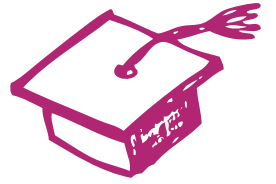


**BRIDGE
HOUSING**

Advance Scholarship



Guidelines



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What is an Advance Scholarship?



The Advance Scholarship is for Bridge Housing residents who want to improve their children's experience of school or their own employment prospects.



If you are in training, or engaged in an apprenticeship, if you are a student (at school, TAFE or University), or a parent who is seeking to improve your child's experience at school, then an Advance Scholarship may be able to support you with financial assistance to help you achieve your or your child's education or employment goals.

How much can I apply for?

The Advance Scholarships are available by age group:

- ▶ Primary School students: up to \$750
- ▶ High School students: up to \$1000
- ▶ Tertiary Education or Professional Development: up to \$1500.

Who is eligible to apply?

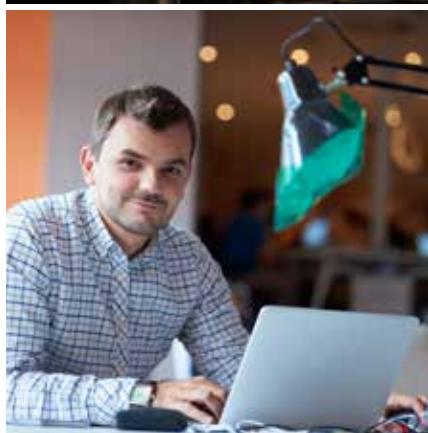
- ▶ You must be a tenant or household member of Bridge Housing
- ▶ You must be applying for an activity or item that will:
 - ▶ Improve your child's experience of school or in extracurricular activities OR
 - ▶ Improve your employment prospects
- ▶ Applicants must not be in any rent, water or other arrears. Any previous arrears must be being paid through a consistent repayment plan.
- ▶ You must not be the recipient of a DCJ scholarship in the same year you are applying
- ▶ Affordable and transitional housing tenants are not eligible to apply.



What can I apply for?

- ▶ Education related costs such as text-books, equipment or
- ▶ Physical or cultural extra-curricular activities such as swimming lessons, cultural dance or team sports
- ▶ Courses or certificates that will assist with professional development and/or gaining employment.





I want to apply for a laptop, what are my options?

- ▶ The majority of applications that are received for the Advance Scholarship are for a laptop
- ▶ Applicants wishing to apply for a laptop are able to receive a refurbished device that has been purchased through Work Ventures, a social enterprise who aim to reduce social isolation and support digital inclusion through recycling donated hardware.
- ▶ Applying for a laptop will account for \$400 of any application (laptop and delivery costs)
- ▶ If you require a specific computer for Year 11, Year 12 or tertiary studies, you may apply for a specific device. Please provide evidence with your application if this is the case, for example specific instructions from the educational institution.
- ▶ Please see the FAQs for more information about the laptop I can apply for.

How will Bridge Housing decide who receives a scholarship?

All successful applicants must meet the eligibility criteria and in addition:

- ▶ Apply for activities or items that are most likely to assist them in
 - ▶ Improving their child's experience of school or in extracurricular activities
 - ▶ Achieving educational, employment or professional development goals
- ▶ Provide evidence of the cost of the item applied for
- ▶ Demonstrate clear goals for their children or themselves.

Preference will be given to applicants who have not previously received a scholarship.

How do I apply for a scholarship?

All applicants can fill out the short application online via the Bridge Housing website. Alternatively tenants can complete the attached guidelines and post to Bridge Housing or email to: **community@bridgehousing.org.au**

If you need help filling in the form, please let us know. We can discuss your application with you and help you to fill it in. You can also ask your support provider to apply on your behalf.





Can I receive more than one scholarship?

You can apply for more than one scholarship, however, the following limits apply:

- ▶ Maximum of 2 scholarships per household per year
- ▶ Maximum of 1 scholarship per individual per year
- ▶ Maximum of \$3,000 for any one household over their tenancy
- ▶ Where demand is greater than the budget for the scholarships preference will be given to those households who have not previously received a scholarship.



What happens if I am approved for a scholarship?

You will sign an agreement that outlines the purpose of the scholarship given, the amount you will receive, how the funds will be paid or how the device can be collected.

All scholarship recipients will be asked to provide feedback about the program and how the scholarship helped you and/or your family. You will also be asked if you would like to be involved in future promotion of the Advance Scholarship program. This may include providing photos or quotes.



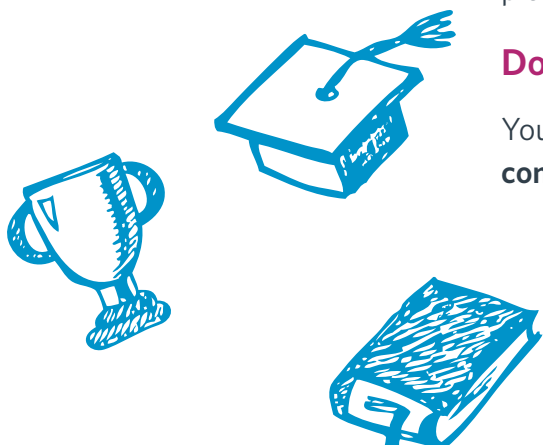
How are the scholarship funds delivered?

Bridge Housing will pay for the activity or item directly to the supplier or school. You will need to provide evidence of the costs and charges by supplying quotes or invoices with your application. In situations where this is not possible and you are able to cover the costs of the activity or item, Bridge Housing will be able to reimburse you for costs. Sufficient evidence of initial expenditure must be provided.

Retrospective purchases, from January and February 2021, may be eligible for reimbursement if you require the item for the beginning of the Term 1. Please be aware there is no guarantee your application will be approved and that you must be able to provide receipts to receive the reimbursement. If you have any questions about this please speak with a staff member from the Community Team.

Do you have another question not answered here?

You can contact the Community Team on **8324 0836** or email community@bridgehousing.org.au.



Advance Scholarship Application Form

Contact Details:

Name	
Address	
Tenant Number	
Phone Number	
Email Address	

Are you a parent or guardian completing this application on behalf of a member of your household?

Yes ☐ Child's name: _____

Child's age: _____

School/Course details:

For primary and high school students:	
What school year will the student be in during 2021?	
What school does the student attend?	
For tertiary and other:	
What course are you enrolled in (or planning to enrol) during 2021?	
What is the name of University or Tertiary institution that will be delivering the course?	

The information you provide in the following questions is used by the judging panel to decide who gets a scholarship. Please provide as much information as you can.

1. If successful, what will you spend the scholarship money on?

- ☐ Education related expenses
- ☐ Extra-curricular activities (for example, dance or sports class)
- ☐ Completing a course or certificate

Name of the activity / item	School or Supplier	Cost	Quote/ invoice attached?
			<input type="checkbox"/>
			<input type="checkbox"/>
			<input type="checkbox"/>
<input type="checkbox"/> Work Ventures Laptop (tick if applicable)	Work Ventures	\$400	N/A

Please attach evidence of the costs to this application.

2. Personal Situation - please tell us how would a scholarship improve your general well-being (or that of your child)?

How would the scholarship improve your housing situation? How would you describe your family? What are the factors that affect your study? How are you experiencing financial hardship?

Please provide any other information that may be relevant to your application by attaching additional pages.

3. Education or Employment Outcomes - please tell us what your (or your child's) educational, employment or personal goals are?

For example, you want to support your child's social inclusion through a sports, arts or youth program; you want to take an English class to improve your chances of finding a job.

4. Have you or anyone else in your household been awarded an Advance scholarship previously?

☐ Yes ☐ No

Name	Amount	Year (i.e. 2019/20)

Have you applied for or been awarded funding for the items listed above elsewhere?

☐ Yes ☐ No

Grant/Organisation	Amount applied for	Amount awarded	Still awaiting response
			<input type="checkbox"/> Yes

5. Signature

Your name	
Your Signature	
Date	

Advance Scholarship FAQs

How much money can I apply for this year?

- ▶ Primary School students: up to \$750
- ▶ High School students: up to \$1000
- ▶ Tertiary Education or Professional Development: up to \$1500

If your household previously been successful in receiving an Advance Scholarship before there is a maximum of \$3,000 for any one household over their tenancy with Bridge Housing.

I don't yet know the exact amount to make an application for, what do I do?

Speak with your education or extracurricular provider and request an estimate of the expenses. Whatever the amount you apply for is the maximum amount you can be awarded.

Once the closing date has passed no increases can be made to applications, if the amount you require decreases please notify Bridge Housing so we can ensure all funds are allocated correctly.

Can I apply if I'm behind in my rent, water or maintenance charges?

If you are behind on any rent, water or maintenance you must have spoken with your Housing Manager and have agreed to and be meeting the payments of your repayment plan.

All applicants will have their accounts reviewed on the closing date to ensure eligibility.

What are some of the reasons my application might not be approved?

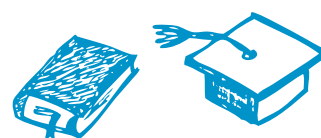
Some of the reasons your application may not be successful include:

1. Your household may have reached the limit of available funding
2. Your household may have previously received funding and the demand is greater than funding available. Priority is given to new applicants.
3. Your household may be arrears, or not adhering to your repayment plan
4. You may not have answered the application questions sufficiently
5. The evidence you provided may not have been sufficient
6. Your application was not submitted on time.

I want to apply for a laptop, but need a specific one for my course. What evidence do you need?

If you need a specific device for your course Bridge Housing requests you provide evidence supporting your application. This could be:

- ▶ A course list from your course provider/ school identifying that specific device/brand
- ▶ A letter from head of subject or lecturer confirming your need for that device
- ▶ If you are unable to acquire the confirmation due to the campus/school being closed, please contact the Community Team to discuss your options.



Case Studies

JESS

Jess* was accepted to study a Diploma Information Technology at TAFE in 2021. As this is her first qualification this course will cost her \$3,600 to complete. Jess can apply for up to \$1,500 this year through the Advance Scholarship program as she is completing tertiary study.

Jess can then speak to the administration team at TAFE about paying off the additional \$2,100. As the course goes for two years, Jess can explore whether she is able to make payments in instalments as she completes the course, or whether she is eligible for a student loan.

As no-one else in her household has accessed funding for the Advance Scholarship, Jess may be eligible to apply for another \$1,500 of funding next year.

Each household can apply for a total of up to \$3,000 in funding over the duration of a tenancy.

MONICA

Monica* has a daughter in year 10, Charley*, who is needing to get a new computer for school because hers broke recently. Charley also plays soccer for school and on the weekends but she has grown out of all of her sporting gear, and needs to pay registration fees for the competition.

As Charley is in year 10 she is eligible to apply for up to \$1,000 in funding through the Advance Scholarship. Monica applies for a Work Ventures Laptop and for funding to cover some soccer expenses.

Monica ticks the Work Ventures laptop option in the application, this accounts for \$400 of his application. Monica then adds \$300 to request a new soccer uniform, boots and registration fees. She was able to get a copy of the registration fees and uniform from the soccer organisation and printed of the cost of soccer boots from her local sports store.

By providing this evidence and utilising the Work Ventures laptop Monica was successful with her application for Charley, who was able to receive a laptop and \$300 to spend on soccer expenses.