

**APPLICATION FORM**

**1. DETAILS OF UK NOMINATING ORGANISATION**

*The Commission expects the nominating and host organisation to be the same wherever possible, as the nominating organisation will be the Commission’s point of contact concerning all aspects of the Fellowship. A UK base is therefore essential. Please note that applications can only be accepted from the nominating organisation in the UK and not directly from the Fellow and applications should not be for courses of academic study.*

|                             |  |
|-----------------------------|--|
| <b>Name of Organisation</b> |  |
| <b>Main Contact</b>         |  |
| <b>Address</b>              |  |
| <b>Tel</b>                  |  |
| <b>Fax</b>                  |  |
| <b>Email</b>                |  |
| <b>Website</b>              |  |

|   |  |
|---|--|
| <b>Has your organisation previously applied for awards under the Commonwealth Professional Fellowships programme (and if so were you successful – please give details)?</b> |  |
| <b>Has your organisation applied for any type of work permit in the last five years through Work Permits (UK)?</b>  |  |

*Nominating organisations should be aware that Professional Fellows will need to possess work permits. A work permit will be obtained as part of the Fellow’s arrival arrangements but the nominating organisation for the purposes of this scheme, is viewed as an “employer” and will need to sign a declaration for each Fellow as part of the work permit application. Organisations must be able to demonstrate that they have “employer” status by supplying an Annual Report, Statement of Accounts, VAT registration or other similar verification if no application for any type of work permit has been lodged in the last five years. Please enclose documentation as applicable.*

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| <b>Please state the documentation you have enclosed to confirm your organisation’s status as an employer</b> |  |
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2. **DETAILS OF UK HOST ORGANISATION (if different from above)**  
*Where the host organisation is different from the nominating organisation, a signed statement should be enclosed from the host organisation, indicating their willingness to participate.*

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|-----------------------------|--|
| <b>Name of Organisation</b> |  |
| <b>Main Contact</b>         |  |
| <b>Address</b>              |  |
| <b>Tel</b>                  |  |
| <b>Fax</b>                  |  |
| <b>Email</b>                |  |
| <b>Website</b>              |  |

3. **NUMBER OF BIDS**

|  |  |
|--|--|
| <b>Overall Number of Fellowships Requested</b><br><i>(Maximum four per application or six where an exceptional case can be made)</i> |  |
| <b>If you are applying for more than four Fellowships please make case for why you feel it is necessary to do this</b>               |  |
| <b>Minimum Number of Fellows Required to Run Proposed Programme</b>  |  |

4. **STARTING DATE AND EXPECTED DURATION & LOCATION OF FELLOWSHIP(S)**

*Awards must commence later than 01 September 2007 but before 07 January 2008 to be considered in this year's competition. Please also indicate where in the UK the Fellow(s) will be based for the duration of the Fellowship as a different stipend rate is payable outside the London metropolitan area.*

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|------------------------------|--|
| <b>Starting Date</b>         |  |
| <b>Duration and End Date</b> |  |

|   |  |
|---|--|
| <b>Location of Fellow in UK during Fellowship</b> |  |
|---|--|

**5. SELECTION OF FELLOW**

|   |  |
|---|--|
| <b>Please give brief details of how you selected the Fellow(s) you are nominating</b> |  |
| <b>Where did you hear about the Fellowship Scheme?</b>                                |  |

**6. OUTLINE OF PROPOSED ACTIVITY**

*Please indicate the intended programme of activities for the Fellowship holder(s) whilst in the United Kingdom. Specific details including dates and duration of individual elements of the planned programme, rather than general statements, must be provided. Please include the mentoring and support to be provided under the programme, and any special equipment or facilities that will be made available. Where the host organisation is different from the nominating organisation please include details of who will be responsible within the host organisation for the Fellow and the programme on a day to day basis.*

*continue on a separate sheet if necessary*

## 7. INTENDED IMPACT OF FELLOWSHIP

Bidders should demonstrate that the proposed Fellowship provides a genuinely new channel of support and does not duplicate existing provision unless clear evidence can be provided that current demand is unmet. Applications should also state:

- the extent to which the application falls within the priority themes of *education, engineering, environment, governance, public health* and *technology*
- the extent to which the Fellowship will have a **‘catalytic effect’**, either within the developing country concerned, or in developing continuing links with the UK
- the extent to which the proposed Fellowship will ensure the transfer of skills relevant to the needs of a Commonwealth developing country
- the extent to which those skills are likely to be utilised to the benefit of the developing country following the Fellowship
- the extent to which the application differs/builds upon or develops any previous application(s) if applicable.
- how the proposed programme and its resulting development impact relates to one or more of the Millenium Development Goals (for information on Millenium Development Goals, see [www.un.org/millenniumgoals/](http://www.un.org/millenniumgoals/))

## 8. FINANCE

Please consult the *Financial Conditions* on page 3 of the attached *Guidance for Applicants* for details of the allowances payable to the host organisation and Fellow during the tenure of a Fellowship. Please list below any short course, conference or other fees which you require the Commission to consider. These will be subject to approval in individual cases. Each Fellow will also be entitled to a study travel grant of £200 which can be claimed against one-off travel costs. In the event that the nominating or host organisation (or other organisation) is providing any additional financial contribution (in cash or kind) to the award, please indicate this in addition.

**If you are nominating more than one Fellow please indicate the cost *per Fellow* rather than the total for the programme below.**

**Please be as detailed as possible in this section as it will not necessarily be possible to agree late requests for further funds after the start of the award.**

**Short Course/Conference Fees *per Fellow*:** £

*(Please provide details including dates. Activities must take place during the during the tenure dates of the Fellowship)*

**Other Fees *per Fellow*:** £  
*(Please provide details)*

**Total Cost *per Fellow*:** £

**Contribution from Host/Nominating Organisation or Other Organisations:** £  
*(If applicable. Contributions of this type are not required, but where proposed the selection committee will take them into account in assessing applications)*

**The Commission strongly encourages Nominator/Host organisations to make stipend payments to Fellows on our behalf through their bank accounts in order to reduce our costs. Please can you indicate whether it would be possible for you to do this (no extra cost would be incurred by you in doing this)**

We would/would not be able to make payments to Fellow on the Commission's behalf:

**9. DECLARATION OF UK NOMINATING ORGANISATION**

*I confirm that the above details are correct and that the relevant authorities within my organisation have approved this proposal (if applicable). I confirm that I have enclosed documentation if applicable confirming my organisation's status as an employer in connection with Work Permits (UK) requirements*

|                  |  |
|------------------|--|
| <b>Name</b>      |  |
| <b>Signature</b> |  |
| <b>Date</b>      |  |

**TO BE COMPLETED BY THE CANDIDATE(S)**

*All nominated candidates must complete this section. If more than one candidate is nominated please copy this section of the application form as appropriate.*

**10. PERSONAL DETAILS OF CANDIDATE(S) NOMINATED BY:**

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| <i>Please insert the name of the UK nominating/host organisation above</i> |

|   |  |
|---|--|
| <b>Name in Full</b> ( <i>block capitals underlining your surname. This name will need to be the name you are using on your passport</i> ) |  |
| <b>Passport Number</b>  |  |
| <b>Family Name at Birth if Different from Present Name</b>  |  |
| <b>Sex</b>  |  |
| <b>Title</b>  |  |
| <b>Nationality and/or Citizenship</b>   |  |
| <b>Place and Date Of Birth</b>  |  |
| <b>Do you have a UK passport?</b>   |  |
| <b>Do you have a UK bank account?</b>   |  |
| <b>Address for Correspondence about this Application</b> ( <i>block capitals</i> )  |  |
| <b>Tel</b>  |  |
| <b>Fax</b>  |  |
| <b>Email</b>  |  |
| <b>Address Of Permanent Residence</b> ( <i>if not the same as above</i> )   |  |

|  |  |
|--|--|
| <b>Present Appointment</b>   |  |
| <b>If your application is successful will your home employer grant you paid or unpaid leave in order to take up the Fellowship?</b>  |  |
| <b>Name and Address of Current Employer (including title of executive head of organisation)</b><br><i>Please note that this is the person who should provide the statement requested below</i> |  |
| <b>Name, Address and Relationship to you of Person to be Informed in Case of Emergency</b><br><br><b>Fax</b><br><b>Telephone</b><br><b>Email</b>   |  |

|  |  |
|--|--|
| <b>Please state which Millenium Development Goal your proposed Fellowship programme will most closely address and give brief details of why/how (for information on Millenium Development Goals, see <a href="http://www.un.org/millenniumgoals/">www.un.org/millenniumgoals/</a>)</b> |  |
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## 11. SUPPORTING DOCUMENTATION

*Please submit the following in support of this application form:*

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|--|
| <ul style="list-style-type: none"> <li>• A current CV. Please include the following information:<br/>All educational and professional qualifications with <b>dates</b> and <b>awarding body</b>.<br/><b>You must attach copies of certificates for all educational qualifications listed on your CV.</b><br/>All relevant work experience (including overseas) for at least the last five years.<br/><b>You must show dates for each period of employment.</b><br/>Membership of Professional Bodies/Associations.</li> <li>• A letter of reference which must be <b>from your current home employer or voluntary employer</b> (five copies required). If you are not currently employed, the referee should be able to comment on your capacity to contribute to your profession in your home country. <i>This may be included with the application, in a sealed envelope, or submitted directly by the writer, using e-mail or fax. It must, however, arrive before 30 April 2007. Please note that the reference from your home employer should include a statement to explain how the Fellowship would benefit them and their organisation and state whether if you are awarded the Fellowship you will be granted a leave of absence with or without pay in order to take up the Fellowship.</i></li> </ul> |
|--|

- A personal statement of no more than 500 words that covers the following:
  - \* Demonstrated commitment to your professional field
  - \* Demonstrated desire and ability to attain or foster transferable skills of benefit to the developing Commonwealth
  - \* Ways in which the Fellowship can be expected to have a catalytic effect on your return home

## 12. STATEMENT BY APPLICANT

I confirm that the above statements are true and correct and that I am attaching with this application the supporting documentation requested above:

Signature of Applicant:

Date:

## 13. SUBMISSION OF THE APPLICATION

Please note that this form is available in Word format from the e-mail address listed below but applications should not be submitted electronically as electronic copies will not be accepted and any applications received after the closing date will also not be accepted.

Please note that the Commission will only accept applications from prospective UK nominating organisations and will not accept any direct from candidates overseas.

Please return **five** copies of the completed application and supporting documentation *by 30 April 2007* to:

*Professional Fellowships  
Commonwealth Scholarship Commission (DJB),  
c/o The Association of Commonwealth Universities,  
Woburn House, 20 – 24 Tavistock Square  
London WC1H 9HF*

*Tel: 020 7380 6749*

*Fax: 020 7387 2655*

*Email: [professional.fellowships@cscuk.org.uk](mailto:professional.fellowships@cscuk.org.uk)*

*Website: [www.csfp-online.org](http://www.csfp-online.org)*