**Volunteering 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** [**enquiries@joa.je**](mailto:enquiries@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 Details**

|  |  |
| --- | --- |
| **Organisation**  Which organisation will you be working with? |  |
| **Project Location**  (Country & region) |  |
| **Project Objectives**  This is the overall purpose of the project that you will be supporting |  |
| **Anticipated Activities**  What activities to you expect to undertake whilst volunteering? |  |
| **Dates**  What dates will you spend at the project location? | **From:**  **To:** |
| **Number of days volunteering**  Please estimate the number of full days supporting the project |  |

1. **Finance**

|  |  |
| --- | --- |
| **Estimated cost of undertaking the overseas work**  (travel, accommodation, living expenses, etc.) |  |
| **Funding Request**  How much financial assistance are you requesting from JOA (max £1000) |  |

1. **Your Experience**

|  |  |
| --- | --- |
| **Overseas Experience**  Please describe any travel/visits overseas that have done in the last five years and for what purpose |  |
| **Volunteer Experience**  Please describe any previous volunteer work you have been involved in; either locally or overseas (this can include volunteering through school, university, with volunteer groups, as part of other organised activities) |  |
| **Education Awards**  Please provide details of any education awards you have received, such as GCSEs, A Levels, Diplomas, Degrees |  |

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 |  |
| **Have you ever been convicted of a criminal offence involving children, violence, or dishonesty?** |  |
| **Do you have any unspent criminal convictions?** |  |
| **Are you aware of any aspect of your placement abroad which might be considered controversial?** |  |
| **Are you intending to take part in any political activity or religious proselytising while abroad?** |  |

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 |  |

**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).

**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 one month 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.

**Selection**

* Applicants must submit a Volunteer Bursary Application Form.
* Applicants must attend an Interview.