

Language Access Fund

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.

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English Language

Trinity College London English language qualifications and awards include:

- ▶ **ESOL Skills for Life**
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**
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)**
Home Office UKVI-approved GESE A1, A2, B1 and ISE B1, B2, C1 SELTs for visa, citizenship, settlement and other SELT purposes.

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What is the Language Access Fund?

The Language Access Fund has been developed by Trinity College London to provide English language learning and examination grants for candidates in the UK and Ireland.

It is specifically designed to support those who experience barriers to accessing training and qualifications due to socio-economics, settlement status, race or faith inequalities, long term health or mental health issues, special needs, disability and more. **The grant will be used to help these candidates prepare for and achieve one of Trinity's language qualifications.** Please see pg. 7 for further details on eligibility.

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Grant value

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

The grant amounts are as follows:

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

The 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.

Who can apply for a grant?

Candidates must be nominated via our standard 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 qualifications. Candidates 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 candidate, or a group of candidates.

The Access Fund grant is only open to candidates based in the UK and Ireland.

Please be aware that if you have a successful application you cannot apply for an additional Language Access Fund grant in the same calendar year.

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Who qualifies for a grant?

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

These barriers can include:

- Settlement status (being a refugee or asylum seeker)
- Disability
- Special educational needs or learning disabilities
- Long term health issues (including mental health)
- Living in rural areas or socio-economically deprived areas
- Being a young carer or parent
- Homelessness or unemployment

Other access or inclusion issues will be considered but will need to be detailed in the application.

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

What can the money be spent on?

The grant can be spent on any of the following:

- ▶ Exam fees and other exam related costs, e.g. minimum fees
- ▶ Contributions towards the cost of lessons
- ▶ Contributions towards costs of equipment or materials needed e.g. coursebooks
- ▶ Exam venue hire
- ▶ Travel to an exam venue

If there is something else that does not appear on this list that the candidate(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.

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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
- ▶ Activities that are not clearly linked to a candidate working towards a Trinity College London language qualification

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

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 candidate(s) or the project, and
- ▶ complete a budget form to outline all related costs and the amount required

Please be aware that if you have a successful application you cannot apply for an additional Language Access Fund grant in the same calendar year.

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Application dates

Please refer to the following pages on the Trinity College London website for further information and up-to-date information regarding the application dates in each area:

- ▶ **United Kingdom (GBP)**
<https://www.trinitycollege.com/UK>
- ▶ **Ireland (EUR)**
<https://www.trinitycollege.com/Ireland>

Applicants can apply from the listed open date up until the closing date and time.

The Access Fund grant is only open to candidates based in the UK and Ireland.

Popular questions

- ▶ **Can I apply if we are not based in the UK and Ireland?**
The Language Access Fund is currently only available to candidates based in the UK and Ireland.
- ▶ **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 Language Access Fund Coordinator two weeks after 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 Language Access Fund Coordinator: languageaccessfund@trinitycollege.co.uk.

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 candidate or group.
- ▶ The applicant should ensure that they list the 'Exam suite' and 'Level' of the qualification per candidate that the individual or group are working towards. A list of exam suites can be found on pg. 3 of this document. Alternatively, Trinity's English language qualifications and awards can be found at: www.trinitycollege.com/English.
- ▶ 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.

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About the applicant (Questions 1-10)

Applicants will be required to provide:

- ▶ Full name ⁽¹⁾
- ▶ Telephone number ⁽²⁾
- ▶ Email address (for correspondence) ⁽³⁾
- ▶ Organisation name⁽⁴⁾
- ▶ Organisation summary ⁽⁵⁾
- ▶ Postcode of the organisation that the applicant works for ⁽⁶⁾
- ▶ The applicant's relationship to the candidate, eg Teacher ⁽⁷⁾

Organisations that are Registered Exam Centres should select 'yes' for question 8 and include their Registered Exam Centre number in question 9

Organisations that are not Registered Exam Centres can either:

- ▶ Register to become a Registered Exam Centre at www.trinitycollege.com/register before making an application, or list the name and address of a registered exam centre that candidates will take their exam at in question 10.

About the applicant (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 will be asked to briefly summarise the aims of the project or learning programme for the candidate(s) in your application.

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About the applicant (Questions 13-14)

If the applicant's organisation has entered candidates for any of Trinity's English language exams listed on pg. 3 previously (with the exception of SELT), they should select 'Yes' for question 13. If an applicant's organisation has not entered candidates, or has only entered candidates for SELTs, applicants should select 'No'.

Those applicants who have entered candidates 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 14 as below:

ESOL Skills for Life
Sample College
May 2019

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Access fund candidate(s) (Questions 15-16)

The Language Access fund allows applicants to apply for a grant to cover the costs for those working towards a Trinity English language exam. Applicants should note the number of candidates they are nominating in question 15.

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Candidate information (Question 16)

The applicant can list up to 30 candidates in question 16. For each candidate, applicants will be required to provide:

- ▶ Nationality
- ▶ Trinity exam suite that the candidate is working towards in 'Trinity exam suite'. This can be any exam suite listed on pg. 3, e.g. ESOL Skills for Life.
- ▶ Access barriers (as described on pg. 7) for each candidate in 'Barriers to accessing language training and qualifications'. Candidates may face multiple barriers to learning, and we encourage you to detail these here as appropriate.
- ▶ An explanation of what specifically the candidate/s need the Language Access Fund grant for? e.g. course books.
- ▶ Further information on how the items listed will help the candidate with their future learning goals. E.g. university purposes, employment prospects or access to further qualifications.

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Prediction of examination dates (Question 17)

Question 17 requires applicants to predict when candidates may be ready to take a Trinity College London examination (if applicable). Applicants should enter the month and year of this prediction.

Guidance on dates for Trinity College London English language examinations

- ▶ **ESOL Skills for Life**
Speaking and Listening on-demand. Access Reading and Writing dates [here](#).
- ▶ **ESOL Step 1 and Step 2**
On-demand
- ▶ **Graded Examinations in Spoken English (GESE)**
On-demand
- ▶ **Integrated Skills in English (ISE)**
Speaking and Listening on-demand. Access Reading and Writing dates [here](#).
- ▶ **Secure English Language Tests (SELT)**
Availability of 7 days per week in selected SELT centres, see availability [here](#).

Budget Form requirement (Question 18)

All applicants must complete and include a [Language Access Fund Budget Form](#) with their application. The Budget Form must be uploaded in question 18 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 must include all items of expenditure and indicate which items will be covered by the Language Access Fund. Items should be detailed, and should include the number of teaching hours where applicable. The document should consider the costs of the examination fee, whether these costs are being applied for or not. Without this, it is not clear how the grant will enable the candidate(s) to achieve the qualification(s) specified in question 16.

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 the exam information and no. of candidates listed in question 16. The budget form is a requirement of this application. Applications received without a budget form will not be considered.

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Examination Fees

Please refer to the following pages on the Trinity College London website for up-to-date examination fees:

<https://www.trinitycollege.com/local-trinity/UK/english-language/support/administration>

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Budget Form outline (Question 18)

- ▶ (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 example on pg. 23.
- ▶ (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 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 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.

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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 Language Access Fund. This should correlate with the information entered in question 20 'Amount required'. This field is calculated using the information provided in (i).
- ▶ (s) This is a self-calculating field that is equal to value in (p).

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Budget Form example (Question 18)

Language Access Fund Budget						
Name of applicant (a)	Sample applicant		Please note: This should be completed, saved and uploaded with 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				

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Understanding line item numbers (Question 19)

In question 19, 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 19)

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 candidate(s) need this item.
- ▶ An explanation of how this line item will support the candidate(s) to achieve their study goals and success in a Trinity College London exam.

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Declaration of total amount (Question 20)

In question 20 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 Language Access Fund application.

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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.

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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.

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About the applicant

1. Full name*

2. Telephone number*

3. Email address*

4. Organisation name*

5. Please provide a brief summary of your organisation and the learners you typically support

6. Postcode*

7. What is your relationship to the candidate?*

About the applicant (continued)

8. Are you a registered Trinity exams centre?*

Yes

No

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

10. If you answered 'no' to the above, please enter the name of the organisation/centre below that you anticipate your candidates would take their exams at.

About the applicant (continued)

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

New project Existing programme

12. Briefly summarise the aims of the project or learning programme for the candidate(s) in your application.

About the applicant (continued)

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

Yes

No

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

Access Fund candidate(s)

15. How many candidates are you nominating for a Language Access Fund grant in this round?*

Candidate information

16. Please complete the below for each candidate using the guidance notes available.

	Nationality	Trinity exam suite	Exam grade/Level	Barriers to accessing language training and qualifications	What specifically do your candidate/s need the Language Access Fund grant for? e.g. course books	How will this help the candidate with their personal future learning goals?
Candidate 1						
Candidate 2						
Candidate 3						
Candidate 4						
Candidate 5						
Candidate 6						
Candidate 7						
Candidate 8						
Candidate 9						
Candidate 10						
Candidate 11						

Candidate information

	Nationality	Trinity exam suite	Exam grade/Level	Barriers to accessing language training and qualifications	What specifically do your candidate/s need the Language Access Fund grant for? e.g. course books	How will this help the candidate with their personal future learning goals?
Candidate 12						
Candidate 13						
Candidate 14						
Candidate 15						
Candidate 16						
Candidate 17						
Candidate 18						
Candidate 19						
Candidate 20						
Candidate 21						
Candidate 22						
Candidate 23						

Candidate information

	Nationality	Trinity exam suite	Exam grade/Level	Barriers to accessing language training and qualifications	What specifically do your candidate/s need the Language Access Fund grant for? e.g. course books	How will this help the candidate with their personal future learning goals?
Candidate 24						
Candidate 25						
Candidate 26						
Candidate 27						
Candidate 28						
Candidate 29						
Candidate 30						

17. Which exam session do you propose entering the candidate/s for? Month/Year

Budgeting

18. 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 Language Access Fund Budget Form with their application. The Budget Form must be uploaded in question 18 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

19. Explanation of line items

	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 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

20. 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.