



Institute of Chartered Shipbrokers Educational Trust Fund Guidelines for Applicants

Thank you for your interest in the Institute of Chartered Shipbrokers. We very much hope you will find the below information helpful in submitting your application to the Educational trust Fund. We would ask that you read these guidelines thoroughly and submit everything you are asked for at one time to minimise the administration, which will in turn help your request get through to the trustees in a timely manner for the next meeting when a decision will be made. After the meeting the decision will be communicated to you.

Overview

The Trust was formed in 1978 and is a completely separate entity from the Institute of Chartered Shipbrokers. It has up to six members who are elected at its AGM as Trustees to serve for a period of 12 months. In addition, up to five co-opted members can hold office until the end of the AGM following their co-option. The Trust is governed by a Declaration of Trust dated 1978 and is registered with the UK Charity Commissioners.

Eligibility

The principle objectives, as contained in the Declaration of Trust, are:

- To promote the education of persons in the business of shipping;
- To promote the maintenance of any school or faculty providing education in relation to the business of shipping;
- To provide scholarships for further education of persons wishing to pursue a career in the business of shipping;
- To provide lectures and films of an educational character in relation to making a career in the business of shipping;
- To do all such other charitable things as are necessary for the attainment of all of the above objects or any one of them.

You are eligible to apply if you or your organisation falls into any of the above categories but the committee will give priority to candidates who have a real need for financial support and who can demonstrate their commitment to the business of shipping.

How and when to apply

The committee holds three meetings per year (January, May and October). All applications that have been submitted before the relevant meeting will be considered by the committee. Any applications received after a meeting will be presented to the Trustees at the following meeting.

The funding application should be in the form of a personal statement of around 500 words. The letter should contain as much information as possible regarding your background, the course or other reason for which you require support and the reasons for making the application. The letter should demonstrate your commitment to the business of shipping.

Name:

About yourself (where you live, your education, what your interests are, what you hope to achieve in your career):

What you would like to be sponsored for:



Evidence and supporting documents that we may need

- If you are applying for a bursary for the first time you must provide evidence to confirm your identity, which must include a photograph of yourself. This can be a scanned copy of your birth certificate, national ID, valid passport or driving licence.
- A reference letter from a third party
- A letter of recommendation from your current employer or academic institution or your local Institute of Chartered Shipbrokers branch.

It is suggested that candidates provide as much supporting evidence of their need for financial support in order to allow the Trustees to make a more informed decision.

Timescales for assessment and payment

The committee holds three meetings (January, May and October) per year. All applications that have been submitted before the relevant meeting will be considered by the committee. After careful consideration of each application, the committee will either make a decision at their meeting or they will request further information or clarifications.

Contact:

For further information, enquiries or to submit your application, please email: e.fund@ics.org.uk