

* Required before final submission

Professional Development Language Training Application Form

Grants up to £2,000 to develop your professional skills. Please read the Application Guidance to help you complete the online application. If you need further assistance, please contact us via the Contact Us link at the top of this page.

Please note that your application page must remain 'active' when completing the form. In order to keep the form active and save the text written so far, you can either click 'Next' to navigate to the next page and then return to the previous page or click 'Save and Finish Later' which will take you to your account dashboard. If the application is left inactive for more than 50 minutes, you will receive an alert before you lose any unsaved changes.

Summary Information

Applicant, Primary Contact:

* Title * First Name * Last Name


* Job Title


* Organisation - Employer


* City


* Country

Project Title
Language Grant

* Funding Requested 
Please round up to the nearest pound. Amount in £ sterling (GBP). Do not enter any currency symbols e.g. £, \$, € or full stops.

* Course Fee 
Please round up to the nearest pound. Amount in £ sterling (GBP). **Please include the requested amount above in your calculation.** Do not enter and currency symbols e.g. £, \$, € or full stops.

* Class Starting Date
Please use the calendar to enter your date.
 

* Class Ending Date
Please use the calendar to enter your date.
 

Course Details

* Language to be studied?

* Name of the Language school

* Language school website

* Name of the Language course

* How often do classes meet?

* Total Hours of Instruction?

* What is your current level of reading in this language?

* What is your current level of speaking in this language?

Purpose of Language Training

* Why do you need this course now?

* Why did you choose this school?

* Please explain the impact the language training will have on your work:

Word count 0 of 1000

Applicant Details

* E-mail

Skype Address

* Direct Landline

Include country code.

Mobile Phone

Include country code.

* Would you like us to register you to RFHE's mailing list to receive occasional emails about grant rounds and other opportunities? (declining to register will not influence our assessment of the application)

Please select Yes or No.

- Select One - ▾

Organisation Details - Employer

* Address

Number and Street Name.

* Postal Code

* Website Address

* Landline phone number

Include country code.

Which best describes the legal status of your organisation? (please state yes or tick one box only)

Note: Proof of charitable status will vary from country to country and according to the type of organisation making the application. In all cases, the activities of the organisation must qualify as charitable within the United Kingdom. For more information please consult the [charity commission website](#).

Is your organisation a Registered Charity?

Tick if yes.

Registered Charity Number

If you selected yes to Registered Charity.

* Organisation in process of registration?

Select ▼

* Public or Non Profit Organisation?

Select ▼

Note: If your organisation is awarded a grant, charitable status must be in place within three months of having received notification of the grant, or your grant may be cancelled.

Attachments

[Printer Friendly Version](#)

In addition to your application form, please upload the following -

1. CV (up to 2 pages).
2. Letter of support from your employer/supervisor/organisation.

At the completion of the course, you must provide proof of attendance and a short evaluation of the course.

Please ensure that non-Latin characters or symbols (for example: à, ø, Å, é, ü, ž, *, ", !, *, spacings) do not appear in the title of the documents you intend to upload and JPG files are not admissible.

Please note: Payments will be made directly to the language school or payments will be made directly to the student upon providing receipt of payment from the language school.

Collecting Personal Data Declaration

RFHE is committed to the principles of data protection including the principle that information is only to be retained for as long as necessary for the purpose concerned. In addition to the information submitted in this form, to process this application RFHE may collect information about your project and organisation that you do not directly provide, whether it is information received from third parties, such as referees, employers and partners, or information RFHE collects about your organisation's activities. The application might be shared with an expert committee and occasionally external referees. If your application is successful, RFHE will keep your personal identifiable information for a reasonable period as part of the process of managing the grant. If your application is not successful, RFHE will retain only your contact details and basic information about the project for future reference in case you approach us again. For more information please read our [privacy policy](#).

I am aware that the personal identifiable information submitted in this application including names, email addresses, * phone numbers, business addresses, as well as demographic information will be used by RFHE to process this application.

Please tick this box.

I am the Chair, Director, Dean, Head or Principal Curator (authorised signatory) of the applying organisation or department, with the authority to accept a grant should one be awarded. If I am not an authorised signatory, then I * have his or her express permission to submit this application and I have consulted with him or her prior to doing so. Please note that failure to have obtained permission from the authorised signatory prior to submitting an application will result in automatic disqualification from the application process.

Please tick this to confirm that you are either the authorised signatory or that his/ her permission has been granted.

* I declare that the information supplied in this form is accurate to the best of my knowledge.

Please tick this as your electronic declaration.