



**CRAFT GUILD
OF CHEFS**

Craft Guild of Chefs

Student and Young Persons Financial Support Programme

August 2016

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1. Programme Concept

To enhance the development and growth of our establishment and industry, the Craft Guild of Chefs (CGOC) would like to present the Student and Young Persons Financial Support Programme which aims to assist the youth of today to shape the industry of tomorrow. For many students and young people up and down the country, essential continued professional development can very often be hindered due to a lack of financial support to cover the basic costs necessary to fulfil these vital opportunities, including but not limited to work experience, culinary competitions and training workshops.

With the support of the CGOC Student and Young Persons Financial Support Programme, we will aim to alleviate these basic expenses to make these opportunities for many students and young persons a reality when their current employers, sponsors and or family do not have the means to do so.

2. Financial Support

Thanks to the kind support of Patrons, the CGOC has secured an annual budget for year 1 of £7000, and have already began discussions with future sponsors to guarantee the programme's legacy and to help widen its reach.

Applicants can be eligible for a maximum grant of up to £500. However, all applications will be assessed individually by the elected selection committee, and the final grant will be collectively agreed prior to payment based upon the details provided within the application, and successful communication with referees offered. Please note that the CGOC will request proof of expenditure (receipts) from the applicants up to the amount awarded within one calendar month following the date of transfer of monies.

3. Applicant Eligibility Criteria

The elected CGOC selection committee have complete autonomy over which applicants are awarded a financial support grant and to what amount. This will be an informed decision based upon the accuracy and relevance of information provided within the application form, and successful communication with the referee offered. The funding for students and young persons to fulfil what is deemed as an activity to enhance their continued professional development must conform to the two below criteria.

3.1 Travel Expenses

Support for reasonable (economy fare) return transport from either their permanent place of residence or their temporary accommodation for the duration of the activity will be available.



In addition, reasonable (economy fare) return transport from either their permanent place of residence or their temporary accommodation for the duration of the activity will be supported for the chaperone of the student or young person, if deemed applicable by the selection committee.

3.2 Room and Board

Support for reasonable (up to 3* or equivalent) accommodation and full board for the duration of the activity will be available. Please note that expenditure on food and drink will not include alcoholic beverages and will be awarded to individuals only, not chaperones. Higher support grants will be awarded for persons with a disability whom require special assistance.

Any grants awarded to applicants for expenses outside of these criteria are done so at the complete discretion of the selection committee, and the final grants offered to applicants by the selection committee are deemed final and non-negotiable.

4. Application Process

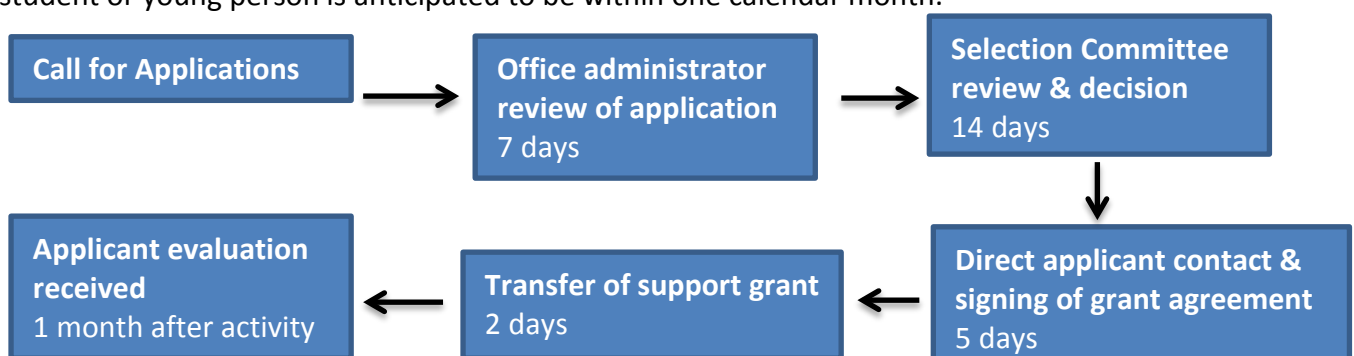
Online application forms can be downloaded from www.craftguildofchefs/studentssupport.org, and must be completed fully and emailed to enquiries@craftguildofchefs.org at least one month prior to the date needed to complete the purchases to fulfil their desired activity, in order to enable sufficient time to review the application fully and transfer the final grant.

Incomplete applications will not be accepted, it is mandatory to have two references within the application, and one must be the contact person for the establishment where the candidate will fulfil their continued professional development.

Within one month following the completion of the applicants continued professional development the evaluation form must be completed and submitted to enquiries@craftguildofchefs.org. Should the student or young person fail to complete the activity with which the grant was provided for, then to the amount totalling the grant must be repaid in full by the applicant to the CGOC.

5. Timeline

The maximum proposed timeline from receiving the application to providing direct feedback to the student or young person is anticipated to be within one calendar month.





6. CGOC Selection Committee

The CGOC Selection Committee for the Student and Young Persons Financial Support Programme will consist of three elected executors. Executors will be expected to hold office for a minimum period of 1 year from the date of the CGOC AGM. Executors may be re-elected for an unlimited amount of further terms, and can stand down to open the position to alternative executors however a notice period of at least one month prior CGOC AGM must be provided.

6.1 Selection Committee Responsibilities

- Provide support to the CGOC Office Administrator on administrative responsibilities concerning the Student and Young Persons Financial Support Programme wherever necessary.
- Work with the additional executors of the selection committee to scrutinise applications and arrive at an informed decision concerning the outcome and size of each grant within a 14 day period of receiving the application from CGOC Office Administrator.
- Communicate the outcome of the application directly with the applicant, and if successful obtain the signed consent letter within the 5 day time frame.
- Communicate with the CGOC finance department concerning the amounts and dates that grants should be transferred and to whom.
- Review the student and young person's evaluation forms and make an informed decision whether proof of expenditure needs to be checked.
- Help to advertise and share the Student and Young Persons Financial Support Programme with culinary contacts, educational institutions and amongst all members of the CGOC.