



EARLY EDUCATION SCOTLAND FUND

Over many years the **British Association for Early Childhood Education (Early Education)** had close links with the **Scottish Child Care and Education Board (formerly the Scottish Nursery Nurses' Board)**. When **SCCEB** ceased to exist, **Board** members made arrangements to dispose of the organisation's remaining assets. We are pleased to announce that **Early Education** received a donation for use in Scotland.

Early Education Scotland Fund

This money is available only to **Early Education** members. Applicants should, be eligible for registration with **SSSC** (SVQ level 3 and above) and work in the early years sector in Scotland. Teaching staff should not apply. Grants from the **Scotland Fund** are designed to encourage attendance at CPD events/conferences e.g. conferences/meetings/workshops concerned with, or closely related to, early childhood education and care. It should be noted that whilst all applications will be considered, Early Education is unlikely to support applications expected to be funded by the applicant's employer in the course of his/her own job.

Procedure for Grant Applications:

Applications can be made to **Early Education's** Council of Trustees using the approved application form. Please refer to the Guideline notes for completion. Applications can be made at any time and should be submitted prior to the event/conference taking place. In exceptional circumstances retrospective applications may also be considered (see Guidance Notes).

Completed forms should be returned to:

Scotland Fund
Early Education
136 Cavell Street
London
E1 2JA

Tel: 020 7539 5400

Fax: 020 7539 5409

Email: office@early-education.org.uk

Recipients of grants are requested to produce a short feedback form which will be used to monitor uptake of grants.

Yours sincerely,



Almaz Ahmadova
Project Manager

Guideline notes

1. Grants are available to SSSC registered early years staff (SVQ level 3 and above) working in Scotland.
Teaching staff should not apply.
2. Applications can be made at any time as Early Education's Council of Trustees meet five times per year: January, March, June, October and November. Completed application form should be sent to us by the last day of previous month before meeting months mentioned above.
3. Normally, no application for a grant will be considered unless the application was made at least one month prior to the date of the proposed event/conference. In exceptional circumstances retrospective applications may be considered (up to one calendar month after the event/conference).
4. All sections of the application form must be completed.
5. The completed form should be returned to:

Scotland Fund	Tel: 020 7539 5400
Early Education	Fax: 020 7539 5409
136 Cavell Street	Email: office@early-education.org.uk
London	
E1 2JA	
6. A copy of the programme should be enclosed or the appropriate web-site address recorded on the application. The event/conference should be concerned with, or closely related to, early childhood education and care.
7. If you have been a recipient of a Scotland Fund grant in the past we may still be able to accept further applications providing a year has elapsed since the previous application.
8. Grants from the Scotland Fund will normally cover only part of the expenses incurred in attending event/conference and are intended to supplement funding from other sources. In any case a maximum grant is set at £100.
9. Applications should not be submitted for event/conference normally funded by employers in the course of the applicant's job.
10. All recipients of grants are requested to produce a report on return from the conference/meeting/workshop. This should include the following:
 - an opinion as to whether the event/conference was a success
 - any highlights of the event/conference for non-attendees
 - any way in which the event/conference was of any special interest
 - any benefit obtained from attending the event/conference

Note: A feedback form is enclosed with this application pack and should be sent to the above address.

Early Education Scotland Fund



APPLICATION FORM

Name: Qualifications:

Home Address:

.....

..... Post Code:

Telephone Number: Email:

Early Education membership: Individual Group Membership No:

Occupation:

Are you eligible for registration with SSSC: yes/no or are you registered with GTC: yes/no

Name & Address of setting in which you presently work:

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.....

..... Post Code:

Title, place and date of conference/meeting/workshop for which grant is requested:

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Amount requested £

Have you enclosed a copy of the programme? Yes No

If not, the website containing the programme is

Is financial support being sought from other sources? If so, from whom and how much?

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Have you received a previous grant from the Early Education Scotland Fund? If so, when?

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Signature of applicant: Date:

Equal Opportunities Form

Early Education is committed to equal opportunities, selecting staff only on the basis of their ability to do the job. The information requested below will be kept separate from your application and will be treated in the strictest confidence. Please help us to monitor the implementation of the policy by completing this form.

Please tick the boxes that apply to you:

Age group:

- 20 – 30
30 – 45
45 – 60
Over 60

Gender:

- Male
Female

Ethnic Origin:

- | | | |
|--|--|--|
| White British <input type="checkbox"/> | Black British <input type="checkbox"/> | Asian British <input type="checkbox"/> |
| Asian <input type="checkbox"/> | Black African <input type="checkbox"/> | Black Caribbean <input type="checkbox"/> |
| Other..... | | |

Do you consider yourself to have disability?

- Yes No

Are you a member of Early Education?

- Yes No

Advertising:

Please tell us how you heard of this vacancy:

- Website (please specify).....
- Newspaper (please specify).....
- Other (please specify).....

Thank you!

Please return this form with your application.

Early Education Scotland Fund



FEEDBACK FORM

Name:

Event/conference :

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Your opinion of the event/conference?

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Any highlights?

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Anything of special interest?

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What were the benefits to you (and/or your place of work)?

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Note: Please complete this form after the event/conference and return to Scotland Fund