



City of London
Department of Community & Children's Services

HIGHER EDUCATION RESEARCH AND SPECIAL EXPENSES FUND (HERSEF)

Clause 2

FINANCIAL ASSISTANCE FOR TEACHING STAFF Working In Educational Institutions in Inner London

APPLICATION FOR AWARD

Head of Adult & Community Learning (HERSEF), City of London, 15 Half Moon Court, Bartholomew Close, London EC1A 7HF.

PLEASE ENSURE THAT A LETTER SUPPORTING YOUR APPLICATION FROM YOUR HEAD OF DEPARTMENT/INSTITUTION IS ATTACHED.

Application Details (*please write clearly in BLOCK CAPITALS*)

First Name: Last Name:.....

Title:

Home/Work Address:

..... Postcode:.....

Department:

Email.....

Phone.....

Project:

Est total cost	
Less other contributions	
Est net cost	

Venue:.....

PLEASE ATTACH SUPPORTING STATEMENT BY APPLICANT TO THIS COVERING SHEET

Signature of Applicant Date.....

FOR OFFICE USE ONLY

Process Application YES / NO

Grant Payable at 20% / 33% Grant Recommended: