

EAST ANGLIAN CHAMBERS MINI-PUPILLAGE FUNDING SCHEME POLICY

1. East Anglian Chambers operates a policy of offering funding to cover reasonable costs associated with the participation in a mini-pupillage with Chambers. Chambers recognises that the costs associated with mini-pupillages, such as travel and clothing expenses, may be a barrier to some applicants from seeking a mini-pupillage with Chambers. Chambers further recognises that this type of barrier may contribute to a lack of diversity at the Bar of England & Wales.

2. As such, Chambers operates a mini-pupillage funding scheme (“the Scheme”). The Scheme is organised as follows:

- (a) Chambers allocates a fund of £750 at the start of each financial year towards the Scheme which is allocated to eligible applicants during that financial year (“the Fund”);
- (b) A grant may be made from the Fund to an eligible applicant for the funding of reasonable costs associated with the applicant’s mini-pupillage with Chambers (“the Grant”);
- (c) The amount of the Grant will be up to £100 per eligible applicant (“the Maximum Amount”);
- (d) Grants will be allocated on a first come, first served basis;
- (e) When the Fund is exhausted in any financial year, no further Grants may be made;
- (f) The Fund will be replenished by Chambers at the start of each financial year.

3. The Scheme is intended to assist those who might otherwise not be able to participate in a mini-pupillage due to financial constraints. The factors which Chambers will have in mind when considering whether to make a Grant from the Scheme include:

- (a) Attendance at a state school, or at a private school with the assistance of a means-tested scholarship;
- (b) Low household income;

- (c) Parent or guardian in receipt of means-tested benefits;
- (d) Neither parent / guardian attended university;
- (e) That the applicant has been in care;
- (f) That the applicant is/has been a care giver;
- (g) That the applicant is/has been a refugee or has/has had asylum status.

4. An application for a Grant may be made at the same time as an application for a mini-pupillage with Chambers or at any time thereafter up until the commencement of a mini-pupillage. The application for a Grant should be made using the application form set out in the annex to this policy. Applicants for a Grant should state why they believe they qualify for a Grant, how much they wish to apply for (maximum £100 per application) and what they intend to spend the Grant on. All applications will be treated as confidential information which will only be shared amongst the Mini-Pupillage Coordinator and the Management Committee of Chambers.

5. A decision as to whether an applicant should be awarded a Grant will be made by Chambers' Mini-Pupillage Coordinator. The decision as to whether the applicant has been awarded a Grant will be communicated to the applicant within 6 weeks of receipt of their application. Please bear this timetable in mind when applying.

6. The final amount of the Grant payable to each applicant will be determined by Chambers' Mini-Pupillage Coordinator and shall be based on the information provided by the applicant in their application.

7. The Mini-Pupillage Coordinator's decision as to the amount of the Grant payable is final.

**ANNEX - EAST ANGLIAN CHAMBERS MINI-PUPILLAGE FUNDING
APPLICATION FORM**

NAME:

I confirm that I have read East Anglian Chambers 'Mini-Pupillage Funding Scheme Policy, set out above.

Please set out below, in no more than 200 words:

- (i) why you apply for a Grant from the Scheme, bearing in mind para.3 of the Funding Scheme Policy;
- (ii) the amount of the Grant that you seek (maximum £100 per application); and
- (iii) what you intend to use the Grant to buy.

SIGNED:

DATE: