--

IGEM membership no	Tel no
--------------------	--------

Email



Section 1. Entry

Please provide a short description as to why you should be awarded an Apprentice Development Grant in no more than 500 words. Continue on a separate sheet if required. Please include the following information

1. Explain your company's role in the Gas Industry and how your role supports the company's continued success
2. Examples of how you make a positive difference to your company
3. Examples of time where you have gone above and beyond your normal duties and/or taken on extra responsibility at work



Section 2. Grant

How did you learn of the award? **(Please tick the appropriate box)**

Existing scholar	From university	From school	IGEM website
Publicity material	Social media	Other (Please state)	

Section 3. Supporting comments

Please include comments from your referee, i.e. your line manager, a colleague etc

Section 5. Publicity

If awarded Apprentice of the Year, please confirm your acceptance to contribute to IGEM's publicity material

(please indicate) YES NO

Section 9. Declarations

Please indicate to confirm that you have read, understood and agree to the following (as applicable to you)

I hereby declare that all questions contained in this form have been fully and truthfully answered to the best of my ability

In accordance with the GDPR, I hereby explicitly consent to permit IGEM staff to process and retain the data provided in this form and in all other communications from me to IGEM in connection with my application

I understand that deliberately providing any false, incomplete, and/or misleading information on this form may disqualify my application

Signature

Date



Section 5. Publicity

If awarded an Apprentice Development Grant, please confirm your acceptance to contribute to IGEM's publicity material

(please indicate) YES NO

Section 9. Declarations

Please indicate to confirm that you have read, understood and agree to the following (as applicable to you)

I hereby declare that all questions contained in this form have been fully and truthfully answered to the best of my ability

In accordance with the GDPR, I hereby explicitly consent to permit IGEM staff to process and retain the data provided in this form and in all other communications from me to IGEM in connection with my application

I understand that deliberately providing any false, incomplete, and/or misleading information on this form may disqualify my application

Signature

Date



Application Process for IGEM Apprentice Development Grant

CLOSING DATE FOR APPLICATIONS: 30 April 2021.

1. Acknowledgement of application form

You will be sent confirmation from the Scholarship Panel upon receipt of your application.

2. What happens next?

Your application will be assessed by the Scholarship Panel.

The Scholarship Panel meets in May to select candidates to invite to interview. Candidates who are short-listed, will be contacted by email.

Candidates who have **not** been short-listed for an interview will be informed by email after the meeting in May.

PLEASE NOTE THAT THE SCHOLARSHIP PANEL WILL NOT ENTER INTO ANY CORRESPONDENCE REGARDING ITS DECISION.

3. Interviews

Interviews for short-listed candidates have been arranged for July 2021. ***We regret that an alternative date cannot be arranged.***

4. What happens at the interview day?

Those short-listed will be invited to attend a virtual interview with the Scholarship Panel. The interview will last approximately 45 minutes and will be based on your application submitted.

If you have any additional requirements to assist you to attend your interview, please notify us in advance so that we can organise the necessary arrangements.

5. After the interview

As soon as possible after the interview, the Scholarship Panel will notify applicants of the outcome of the interview via email.

NOTE: APPLICANTS MUST BEAR IN MIND THAT THE SCHOLARSHIP PANEL DOES NOT OFFER FEEDBACK FROM THE INTERVIEW AND ITS DECISION IS FINAL.

6. Successful applicants

Successful applicants will be sent an offer by email outlining the amount agreed by the Scholarship Panel.

This will include a reminder of the conditions attached to the grant.

Successful applicants are required to notify IGEM in writing that they accept the terms and conditions of the grant as outlined in the offer letter.

Upon receipt of the confirmation, IGEM will arrange for delivery of the funding to your bank account with the bank details you provide.