

The Trinity Language Access Fund

Support for Ukrainian Nationals

Information and guidance for
applicants

About Trinity College London

Trinity College London is a leading international exam board and independent education charity that has been providing assessments around the world since 1877. We specialise in the assessment of communicative and performance skills covering music, drama, combined arts and English language.

Information

Guidance

Preparation

English Language

Trinity College London English language qualifications and awards include:

- ▶ **ESOL Skills for Life - UK only**
Tests speaking, listening, reading and writing skills of adults in the UK aged 16+ from Entry level 1 - Level 2.
- ▶ **ESOL Step 1 and Step 2 - UK only**
Tests speaking and listening skills of adults in the UK aged 16+ who are not yet ready to take an Entry level ESOL Skills for Life qualification.
- ▶ **Graded Examinations in Spoken English (GESE)**
Tests speaking and listening skills. 12 grades (pre-A1 to C2) available for learners of all ages from beginner to advanced level.
- ▶ **Integrated Skills in English (ISE)**
Tests speaking, listening, reading, writing. 5 levels (A2 to C2) available for people who need English skills for study and work or proof of proficiency level for university entrance.
- ▶ **Secure English Language Tests (SELT) - UK only**
Home Office UKVI-approved GESE A1, A2, B1 and ISE B1, B2, C1 SELTs for visa, citizenship, settlement and other SELT purposes.

Information

Guidance

Preparation

The Trinity Language Access Fund

The Trinity Language Access Fund has been developed by Trinity College London to provide English language learning and examination grants for learners.

Support for Ukrainian Nationals

In an effort to support the millions of families that have had to take refuge as a result of the conflict in Ukraine, Trinity College London is pleased to introduce a special round of the Trinity Language Access Fund to help those who have been affected by the war.

We have made a commitment to substantially increase the fund, and to create a special application round that will award grants for English language learning projects that are specifically focused on supporting Ukrainian nationals.

Teachers and organisations working with Ukrainian learners anywhere in the world are encouraged to apply for funding to help with the costs of English lessons, equipment, materials or exams.

Information

Guidance

Preparation

Grant value

Applicants can apply for a grant amount for a group or an individual learner and will use the same application form.

The grant amounts are as follows:

- ▶ **GBP (£)**
Applicants can apply for a maximum of £2,000 per group. Please note there is a maximum grant award amount per learner which is £250 per calendar year.
- ▶ **EUR (€)**
Applicants can apply for a maximum of €2,240 per group. Please note there is a maximum grant award amount per learner which is €280 per calendar year.

The Trinity Language Access Fund grant is valid for 12 months and any money not used within this time should be returned to Trinity to be reallocated to future rounds. Extensions to the 12 month time-frame will be considered on a case-by-case basis and only in exceptional circumstances.

Information

Guidance

Preparation

Who can apply for a grant?

Learners must be nominated via an online application form by their teacher/tutor, centre staff member or another appropriate person who is familiar with their background and why they experience barriers to accessing language training or qualifications.

Learners cannot be put forward by someone they are related to, and they cannot put themselves forward for a grant. Applicants may apply for an individual learner, or a group of learners.

Information

Guidance

Preparation

Who qualifies for a grant?

The Trinity Language Access Fund is specifically designed to support learners who experience barriers to accessing language training and qualifications.

These barriers could be due to socio-economics, settlement status, race or faith inequalities, long term health or mental health issues, special needs, disability and more.

This special application round will award grants for English language learning projects that are specifically focused on supporting Ukrainian nationals.

Learners may face multiple barriers to learning, and we encourage you to detail these in the application as appropriate.

Information

Guidance

Preparation

What can the money be spent on?

The grant can be spent on any of the following:

- ▶ Contributions towards the cost of lessons
- ▶ Contributions towards the cost of equipment or materials needed e.g. coursebooks
- ▶ Trinity exam fees
- ▶ Venue hire
- ▶ Travel to lessons or an exam venue

If there is something else that does not appear on this list that the learner(s) need the grant money for, please detail this in the application.

Please note: this list is not exhaustive and additional items may be considered by the panel.

Information

Guidance

Preparation

What can't the money be spent on?

The grant cannot be spent on the following:

- ▶ Core costs, e.g. overheads
- ▶ Refreshments (apart from in exceptional cases)
- ▶ Advertising
- ▶ Purchase of equipment where hiring is a more cost-effective option
- ▶ Training or CPD for teachers
- ▶ Exams that have already taken place
- ▶ Exams that are taking place within 6 weeks of the application deadline

Please note: this list is not exhaustive and the suitability of items will be at the discretion of the panel.

Information

Guidance

Preparation

How to apply

Applications need to be completed using the [online application form](#).

The application process is relatively simple and can be completed over a number of days if needed.

Applicants will be required to:

- ▶ answer a series of questions about the learner(s) and the project, and
- ▶ complete a budget form to outline all related costs and the amount required.

Information

Guidance

Preparation

Application dates

Applications in this additional round to support Ukrainian nationals will be accepted in the application window as listed below:

Open for applications
Monday 4 April 2022

Closing date
Monday 27 June 2022

Information

Guidance

Preparation

Frequently asked questions

- ▶ **Can I apply for a grant to pay for something that has already happened?**
Grants cannot be awarded retrospectively and will not be released for activities that have already happened.
- ▶ **How will I know if my application has been successful?**
You will receive an email from the Trinity Language Access Fund Coordinator either during the application round, or within three weeks of the application deadline. This email will confirm whether your application has been successful.
- ▶ **When will I receive the grant?**
If your application is successful, the grant should be with you approximately 6 weeks after you receive your acceptance correspondence. Grants awarded for exam fees will be held in a central fund at Trinity and will be directly applied to exam costs.

If you have further questions, please do not hesitate to contact the Trinity Language Access Fund Coordinator: languageaccessfund@trinitycollege.co.uk.

Information

Guidance

Preparation

Using the online application form

All applications must be submitted [online here](#). Applicants should refer to the guidance below when submitting an application:

- ▶ Applicants should read all of the information provided carefully.
- ▶ Applicants can save the form by selecting 'Save and continue later'. They will be asked to provide a name and email address prior to saving and will receive an email with a link to access the application form at a later date.
- ▶ The 'applicant' is the teacher or person applying on behalf of a learner or group.
- ▶ Applicants can view the application questions from pg. 29 in this guide to prepare responses before completing the online form. It is then possible to copy and paste this information directly into the application form when the grant round opens.

Information

Guidance

Preparation

About the applicant (Questions 1-8)

Applicants will be required to provide:

- ▶ Full name ⁽¹⁾
- ▶ Telephone number ⁽²⁾
- ▶ Email address (for correspondence) ⁽³⁾
- ▶ Postcode/Zip code of the organisation that the applicant works for ⁽⁴⁾
- ▶ The applicant's relationship to the learner(s), e.g. Teacher ⁽⁵⁾

Organisations that are Registered Exam Centres should select 'yes' for question 6 and include the name of their organisation and Registered Exam Centre number in question 7 e.g. 'Sample College - Centre no. 12345'.

Organisations that are not Registered Exam Centres but wish to provide exams can either:

- ▶ Register to become a Registered Exam Centre at www.trinitycollege.com before making an application, or
- ▶ list the name and address of a registered exam centre that candidates will take their exam at in question 8.

For non-exam activities, please list the full address of the premises that the project or learning programme will take place at in question 8.

About the applicant (Questions 9-10)

If the applicant's organisation has entered learners for any of Trinity's English language exams listed on pg. 3 previously (with the exception of SELT), they should select 'Yes' for question 9. If an applicant's organisation has not entered learners, or has only entered learners for SELTs, applicants should select 'No'.

Those applicants who have entered learners for a Trinity English language exam previously should detail the exam suite, the organisation name that they were taken at, and the most recent month and year that the exams were taken in question 10 as below:

ESOL Skills for Life
Sample College
May 2019

Information

Guidance

Preparation

About the project (Questions 11-12)

The panel will consider applications for new projects, as well as those that are part of existing teaching and learning programmes. Question 11 asks you to provide this information.

In question 12 you must provide a brief summary of the aims of the project or learning programme for the learners in your application.

This should include:

- ▶ The duration of the project
- ▶ What this project or learning programme will achieve
- ▶ Whether you have undertaken similar projects or learning programmes in the past
- ▶ Information about your organisation and a general description of the premises (if applicable) where the project or learning programme will take place

Information

Guidance

Preparation

Access fund learners (Question 13)

The Trinity Language Access fund allows applicants to apply for funding to help with the costs of lessons, equipment, materials or exams. Applicants should note the number of learners they are nominating in question 13.

Information

Guidance

Preparation

Candidate information (Question 14)

The applicant can list up to 50 learners in question 14. For each learner, applicants will be required to provide:

- ▶ Nationality
- ▶ The barriers to accessing language training and qualifications as described on pg. 7 of the guidance document. Please include all relevant information, both single and multiple barriers will be considered.
- ▶ An explanation of what specifically the learner(s) would need the Trinity Language Access Fund grant for. e.g. course books.
- ▶ Further information on how the items listed will help the learner with their future goals. e.g. university purposes, employment prospects or access to further qualifications.

Important: Please do not include any personal learner details such as a learners name in this section.

Information

Guidance

Preparation

Budget Form requirement (Question 15)

All applicants must complete and include a Trinity [Language Access Fund Budget Form](#) with their application. The Budget Form must be uploaded in question 15 by selecting 'choose file'. This document should include the most likely learning scenario and should also detail the total cost of what you are applying for in (r) - for each candidate or group.

The Budget Form must include all items of expenditure and indicate which items will be covered by the Trinity Language Access Fund. Items should be detailed, and should include the number of teaching hours where applicable.

Income from other sources must be included, this may include grants from other funding bodies (government or other) and funds from parents, schools, your organisation, the candidate themselves, or in-kind donations.

The costs outlined on the Budget Form must be detailed, realistic, accurate, and correlate with those listed in question 14. The budget form is a requirement of this application.

Applications received without a budget form will not be considered.

Information

Guidance

Preparation

Examination Fees

If you are interested in applying for funding to cover exam fees and would like to find out more about the fees associated with Trinity's exams, please do not hesitate to contact the Trinity Language Access Fund Coordinator: languageaccessfund@trinitycollege.co.uk.

Information

Guidance

Preparation

Budget Form outline (Question 15)

- ▶ (a) Enter the name of the applicant. See pg. 6.
- ▶ (b) Provide an email address for correspondence.
- ▶ (c) Provide a telephone number for correspondence.
- ▶ (d) Enter the name of the applicant's organisation.
- ▶ (e) Provide a description of the services and or items required. This can be listed by candidate if required, or by group. See the example in this document.
- ▶ (f) Include the full amount of the item listed in (e).
- ▶ (g) Choose the correct currency. Currently, this must be in GBP or Euros only.
- ▶ (h) To use the Trinity Language Access Fund to cover a proportion of, or the total cost of the item listed in (e), choose 'Yes'. If not, please enter '0.00'.
- ▶ (i) Enter the amount required that is to be covered by the Trinity Language Access Fund. See pg. 5 for further information on the grant value.
- ▶ (j) If other funding and/or another source of income will be used towards this project, list the providing organisations name.
- ▶ (k) Include the full amount provided by the organisation in (j).
- ▶ (l) Choose the correct currency. Currently, this must be in GBP or Euros only.

Information

Guidance

Preparation

Budget Form outline (continued)

- ▶ (m) Only choose 'Yes' if approval has been obtained from the organisation in (j) confirming that the amount in (k) can be accessed and used for this project.
- ▶ (n) Applicants are required to confirm whether the amount in (k) has been approved for the project by the organisation(s) specified in (j). If so, please choose 'Yes'. If a decision is pending, they should choose 'No'.
- ▶ (o) If 'No' has been entered in (m), and 'Yes' in (n), please enter the date that a decision or approval is likely to be received in (j).
- ▶ (p) This is a self-calculating field that will generate the total of 'Other income', based on the information provided in (k).
- ▶ (q) This is a self-calculating field that will generate the total of 'Expenditure', based on the information provided in (f).
- ▶ (r) This is a self-calculating field that will generate the total amount that is being applied for via the Trinity Language Access Fund. This should correlate with the information entered in question 13 'Amount required'. This field is calculated using the information provided in (i).
- ▶ (s) This is a self-calculating field that is equal to the value in (p).

Information

Guidance

Preparation

Budget Form example (Question 15)

Language Access Fund Budget						
Name of applicant (a)	Sample applicant		Please note: This should be completed, saved and uploaded within the Language Access Fund application form.			
Contact email address (b)	sample.applicant@samplecollege.com					
Contact telephone (c)	01234 567896					
Organisation/Place of work (d)	Sample College					
Completing this form Please refer to the Language Access Fund guidance for information about filling out the budget. You must include all items of expenditure for the project, including those aspects that aren't covered by the fund.						
Expenditure						
#	Description (e)	Amount (f)	Currency (g)	Will this be covered by the Language Access Fund? (h)	Input the total amount of this item to be covered by the Access Fund (i)	
1	Candidate 1: Travel to exam venue (Train ticket)	30.00	GBP	Yes	30.00	
2	Candidate 1: Lesson fees	300.00	GBP	Yes	220.00	
Total expenditure (q):		330.00	Access fund amount required (r):		250.00	
Total funds from other sources, if applicable (automatically calculated from Income box below)(s)		80.00				
Other income						
#	Other funding - name of funder/source of funding (j)	Amount (k)	Currency (l)	Is this confirmed? (m)	Are you awaiting a decision? (n)	If waiting, please state expected decision date: (o)
1	Sample funding organisation	50.00	GBP	No	Yes	01/01/2021
2	Student fees	30.00	GBP	Yes	No	
Total (other income) (p):		80.00				

Information

Guidance

Preparation

Understanding line item numbers (Question 16)

In question 16, applicants are required to provide further information regarding each line item (e) completed on the uploaded Budget Form.

Applicants should refer to the line item number on the Budget Form and enter their responses to each question in the corresponding section on the application form. For reference, the line item number is represented by '#' on the Budget Form as below:

Expenditure	
#	Description (e)
1	Candidate 1: Travel to exam ve
2	Candidate 1: Lesson fees

Extracted from the 'Budget Form'

5. Explanation of line items

Line item #1	<input type="text"/>
Line item #2	<input type="text"/>

Extracted from the 'Online Application Form'

Explanation of line items (Question 16)

For each line item listed on the Budget Form (e), applicants should provide further information in the appropriate column regarding:

- ▶ The appropriacy of the item listed and why the learner(s) need this item.
- ▶ An explanation of how this line item will support the learner(s) to achieve their study goals.

Information

Guidance

Preparation

Declaration of total amount (Question 17)

In question 17 applicants must declare the total amount applied for in this application. This is the figure represented as (r) on the Budget Form.

Please refer to pg. 5 to see the maximum grant values that can be applied for in a Trinity Language Access Fund application.

Information

Guidance

Preparation

Reporting

If your application is successful you will need to write a report after your project is completed no later than 12 months after receiving your grant. This is an important part of the process to prove that you have spent the money that you have been granted as agreed, and to demonstrate the impact it has had on your students.

Reporting guidance and forms will be sent directly to successful applicants for completion.

Information

Guidance

Preparation

Preparation

The following pages include an interactive form to draft responses on a computer. Applicants can simply copy and paste the text directly into the application form when the grant round opens.

Information

Guidance

Preparation

About the applicant

1. Full name*

2. Telephone number*

3. Email address*

4. Postcode/Zip code*

5. What is your relationship to the learner(s) i.e. teacher?*

About the applicant (continued)

6. Are you a registered Trinity exams centre?*

Yes

No

7. If you answered 'yes' to the above, please provide your registered exam centre number, and the name of your organisation below.

8. If you answered 'no' to the above, please enter the name and full address (including country) of the organisation/centre below that you anticipate your activity/project will take place.

About the applicant (continued)

9. Have you entered candidates for Trinity exams before?*

Yes

No

10. If you answered 'yes' to the above, please summarise what exams, when they were and where they were held below

About the project

11. Is this a new project, or is it part of your existing teaching and learning programme?

New project Existing programme

12. Summarise the aims of the project or learning programme for the learner(s) in your application.

Please ensure that your summary includes the following information:

- ▶ The duration of the project
- ▶ What this project or learning programme will achieve
- ▶ Whether you have undertaken similar projects or learning programmes in the past
- ▶ Information about your organisation and a general description of the premises (if applicable) where the project or learning programme will take place

Access Fund learner(s)

13. How many learners are you nominating for a Trinity Language Access Fund grant in this round?*

Learner information

14. Please complete the table below for each learner using the guidance notes above.

	Nationality	Barriers to accessing language training and qualifications	What specifically does this learner need the Trinity Language Access Fund grant for? e.g. coursebooks	How will this help the learner with their future goals?
Learner 1				
Learner 2				
Learner 3				
Learner 4				
Learner 5				
Learner 6				
Learner 7				
Learner 8				
Learner 9				
Learner 10				
Learner 11				

Learner information

14. Please complete the table below for each learner using the guidance notes above.

	Nationality	Barriers to accessing language training and qualifications	What specifically does this learner need the Trinity Language Access Fund grant for? e.g. coursebooks	How will this help the learner with their future goals?
Learner 12				
Learner 13				
Learner 14				
Learner 15				
Learner 16				
Learner 17				
Learner 18				
Learner 19				
Learner 20				
Learner 21				
Learner 22				

Learner information

14. Please complete the table below for each learner using the guidance notes above.

	Nationality	Barriers to accessing language training and qualifications	What specifically does this learner need the Trinity Language Access Fund grant for? e.g. coursebooks	How will this help the learner with their future goals?
Learner 23				
Learner 24				
Learner 25				
Learner 26				
Learner 27				
Learner 28				
Learner 29				
Learner 30				
Learner 31				
Learner 32				
Learner 33				

Learner information

14. Please complete the table below for each learner using the guidance notes above.

	Nationality	Barriers to accessing language training and qualifications	What specifically does this learner need the Trinity Language Access Fund grant for? e.g. coursebooks	How will this help the learner with their future goals?
Learner 34				
Learner 35				
Learner 36				
Learner 37				
Learner 38				
Learner 39				
Learner 40				
Learner 41				
Learner 42				
Learner 43				
Learner 44				

Learner information

14. Please complete the table below for each learner using the guidance notes above.

	Nationality	Barriers to accessing language training and qualifications	What specifically does this learner need the Trinity Language Access Fund grant for? e.g. coursebooks	How will this help the learner with their future goals?
Learner 45				
Learner 46				
Learner 47				
Learner 48				
Learner 49				
Learner 50				

Budgeting

15. Please upload your completed budget form (.xls,.xlsx or PDF) using the template provided, which details all the costs involved in your candidate(s) taking their Trinity exam. Please provide as much details as possible and indicate if any elements are being funded elsewhere and by whom.

All applicants must complete and include a Trinity Language Access Fund Budget Form with their application. The Budget Form must be uploaded in question 15 by selecting 'choose file'. This document should include the most likely learning and exam scenario and should also detail the total cost of what you are applying for in (r) - for each candidate or group.

The Budget Form is downloadable from [here](#).

Budgeting

16. Explanation of line items

	This item is appropriate because:	Explain how this item will support the learner(s) to achieve their study goals:
Line item 1	<input type="text"/>	<input type="text"/>
Line item 2	<input type="text"/>	<input type="text"/>
Line item 3	<input type="text"/>	<input type="text"/>
Line item 4	<input type="text"/>	<input type="text"/>
Line item 5	<input type="text"/>	<input type="text"/>
Line item 6	<input type="text"/>	<input type="text"/>
Line item 7	<input type="text"/>	<input type="text"/>
Line item 8	<input type="text"/>	<input type="text"/>
Line item 9	<input type="text"/>	<input type="text"/>

Budgeting

This item is appropriate because:

Explain how this item will support the candidate(s) to achieve their study goals and success in a Trinity College London exam:

Line item 10

Line item 11

Line item 12

Line item 13

Line item 14

Line item 15

Line item 16

Line item 17

Line item 18

Budgeting

This item is appropriate because:

Explain how this item will support the candidate(s) to achieve their study goals and success in a Trinity College London exam:

Line item 19

Line item 20

Declaration

17. Total amount applied for in this application.

This must not exceed £2000.00 (€2,240.00) for the group application. In the case of individuals the amount must not exceed £250 (€280.00) per candidate. This should be accurately represented and match the amount in the completed budget form.