



SPONSOR APPLICATION FORM

Please note that information provided in this application form, including personal information, may be subject to publication or disclosure in accordance with access to information regimes, particularly the Freedom of Information Act 2000 and the Data Protection Act 1998.

Part A: Applicant Details

Date of application:		
Name of sponsor organisation:		
Company/Charity No (if applicable)		
Applicant contact name:		
Full address of sponsor organisation	Business Name	
	Line 1	
	Line 2	
	Town	
	City/District	
	County	
	Country	
	Postcode	
Telephone number:		
Email address:		
Are you applying on the organisations behalf?	Yes <input type="checkbox"/> No <input type="checkbox"/>	
Are you applying for sponsorship towards school fee accreditation or sponsorship of students?	School Fee <input type="checkbox"/> Sponsorship for Students <input type="checkbox"/>	

<p>Have you or members of the organisation ever applied for sponsorship from any other organisation or have any government/council funding?</p>	<p>Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>If yes, please provide the following:</p> <p>Name of Organisation:</p> <p>Date of application:</p> <p>Please describe the level of sponsorship granted:</p>		
<p>Which of the following would best describe the organisation</p>	<p><input type="checkbox"/> Company <input type="checkbox"/> Independent School <input type="checkbox"/> Charity <input type="checkbox"/> Parent/Community Group <input type="checkbox"/> Volunteer Group <input type="checkbox"/> Other</p> <p>If you have ticked 'other' please provide a brief description here:</p>		
<p>If you are a school please complete this table and answer the question(s) below</p>	<p>What level of education is your school? e.g. certificate, diploma</p>	<p>Age range of your learners</p>	<p>Number of students enrolled</p>
<p>Type of school you plan to sponsor:</p>	<p>Please tick all that apply:</p> <p>Primary school <input type="checkbox"/> Postgraduate School <input type="checkbox"/> Special Needs School <input type="checkbox"/></p> <p>Other <input type="checkbox"/> Alternative Provision <input type="checkbox"/> Residential provision <input type="checkbox"/></p> <p>If you have ticked 'other' please provide a brief description</p>		

Part B: Applicant overview

This section is about the ethos, aims and objectives of your organisation, and your aspirations for growth.

(500 words max)

You may should include the following:

- 1) The aims and objectives of your organisation.*
- 2) The ethos of your organisation (including any other beliefs).*
- 3) The communities/sector that you will serve.*
- 4) Your intended approach to teaching and learning.*
- 5) Which course you wish to gain sponsorship for*
- 6) Your proposal for how many candidates you wish the IFA to sponsor within a year*
- 7) Your plan for supervision of the postgraduates*

Description:

Part C: Governance structure and key people

This section is to ensure that there will be a clear governance structure at the organisation and that the individuals within it will have the right experience and expertise

Tutor Name (if applicable)	
Qualification	(please attach CV)
Structure of the proposed organisation/school	This must clearly show the lines of accountability between the organiser and relevant staff members involvement in the delivery of the course
Key People Credentials i.e founder members, other organisations the school works with, the CEO etc	Please list the key people who will be involved in the delivery, providing information about their current role and past experience, and/or their proposed role in the school.

Part D: Finance

This section is about the financial assistance you require and the reasons

- 1. How much do you require in sponsorship? (In Sterling)**
- 2. Please describe why you require to be sponsored this amount and provide a breakdown**

STUDENT NAME	DOB

- 3. Which parts are you asking the IFA to grant students for free? i.e Manual, Membership**
- 4. Who is the person responsible at the organisation for finance and distribution thereof?**
- 5. How do you intend to keep the IFA informed of the students progress?**

6. Has the school undertaken a risk assessment for this project? If yes please attach, if no please list any possible identifiable risks

7. How will the organisation publicise the sponsorship?

8. In your own words please describe how you feel that the sponsorship of your project will further the IFA's objectives i.e the promotion of aromatherapy for the preservation of health and wellbeing of the public (300 words max)

Part E: Declarations

This section asks your organisation to confirm that you understand and agree to the IFA's Educational policies and principles which are stated below

Please read the following information regarding the IFA's not- for- profit policy and confirm that you understand, and agree to abide by the principles of the policy.

It is the policy of the IFA that no individual or organisation should make a profit from any such funds granted to a school as sponsorship. Sponsorship is granted on the basis of furthering the IFA's objects only. In applying for sponsorship you are confirming that you understand, and will abide by, this policy.

Schools agree to:

Ensure all tutors, directors and staff members named in section c and any such individuals or organisations closely related to these persons deliver services to their students at cost, with no element of profit;

Ensure a fair and open procurement process takes place;

Carefully manage any conflicts of interest.

Please indicate that you understand, and agree to abide by the principles of the policy by ticking this box:

Terms and Conditions:

The organisation agrees to display the IFA details (including the IFA's website) and logo on their website and any publicity material relating to project

The organisation must monitor and feedback to the IFA the progress of the students sponsored

Please indicate that you understand, and agree to abide by these terms and conditions by ticking this box:

Print Full Name:

Signature:

Dated: / /