

Vocational Bursary Application Guide

To apply, you must register on the *Grant Management System*.

This is a Two-Part Application Form

Part 1 – **The Student Starts the Application** by registering with their own email address

Part 2 – **The parent/carer/spouse who works as a Grocer, Pharmacist or Commercial Traveller** completes part 2 of the form, once the student has added them to the application (*see page 11*)

IMPORTANT – **Students must register using their own email address to start the application,** not the parent's.

- You will add your parent/carer/spouse to the application later.
- Your parent will then receive an email to create their own account to complete their part of the application.
- This means there will be **two separate accounts using two different email addresses** – one for the student and one for the parent.
- **If you are the student and you are also the grocer, pharmacist or commercial traveller,** you will complete both parts of the form using **one account**.

Part 1 – The Student

Starting an Application

Follow the steps below to register and start an application on our *Grant Management System*.

1. Click 'Register':
 - If you already have an account, log in with your email and password.



Welcome to the Leverhulme Trade Charities Trust Grant Application System, please login below.

Please ensure you are using the correct system.
For Leverhulme Trust applications, please login [here](#).

Existing Users

Please log in to access your account.

Email


Password

Login

[Forgot Password?](#)

New users

Please register with us to create your account using your email address.

Register [System Help](#) 

2. Registration Page

- If your college is not in the drop-down list, you can type it in and continue with your application. We will add your college to our system afterwards.

Register

Thank you. Please complete the remainder of this short registration form.

(• denotes a mandatory field for registration)

To register for access to Leverhulme Trade Charities Trust's grants online please enter your personal details on the adjacent form.

Upon successful registration, a confirmation of your login and password will be sent to the email address supplied.

Registered users should only have a single account, so if you already have an account in the system please return to the [login](#) screen.

If you have an existing account but have forgotten your password please note that you can retrieve it from the [login](#) screen.

If you have any other queries about registration or your existing account then please [contact us](#).

Email

Title •

First Name •

Last Name •

Date of Birth

Nationality ⓘ

University/College •
To select your university/college, begin typing its name and select from the list.

Address

City

County

Postcode

Country
to select the country, enter a minimum 3 characters and select from the list

Telephone

3. On the home page, 'click here' to start a new application:

LEVERHULME
TRADE CHARITIES TRUST

Grant Application System

Mr John Smith

Welcome to Leverhulme Trade Charities Trust Online Bursary Management System, Mr John Smith.

To make an application please complete your personal details and apply to one of our current funding rounds.

[Home](#)

[My Applications](#)

[Manage My Details](#)

[Contact Us](#)

[Logout](#)

[System Help](#)

[New Grant Application](#)

[click here.](#)

4. Click 'Apply' to apply for a vocational bursary:

LEVERHULME
TRADE CHARITIES TRUST

Grant Application System

Mr John Smith

Home

New Application

[My Applications](#)

[Manage My Details](#)

[Contact Us](#)

[Logout](#)

[System Help](#)

Open funding rounds

The table below shows all the funding rounds currently accepting applications.

Click **More info** to view additional information about each funding round.

Click **Apply** to access the online application form for the type of grant you wish to apply for.

Grant Type	Funding Round	Closing Date	More Info	Apply
Vocational Bursary Scheme <i>We award bursaries of £1,000 a year to students studying vocational qualifications at any UK College. The student must have a household income below £30,000 and have a parent, spouse or carer, or be employed themselves, as a grocer, pharmacist or commercial traveler.</i>		30 April 2026 17:00 BST	More info	Apply

Adding the Parent/Carer/Spouse

Follow the steps below to add your parent/carer/spouse to the application.

- 5. IMPORTANT – You must have a parent, carer or spouse who works as a Grocer, Pharmacist or Commercial Traveller, or you must work in one of these roles yourself, to be eligible. If this does not apply, you will not be able to proceed with the application.**

- Select the person who is employed as the grocer, pharmacist or commercial traveller, e.g. your parent, carer, spouse or self.

Vocational Bursary Scheme 14815

Details...

Introduction

Personal details

Details of qualifying parent/spouse/self

Details of your course

Financial details

Declaration

Validation

Details of qualifying parent/spouse/self

Relationship to you (Select)

Trade (Select)

Type of business/employment of you/parent/spouse (give details of the actual work)

Previous Next Save And Close

Paragraphs: 0, Words: 0/200

- 6. You now need to add their contact details:**

- The example in this guide shows a parent who has been selected

Vocational Bursary Scheme 14815

Details...

Introduction

Personal details

Details of qualifying parent/spouse/self

Details of your course

Financial details

Declaration

Validation

Details of qualifying parent/spouse/self

Relationship to you Parent

Please select your qualifying parent
To select your qualifying parent, click the link below. If we currently do not have their contact information in the system there will be a "Add New Contact" button displayed after you have searched.

[Click to select your Parent](#)

Trade (Select)

Previous Next Save And Close

7. Add your parent's email address to invite them to the application form:

The screenshot shows the 'Grant Application System' interface for the 'Vocational Bursary' scheme (14815). The main form is titled 'Details of qualifying parent/spouse/self'. A modal window titled 'Parent / Spouse' is open, prompting the user to search for a parent or spouse. The modal contains an 'Email' input field with a red error message 'Please enter an email address.' and a 'Search...' button. The background form shows a 'Relationship to you' dropdown set to 'Parent', a 'Trade' dropdown set to '(Select)', and a rich text editor for 'Type of business/employment of you/parent/spouse (give...)'.

8. If your parent is already in the system, you can select them by clicking 'Select'. If not, you can add them by clicking 'Add Person':

The screenshot shows the same 'Grant Application System' interface. The 'Parent / Spouse' modal is open, and the search results are displayed in a table. The table has columns for 'Name', 'University', and 'Department'. A single result is shown: Miss Katrina Moore at The Manchester College. A red box highlights the text 'If the person you searched for was not found please add this person to our system.' and the 'Add Person' button. The background form is the same as in the previous screenshot.

Name	University	Department
Miss Katrina Moore	The Manchester College	

9. Type in their name and email address and click 'Add Contact':

The screenshot shows the 'Grant Application System' interface for the 'Vocational Bursary' scheme (14815). A modal dialog box titled 'Parent / Spouse' is open, allowing the user to add a contact. The dialog contains the following fields and controls:

- Forename:** A text input field.
- Surname:** A text input field.
- Email:** A text input field containing 'Johnsmith@Outlook.com'.
- Buttons:** 'Add Contact' and 'Cancel'.

The background form shows 'Details of qualifying parent/spouse/self' with a 'Relationship to you' dropdown set to 'Parent'. A message prompts the user to select a qualifying parent and provides a link to 'Click to select your Parent'. Below this, there are dropdown menus for 'Trade' and 'Type of business/employment of you/parent/spouse (give...)', followed by a rich text editor.

10. You can then add your parent to the application form by sending them an invitation. Tick 'Confirm that you wish to include the Parent/Spouse' and then click 'Send the Invitation' to send them an email:

This screenshot shows the same 'Grant Application System' interface, but the 'Parent / Spouse' dialog box now displays an invitation message. The message content is as follows:

Subject: Added as Parent / Spouse for grant application reference 14815
Message:
Dear Miss Moore,
Mr John Smith has added you as a Parent / Spouse on application 14815: ""
Please confirm whether you are willing to participate in this capacity by visiting <https://grants.leverhulme-trade.org.uk/details.aspx?id=5778172d-9efe-4c22-9f0f-b41a01068360&typeid=be195946-0556-45e0-b74e-d57c9568c0f9> where you will be asked to confirm and approve your participation.
Please be so kind as to act immediately in response to this invitation as failure to do so could result in application 14815 being ineligible for submission.

At the bottom of the dialog, there is a checkbox labeled 'Confirm that you wish to include this Parent / Spouse' which is currently unchecked. Below the checkbox is a 'Send the Invitation' button, which is highlighted with a red box. A 'Cancel' button is also present at the bottom right of the dialog.

11. When you have added your parent to the application form, they will appear on the 'Details of qualifying parent/spouse/Self' page of the application:

Vocational Bursary Scheme 14815

[Details...](#)

- Introduction
- Personal details
- Details of qualifying parent/spouse/self**
- Details of your course
- Financial details
- Declaration
- Validation

Details of qualifying parent/spouse/self Previous Next Save And Close

Relationship to you
Parent

Please select your qualifying parent
To select your qualifying parent, click the link below. If we currently do not have their contact information in the system there will be a "Add New Contact" button displayed after you have searched.

Name	University	Status	
Miss Katrina Moore	The Manchester College	Unconfirmed	Remove

Trade
(Select)

Type of business/employment of you/parent/spouse (give details of the actual work)

Paragraphs: 0, Words: 0/200

12. When you have gone through each page of the application and completed it, on the 'Validation' page, it will say that the parent/spouse needs to confirm their participation and complete their part of the application form, before you can submit it.

Vocational Bursary
Scheme
14815
[Details...](#)
Introduction
Personal details
Details of qualifying parent/spouse/self
Details of your course
Financial details
Declaration
Validation

Validation

Please complete the following before finally submitting your form:
Details of qualifying parent/spouse/self

- [Parent / Spouse - Miss Katrina Moore must confirm their participation before submitting.](#)
- [Parent / Spouse - Miss Katrina Moore must complete their application form before this application can be submitted.](#)

Previous Next Save And Close

Previous Next Save And Close

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[Privacy and Data Protection](#)
[Terms and Conditions](#)

13. Click 'Save and Close' and on the 'Details' page of the application, you will see where you have added your parent to the application, and that they have not yet confirmed their participation in the application:

Grant Application System
Mr John Smith

Lead Applicant	Mr John Smith
Title	Construction Plumbing
Reference	14815
Status	Pre-Submission
Total Requested	£1,000.00
University	Bolton College
Grant Type	Vocational Bursary Scheme
Funding Round	Vocational Bursary Scheme
Closing Date	30 April 2026 at 17:00 BST
Participants	<i>Parent / Spouse</i>
	Miss Katrina Moore Confirmed participation No
Created On	27/03/2026
Last Updated	27/03/2026
Validated	Not Complete
Applicant Submitted	
Submitted On	

Role: Lead Applicant
Actions shown below are for your involvement as a Lead Applicant

Edit the application
Please click on the 'Edit' button if you wish to make any changes to your application.

PDF the application (Print)
Please click on the 'View/Print' button to generate this application form as a PDF file.

Please note: if your browser blocks the file download, please follow the instructions to allow the file to be downloaded.

[PDF Formatting Problems?](#)

Validate the application
To validate the application click 'Validate' and then 'Validate Form' within the application form.

Submit the application
The application form cannot be submitted until it has been validated to ensure that all required fields have been entered, and the data meets our submission requirements.

Your parent will receive an email stating that you have added them to your application. They must follow the instructions in the email to confirm their participation and complete their part of the form.

IMPORTANT – You cannot submit your application until your parent has submitted their part of the form. Once your parent has submitted their part, you need to log back into your account to submit the whole form.

See Part 2 on page 11 below for guidance on how the parent/carer/spouse can complete their part of the application on the next page.

IMPORTANT – See Page 15 on How to Submit Your Application.

Part 2 – The Grocer, Pharmacist or Commercial Traveller

This section of the form should be completed by the college student’s parent, carer or spouse, who is employed in one of the three eligible trades: Grocer, Pharmacist and Commercial Traveller. More details on eligibility can be found here: [Eligibility | Leverhulme Trade Charities Trust](#)

The Eligible Parent, Carer or Spouse

You must be a Grocer, Pharmacist or Commercial Traveller.

Participating in an Application

Follow the steps below to participate in the student’s application.

1. Follow the link in the email that invites you to participate in the application form. This will allow you to create your own account.
 - You will be able to see the application that the student has started and confirm your participation:

The screenshot displays the 'Grant Application System' interface for Miss Katrina Moore. The header includes the 'LEVERHULME TRADE CHARITIES TRUST' logo and the user's name. A navigation menu on the left lists options like 'Home', 'My Applications', and 'Vocational Bursary Scheme Ref: 14815'. The main content area shows application details for Mr John Smith, including title, reference, status, and total requested amount. It also lists participants, with Miss Katrina Moore's participation status set to 'No'. On the right, there are two action boxes: 'Confirm your Participation' and 'Reject your participation', both with corresponding buttons. The footer contains the 'SYMPLECTIC Grant Tracker' logo and 'Part of DIGITALSCIENCE' branding, along with links to 'Terms and Conditions' and 'Privacy and Data Protection'.

- Once you have confirmed your participation, you can then complete your part of the application form by clicking 'Edit'. In the form you will confirm your role as a Grocer, Pharmacist or Commercial Traveller.

The lead applicant must now log in to their account and submit the whole application form.

Lead Applicant: Mr John Smith
 Title: Construction Plumbing
 Reference: 14815
 Status: Pre-Submission
 Total Requested: £1,000.00

University: Bolton College
 Grant Type: Vocational Bursary Scheme
 Funding Round: Vocational Bursary Scheme
 Closing Date: 30 April 2026 at 17:00 BST

Participants	<u>Parent / Spouse</u>
	Miss Katrina Moore Confirmed participation Yes

Created On: 27/03/2026
 Last Updated: 27/03/2026
 Validated: Not Complete
 Applicant Submitted
 Submitted On

Role: Parent / Spouse
 Actions shown below are for your involvement as a Parent / Spouse

Edit the application
 Please click on the 'Edit' button if you wish to make any changes to your application.

PDF the Grant Contact Form (Print)
 Please click on the 'View/Print Grant Contact Form' button to generate your Grant Contact Form as a PDF file.

Please note: if your browser blocks the file download, please follow the instructions to allow the file to be downloaded.

[PDF Formatting Problems?](#)

Validate the application
 To validate the application click 'Validate' and then 'Validate Form' within the application form.

- Once you have gone through the application form, click 'Save and Close' and then 'Submit' to submit *your* part of the form, only:

Vocational Bursary

Scheme 14815

[Details...](#)

- Student Details
- Parent/Spouse in Qualifying Employment
- Income
- Declaration
- Validation

Validation

To submit this part of the application please save and close and then click the 'submit' button.

Then ensure the student logs back in to complete, validate and finally submit the application.

4. Click 'Submit':

LEVERHULME
TRADE CHARITIES TRUST

Grant Application System

Miss Katrina Moore

Miss Katrina Moore

Home

My Applications

My Co-applications

Vocational Bursary Scheme
Ref: 14815

Details

View History

Journal (0)

Sign-off Status

My Grants

Manage My Details

Contact Us

Logout

System Help

No further action is required on your part. The lead applicant must now log in to their account and submit the whole application form.

Lead Applicant Mr John Smith

Title Construction Plumbing

Reference 14815

Status Not Started

Total Requested £1,000.00

University Bolton College

Grant Type Vocational Bursary Scheme

Funding Round Vocational Bursary Scheme

Closing Date 30 April 2026 at 17:00 BST

Participants *Parent / Spouse*

Miss Katrina Moore
Confirmed participation **Yes**

Created On 27/03/2026

Last Updated 27/03/2026

Validated Not Complete

Applicant Submitted

Submitted On

Role: Parent / Spouse
Actions shown below are for your involvement as a Parent / Spouse

Edit the application
Please click on the 'Edit' button if you wish to make any changes to your application.

Edit

PDF the Grant Contact Form (Print)
Please click on the 'View/Print Grant Contact Form' button to generate your Grant Contact Form as a PDF file.

Please note: if your browser blocks the file download, please follow the instructions to allow the file to be downloaded.

[PDF Formatting Problems?](#)

View/Print Grant Contact Form

Validate the application
To validate the application click 'Validate' and then 'Validate Form' within the application form.

Validate

Submit your application
The application form cannot be submitted until it has been validated to ensure that all required fields have been entered, and the data meets our submission requirements.

Submit

5. **IMPORTANT** – The application is still not submitted. It is still in pre-submission, and you will be given a pre-submission number:

Grant Application System

Grant Application Submitted

Your application with **pre-submission reference 14815** has been successfully submitted.

Return To Application Details

6. **IMPORTANT – The student must now log BACK IN TO THEIR ACCOUNT to submit the whole form:**

The screenshot shows the 'Grant Application System' interface. At the top left is the 'LEVERHULME TRADE CHARITIES TRUST' logo. The user is identified as 'Miss Katrina Moore'. A message states: 'No further action is required on your part. **The lead applicant must now log in to their account and submit the whole application form.**'

Application details for Mr. John Smith:

- Lead Applicant: Mr John Smith
- Title: Construction Plumbing
- Reference: 14815
- Status: Complete
- Total Requested: £1,000.00
- University: Bolton College
- Grant Type: Vocational Bursary Scheme
- Funding Round: Vocational Bursary Scheme
- Closing Date: 30 April 2026 at 17:00 BST

Participants:

- Participant: Miss Katrina Moore
- Confirmed participation: Yes

Timeline:

- Created On: 27/03/2026
- Last Updated: 27/03/2026
- Validated: Not Complete
- Applicant Submitted: Submitted On

On the right, a 'Role: Parent / Spouse' section indicates actions for involvement. A 'PDF the Grant Contact Form (Print)' button is available, with a note: 'Please click on the 'View/Print Grant Contact Form' button to generate your Grant Contact Form as a PDF file. Please note: if your browser blocks the file download, please follow the instructions to allow the file to be downloaded. PDF Formatting Problems?' and a 'View/Print Grant Contact Form' button.

IMPORTANT – See page 15 below on how the student can submit the application.

Submitting the Application

Follow the steps below to submit your application.

IMPORTANT – You can only submit the application once your parent/carer/spouse has submitted their part of the form. See page 11 on how to do this.

1. When you, the student, log back into your account, you will see that you have 'one unsubmitted application':
 - Click on 'Click here' to view your application

LEVERHULME
TRADE CHARITIES TRUST

Grant Application System

Mr John Smith

Welcome to Leverhulme Trade Charities Trust Online Bursary Management System, Mr John Smith.

Home

My Applications

Manage My Details

Contact Us

Logout

System Help

New Grant Application

click here.

You have...

1 unsubmitted grant application

Click here

2. You can see that your application is still in 'Pre-Submission'. Click the icon on the right to edit your application:

LEVERHULME
TRADE CHARITIES TRUST

Grant Application System

Mr John Smith

Home

My Applications

Manage My Details

Contact Us

Logout

System Help

My Applications

You have 1 application awaiting submission.

To view more details or to update an application please select it from the list below.

New Application

To start a new application click here:

New Application

Reference	Title	Last Updated	Status	
14815	Construction Plumbing	27/03/2026 17:04 GMT	Pre-Submission	

Click here to edit

3. You can see now that your parent has confirmed their participation on your form.

- Now click 'Validate':

LEVERHULME
TRADE CHARITIES TRUST

Grant Application System

Mr John Smith

Home
My Applications
Vocational Bursary Scheme
Ref: 14815
Details
View History
Journal (0)
Sign-off Status
Manage My Details
Contact Us
Logout
System Help

Lead Applicant: Mr John Smith
Title: Construction Plumbing
Reference: 14815
Status: Pre-Submission
Total Requested: £1,000.00
University: Bolton College
Grant Type: Vocational Bursary Scheme
Funding Round: Vocational Bursary Scheme
Closing Date: 30 April 2026 at 17:00 BST

Participants: Parent / Spouse
Miss Katrina Moore
Confirmed participation: Yes

Created On: 27/03/2026
Last Updated: 27/03/2026
Validated: Not Complete
Applicant Submitted
Submitted On

Role: Lead Applicant
Actions shown below are for your involvement as a Lead Applicant

Edit the application
Please click on the 'Edit' button if you wish to make any changes to your application.
Edit

PDF the application (Print)
Please click on the 'View/Print' button to generate this application form as a PDF file.
Please note: if your browser blocks the file download, please follow the instructions to allow the file to be downloaded.
PDF Formatting Problems?
View/Print

Validate the application
To validate the application click 'Validate' and then 'Validate Form' within the application form.
Validate

Submit the application
The application form cannot be submitted until it has been validated to ensure that all required fields have been entered, and the data meets our submission requirements.
Submit

- The validation page tells you that you can only submit your application form once your parent has submitted their part. If they have submitted their part, you can ignore the message and click 'Save and Close':

Vocational Bursary Scheme 14815
[Details...](#)

- Introduction
- Personal details
- Details of qualifying parent/spouse/self
- Details of your course
- Financial details
- Declaration
- Validation**

Validation

Once your parent/spouse has submitted their part of the form, please click 'submit', to finally submit your application.

If your parent/spouse has submitted their part of the form, ignore this and click 'Save and Close'

Previous Next Save And Close

Previous Next **Save And Close**

5. You can now click 'SUBMIT':

The screenshot displays the 'Grant Application System' interface for Mr John Smith. The left sidebar contains navigation links: Home, My Applications, Vocational Bursary Scheme (Ref: 14815), Details, View History, Journal (0), Sign-off Status, Manage My Details, Contact Us, Logout, and System Help. The main content area shows application details for Mr John Smith, including title (Construction Plumbing), reference (14815), status (Pre-Submission), and total requested (£1,000.00). It also lists participants: Miss Katrina Moore (Confirmed participation: Yes) and Miss Katrina Moore (Confirmed participation: Yes). The right sidebar contains action buttons: Edit, View/Print, Validate, and Submit. The Submit button is highlighted with a red box.

Role: Lead Applicant
Actions shown below are for your involvement as a Lead Applicant

Edit the application
Please click on the 'Edit' button if you wish to make any changes to your application.

PDF the application (Print)
Please click on the 'View/Print' button to generate this application form as a PDF file.
Please note: if your browser blocks the file download, please follow the instructions to allow the file to be downloaded.
[PDF Formatting Problems?](#)

Validate the application
To validate the application click 'Validate' and then 'Validate Form' within the application form.

Submit the application
To submit this grant application, please click on the 'Submit' button.
Please note: you will not be able to make any alterations to the application form once it has been submitted.

6. You can see that your application is submitted. Click on 'Click here' to see your application reference number:

The screenshot displays the 'Grant Application System' interface for Mr John Smith. The left sidebar contains navigation links: Home, My Applications, Manage My Details, Contact Us, Logout, and System Help. The main content area shows a welcome message and a 'New Grant Application' section with a 'click here' link. The 'You have...' section is highlighted with a red box, showing '1 submitted grant application' and a 'Click here' link.

You have...

1 submitted grant application [Click here](#)

7. Under Reference, you can see your application reference number. (Example: VB-2025-6360). You will also receive an email confirming that you have submitted your application.

LEVERHULME
TRADE CHARITIES TRUST

Grant Application System

Mr John Smith

- Home
- My Applications**
- Manage My Details
- Contact Us
- Logout
- System Help

My Applications

You have no current applications.

New Application
To start a new application click here:

[New Application](#)

You have 1 submitted or Rejected application

Reference	Title	Last Updated	Status	
VB-2026-6360	Construction Plumbing	27/03/2026 17:09 GMT	Submitted	

Your application will be assessed, and we will be in contact within 6 weeks of the application closing date with the result.