

# The Grant Application Process



## What questions will I be asked?

The application process is not meant to be hard or overwhelming, rather to get you thinking about what you want to do and how you are going to get there. We also want you to show us why **you** should be awarded a CEF grant.

Please read and review these tips **before** attempting to submit your online application.

You might like to write your longer answers (the achievements, barriers and goals section) in a Word document first so you have plenty of opportunity to write, edit, rewrite until you are happy with your answers. You can always then copy and paste these into the form once you are done.

The online form is set out in 'sections' and you can save and continue later at any point during the application process...

## About you:

Firstly, you need to provide us with the basics.....

- ✓ Your name, email address, mobile number, date of birth and gender. (Make sure these are correct so we can contact you)!
- ✓ We also would like to know if you were born in Australia and if you are of Aboriginal or Torres Strait Islander origin (for statistical purposes).
- ✓ **Qualification:** You will need to confirm that you qualify for a grant;
  - You need to **live within an area** covered by one of our local foundations, [you can check here](#);
  - You need to be **between 16 and 25**;
  - You will need to **demonstrate need** e.g. family situation, geographical isolation, financial circumstances etc;
  - You will need to have **identified a course** that you have/or intend to enrol in or undertaking career specific training or an **apprenticeship**; and
  - You will need to understand [how funds are distributed and can be used](#).
- ✓ You will be asked if you give consent for any information to be published in the future – we would love for you to say yes as it will help us promote CEF and help even more people just like you. If not, that is ok - it will not affect your grant application. We do not disclose any personal information to third parties without your consent and all collected information is dealt with in line with our [Privacy Policy](#).
- ✓ You will need to choose a state and the foundation you wish to apply for. **If you are not eligible to apply for the selected foundation, your application will not be assessed.** *This is an important step as it makes sure that your application gets sent to the right people.*
- ✓ Now you will need to enter some details about your parent/guardians, how many siblings you have and what levels of education they have achieved.
- ✓ We ask for a guide to the household income and your parents/guardians work status, this helps us ascertain your financial need.

- ✓ We ask for any additional information about your home life that might affect overall family support (financial and emotional). For example, are there younger siblings still living at home (or older ones!), are you from a single parent/single income family, are you living out of home and fully supporting yourself, are you the first in your family to pursue further education?
- ✓ **What about you?** Fill out details about your most recent education
  - Where you went to high school;
  - Your level of schooling completed/will be completing e.g. year 10, year 11, year 12;
  - What year you completed/will be completing school e.g. 2018, 2019, 2020; and
  - We will also ask if you received a scholarship/bursary for high school.

## About your career plans:

Next, you will be asked questions about your education aspirations. Sometimes your results may present challenges in pursuing your study plans. However, you are encouraged to nominate the courses and institutions which you believe you are capable getting in to, and where you feel you might best fit!

- ✓ **What area do you hope to study?** e.g. hairdressing, engineering, veterinary;
- ✓ **What course do you hope to enrol in?** e.g. Cert IV in Beauty Therapy, Bachelor Degree in Nursing, Plumbing Apprenticeship
- ✓ **Where do you intend to study?** TAFE, University of Canberra, on-the-job
- ✓ **Is the study full time, part time or maybe by distance?**
- ✓ **What year of study are you about to start**– is this the first year in your chosen course?

## Formal funding:

We will also ask if you are receiving any **other funding or government assistance**. There are other funding sources out there, your careers' officer may assist you in identifying these sources. Make sure you also visit <https://www.studyassist.gov.au/> to see what assistance you might be eligible for.

There are also hundreds if not thousands of other scholarships available through universities, colleges and independent providers, many of which go unawarded. Make sure you check out our online [Scholarship Guide](#) and apply, apply, apply! If you are successful in gaining other scholarships after you have submitted your application form, please let us know so we can amend your information.

**If you are applying for uni**, we ask if you will be applying or are eligible for Special Consideration - also known as Educational Access Schemes or EAS (NSW, ACT & QLD), Special Entry Access Scheme or SEAS (Vic) or Special Tertiary Admissions Test or SATAC (SA). These schemes help students from rural and regional areas receive university offers by taking into consideration anything that may affect your ATAR.

## Achievements, barriers and goals:

Now it is time to brag!

- ✓ **What extra-curricular activities are you/were you involved in at high school** – sports teams, volunteering, school representative etc.
- ✓ **What do you like to do in your free time?** Tell us more about you.
- ✓ **What were your achievements this year?** They can be related to study or can be personal achievements you wish to tell us about.

- ✓ **What are you long term career plans?** If all goes to plan, where do you think you might be in 2, 5, 10 years' time?
- ✓ **Why you have chosen this path?** Are you following a family tradition or choosing your own, totally different path? Are you the first in your family to pursue further education? What is it about your chosen pathway that excites you or you are passionate about?
- ✓ **What might make it hard for you to achieve your goals?** Identifying future goals can be tricky when circumstances change over time, however we need to know that you have taken some time to consider these and other challenges you may face. Think about travel, living expenses, course fees, family support, social barriers etc.

## Financial planning:

Finally, we will ask you about financial plans – yes, it's boring, can be tricky but hopefully not too scary for you! We just want to see that you are **thinking about and planning for success**.

- ✓ **Do you currently work and do you plan to work whilst you study?**
- ✓ **Where will you live while studying?** Look at all the options, on campus, in a share house, with a relative...
- ✓ **How much do you think things like books, accommodation and travel are going to cost?** Asking about expected costs encourages you to think about how you are going to best try to achieve your goals.

To get accurate costs you may need to **do a little research** like speaking to a university/TAFE, or maybe to a student who has gone before you. If you are planning on moving away, you will need to research the costs of where you will live and what is included – remember, living costs can be very different depending if you live on campus or in town – they can also vary widely from town to town or state to state.

Before you submit your final application, you will be able to **add any attachments** that you think support your application. Once you have attached any other documents you would like us to see, that is it!

**Hit the submit button**, and your application will be forwarded to your local foundation. Depending on your foundations requirements, you may be directed to additional questions (or sent via email) not set out here. These just help some foundations further assess your initial application.

You should also receive an automated email confirmation that the application has been received, please [contact us](#) if you don't receive the confirmation email so we can check for you.

## Next steps:

Your local foundation will assess your application in line with their specific opening and closing dates. If you are successful in being shortlisted, you will be invited to an interview (usually face to face but may also be by phone) with the selection panel. Don't be nervous, but do be prepared and on time! Each foundation will have their own set of additional questions, none of which are designed to 'trip you up', just to find out more about you, your situation, your plans and goals.

# Good luck with your application!