

INFORMATION YOU WILL NEED TO COMPLETE OUR INDIVIDUAL PROJECT AWARD APPLICATION PROCESS

You are most strongly advised to read through this instruction, and make sure that you have all the necessary information to hand to complete our Individual Project application process before you start.

step one. INSTRUCTIONS

You must tick the box at the bottom to the page to signify that you have read the instructions. This will allow you to proceed on to Step 2.

step two. DATA PROTECTION CERTIFICATE

You must tick the box at the bottom of the page to confirm that you have read and understand why we are collecting your information and how we will use it. When you have ticked the box, the form will allow you to proceed to Step 3.

step three. ALL ABOUT YOU

Your Christian and Surname, your sex, your full postal address and postcode.

You must tick the box to confirm that you have the means to cash a personal cheque.

Your telephone number, Email address and Date of Birth.

Next, we wish to know how you learnt about us and you have some options. If you chose "A Catenian" there is a space for you to name him.

Finally, on this page we ask you to select your nearest Catenian Circle to where you live from the drop-down list of Circles. If you can't decide, then there is an option at the bottom of the drop-down list "None of these" for you.

step four. YOUR RELIGIOUS REFEREE

You must tick the box to confirm that you are a Catholic.

Name, Address and Postcode, telephone number and Email address of your Parish Priest or School Chaplain.

step five. YOUR PROJECT REFEREE

This is the area where you tell us who is your Project Leader and organiser. It might for instance be a teacher, a lecturer, another student, a friend a scout or youth group leader or similar.

Name. Address, Postcode, telephone number and Email address of your Project Referee.

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step six.

YOUR PROJECT DETAILS

This is the most important area of the form and is your opportunity to persuade us, in your own words, that what you are doing is worthwhile. You have six boxes to complete and have an allowance of 100 words in each box. Use it wisely. On the actual input screen, we offer you some suggestions about the content which you should follow.

1. What is the aim of your Project?
2. What activity will you be undertaking?
3. What benefits will you bring to the recipients of your work?
4. What benefits do you think will come to you from what you are doing?
5. Why and how does your work fit in with Christian (particularly Catholic) principles?
6. Any additional information?

step seven.

YOUR PROJECT ORGANISER

Select your Project organiser from the drop-down list.

1. If they are on the list, you need only enter the organiser's name, telephone number and Email address.
2. If they are not on the list, tick the box to say they are not and the screen will change to allow you to input the organisation name, the contact's name, address, postcode, telephone number and Email address.

step eight.

PROJECT TIMESCALES

- **Project departure date.** The day you actually travel out to your Project. It must be at least 8 weeks from the date that you are submitting this form.
- **Start Work Date.** The day that you actually start work on your Projects. Clearly it will be at least the day after you have travelled out.
- **Finish Work Date.** The day that you complete your work on the Project.
- **Project Return Date.** The day that you travel back home from your project.
- **Total Number of Days you will be working on your Project.** Must be at least 15 days and less than 730 days.
- **Hours spent working each day on the Project?** Give us your estimate.

step nine.

PROJECT COSTS

Select your currency which will apply to all the figures you enter on this screen and the next.

Costs of travel, any special medical costs, special clothing and personal subsistence.

You then have the opportunity to add other expenditure if you wish.

Finally, we ask you to estimate the total cost of your Project.

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step ten.

PROJECT FINANCES

How do you intend to raise the money for you to be able to afford this Project?

How much are you personally contributing towards your costs?

Have you engaged in Fund raising? How, and how much have you raised?

List any other organisation that you have approached to offer you a bursary or grant, and how much they have contributed.

step eleven.

THE FINAL STEP

There are 3 tick boxes for you to complete to show that you are read and agree with the three printed statements.

Once you have done that click the "Submit" box, and you will have sent in your application for an award and our process will start. We will confirm that we have received your application.