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| Cu¦üid Housing-logo_RGB-2(web) |
| Application Form |

Stepping Stones Award 2021

*Information provided will be handled as confidential. The distribution and retention of data will be controlled to ensure confidentiality is not violated.*

By submitting an application, you are confirming that you have read and agree to abide by the Terms & Conditions which can be found at the end of this document.

**Please complete the form in full.**

Applications should be submitted electronically to steppingstones@cluid.ie

**The deadline is 5pm on Monday, 13th September 2021.**

Section 1: Personal Information

**Surname**: **First Name**:

**Gender (please tick):** Male Female **Date of Birth**: \_\_\_/\_\_\_\_/\_\_\_

**Address:**

**Daytime phone number**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Email address**:

Section 2: Educational Background

Please include below a note of any previous education and qualifications, starting with the most recent.

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| --- | --- | --- |
| **Education/qualification** | **Name of school/ Institution** | **Year completed** |
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Please list below any previous scholarships, awards or grants that you have received, including Stepping Stones.

 \_\_\_\_\_\_\_\_\_\_\_\_\_

 \_\_\_\_\_\_\_\_\_\_\_\_\_

 \_\_\_\_\_\_\_\_\_\_\_\_\_

Please describe your employment status for the last two years. For example, “I have been working as\_\_\_\_\_\_\_\_\_\_\_” or “I have been unemployed” or “I have been a carer to \_\_\_\_\_\_\_\_\_\_\_”

 \_\_\_\_\_\_\_\_\_\_\_\_\_

 \_\_\_\_\_\_\_\_\_\_\_\_\_

 \_\_\_\_\_\_\_\_\_\_\_\_\_

 \_\_\_\_\_\_\_\_\_\_\_\_\_

Section 3: Details of proposed study/course

Name of course or programme: \_\_

Name and address of institution/course provider where the course will be completed:

 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 \_\_\_\_\_\_\_\_\_\_\_\_\_

 \_\_\_\_\_\_\_\_\_\_\_\_\_

Please provide some details of the course content:

 \_\_\_\_\_\_\_\_\_\_\_\_\_

 \_\_\_\_\_\_\_\_\_\_\_\_\_

 \_\_\_\_\_\_\_\_\_\_\_\_\_

 \_\_\_\_\_\_\_\_\_\_\_\_\_

Have you been accepted for this course? (please tick) Yes No

 Conditionally

When will the study/course begin? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Length of study/course: \_\_\_\_\_\_

Cost of study/course: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Please list any other sources of funding for your study. Please indicate whether the funding has been received or is pending, the amount applied for or received and the duration of the award.

Section 4: Personal Statement

*Please describe your motivations for applying for the Stepping Stones bursary.*

Why are you looking for financial support?

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How will the course you are applying for help you in terms of your future?

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Application conditions

By indicating my acceptance below and by submitting this application I confirm that, to the best of my knowledge, all of the information on this application form is true and accurate.

I understand that the Clúid Stepping Stones Award Committee may ask for more information at any stage of the application process.

I have read and I accept the Terms and Conditions.

I agree to the use of the data provided on this form as outlined in the Data Protection section.

I understand that deliberately falsifying information contained in the application will result in an automatic exclusion from the application process.

**To indicate your acceptance place X in the appropriate box, enter the date and sign as directed.**

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|  |
|  | I accept |  |  |
| Printed Name of Applicant: |  |
| Applicant’s Signature: |  |
| **Date:** |  |  |
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**Terms and Conditions**

**The applicant shall be deemed to accept and to agree to abide by the following terms and conditions:**

1. Submission of an application to the ‘Clúid Stepping Stones Award’ constitutes acceptance of these Terms and Conditions, which shall include any instructions which may be separately or subsequently provided by Clúid Housing.

1. Entry to the ‘‘Clúid Stepping Stones Award’ is free. All entries must be received by **5pm on Monday, 13th September 2021.**
2. Only one entry per person is allowed. Applicants must be a tenant or authorised occupant of Clúid Housing Association. Arrears on a rent account does not automatically rule out applications. However, Clúid reserves the right to take into account the level of engagement concerning payment of arrears.
3. Applicants must be 18 years old or over at the time of applying for the bursary.
4. All application forms should be submitted in English.

1. Applications should be submitted by email to steppingstones@cluid.ie. Please ensure you submit a valid and working email address as we will email you an acknowledgement of your application after submission. We will do this only once. If you do not have access to email our postal address is Clúid Housing, 159-161 Sheriff Street Upper, Dublin 1.
2. Entries that are altered, amended or damaged are invalid. Proof of making an entry does not constitute proof of receipt. No responsibility will be accepted for entries lost, damaged, or delayed.
3. Successfully shortlisted applicants will be notified via email and/or phone, so a valid email account and phone number are required for your submission.
4. The Award Committee expressly reserves the sole discretion and right to disqualify any applicant and/or application form which violate the rules, regulations or the spirit of the award programme. In such circumstances, the applicant in question will be notified.
5. Clúid Housing expressly reserves the sole discretion and right to alter the eligibility criteria or other application rules, judging criteria/process and / or timelines in such manner as it sees fit at any time including, without limitation, to the right to extend the application deadlines at any time. The applicant, where necessary, will be notified of any such alterations.
6. The list of shortlisted candidates and successful applicants including the proposals may be published on www.cluid.ie
7. All decisions made by the Clúid Stepping Stones Award Committee are final.
8. Any failure on the part of Clúid Housing to exercise or enforce any right or provision of these Terms and Conditions shall not constitute a waiver of such right or provision and shall not be deemed to be a waiver of any other term or condition hereunder, or a subsequent breach of such term or condition.
9. Clúid Housing, at its absolute and sole discretion, may decide not to make an award.
10. ‘‘Clúid Stepping Stones Award’ and the Terms and Conditions will be governed by Irish law and any dispute will be determined by the exclusive jurisdiction of the Irish courts.

**Applicant Responsibilities**

Stepping Stones publicity

1. The applicant expressly acknowledges and agrees as a condition of entry to allow Clúid Housing to use, for the purposes of publicity and in any media worldwide, each applicant’s name, any photographs, images, text, content and other information that he/she provides.
2. Applicants, as a condition of entry, agree to be involved in publicity relating to the award, for their names, proposal, and other information related to the successful applicant(s) being publicised alongside the Clúid Housing name and to co-operate in publicity events and for photographs of them taken at such events to be used for publicity in any media worldwide.
3. The Committee must be provided with advance written notice of any proposal by or on behalf of a shortlisted candidate or successful applicant to publish or announce their shortlisted or successful status or any related details. Applicants agree that Clúid Housing is entitled to final approval of any such proposed publication or announcement and that the making of any such announcement or issuing of any such publication is subject to the finalist or winner obtaining Clúid Housing’s prior written consent.

Other responsibilities

1. The applicant must make his/herself available to respond to the Clúid Stepping Stones Award Committee’s queries at the relevant stages of this application process.
2. All expenses of application to and participation in the ‘Clúid Stepping Stones Award’ are the sole responsibility of the applicant.
3. The applicant expressly acknowledges and agrees as a condition of entry that recipients of the ‘Clúid Stepping Stones Award’ shall:
4. Provide an annual progress report to the Clúid Stepping Stones Award Committee, if requested
5. Make a presentation at the end of the year of study on the outcomes of the study in the preceding

year, to an audience as agreed with the Award Committee, if requested.

1. Prepare an article, if requested, for a general audience, for publication in outlets such as the newsletters of Clúid Housing
2. Be responsible for ensuring that taxation (if any) applicable is paid in full.
3. In the event of withdrawal from or failure to meet the requirements of an academic programme or course funds disbursed must be returned to the ‘Clúid Stepping Stones Award Committee through Clúid Housing
4. Undertake to repay any funds received, in the event of an applicant falsifying information either during or after the application process or withdrawal from or failure by an applicant to meet the requirements of the academic programme.

The Award Committee, at its absolute discretion may request the return any funds disbursed, and applicants undertake to repay any and all such funds to the Clúid Stepping Stones Award Committee through Clúid Housing within 30 days of being so requested.

**Data Protection**

1. Clúid Housing is the data controller for the purposes of the General Data Protection Regulation. Please contact Clúid Housing cluid@cluid.ie if you have any queries relating to the use of your data.
2. By completing this application form you are agreeing that Clúid Housing may use the information you provide in order to process your application for the ‘Clúid Stepping Stones Award’. We may also use the information you provide on this form to contact you about the award programme and your application.
3. If your application is successful, we will retain it and any information on your proposal as submitted by you to us and as contained in other publicly available printed and electronic form for five years after you have completed your studies. Thereafter, we will delete all information regarding you and your application in a secure manner, save for a summary of your project for which we will retain the right to publish in either printed or electronic form as a historical record of our awards.
4. If your application is unsuccessful, we will delete it in a secure manner within one year of the completion of the application process.

**Payment of Award**

1. Applicants for educational/ personal development courses will be awarded up to €750 on receipt of confirmation that they have been accepted onto their course.
2. Applications for third level education are open only to persons wishing to access third level education for the first time or currently undertaking their first-degree course.
3. Applicants who already have other sources of income are not eligible to apply for Stepping Stones.
4. Educational awards will be made pending acceptance of successful applicants to the course identified in their proposal.