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YOUNG BARRISTERS' COMMITTEE

## **International Legal and Professional Development Grant**

### **Application Guidance 2019**

#### **1. Applicant and conference/event criteria**

Applicants must be:

- of 7 years practice or less;
- fully qualified as a barrister (i.e. have completed pupillage);
- in employed or self-employed practice;
- a member of one of the following sponsoring specialist bar associations (SBAs) or Circuit:
  - Criminal Bar Association (CBA)
  - Chancery Bar Association (ChBA)
  - Commercial Bar Association (COMBAR)
  - Competition Law Association (CLA)
  - London Common Law and Commercial Bar Association (LCLCBA)
  - Family Law Bar Association (FLBA)
  - Northern Circuit (NC)
  - Wales & Chester Circuit (W&C)
- prepared to write a report for the Young Barristers' Committee and your SBA/Circuit, which will be published on the Young Bar Hub (the CBA also require a report);
- committed to disseminating learning from the experience to your SBA and the wider Bar;
- able to fund 1/3<sup>rd</sup> of the cost of the event/trip and any amount overspent.

If applying as a member of the Chancery Bar Association (ChBA) applicants:

- must commit to giving at least one relevant seminar or presentation to a professional audience OR preparing for publication at least one relevant professional article in the 12 months following receipt of the grant.
- must commit to volunteering as a CLIPS representative at least twice in the 12 months following receipt of the grant.

In addition, the International Development opportunity of choice must:

- be of an international character (either outside the UK, or, if inside the UK, a significant proportion of speakers and/or participants must be from other jurisdictions). If you are applying to COMBAR, please see further guidance at <http://www.combar.com/news/international-grant-programme-2015/>
- cost no more than c. £3,000 in total, including travel, accommodation, insurance & conference fees;
- be at a future date (retrospective funding applications for past events is not permitted) but take place before the end of the calendar year.
- Applicants to COMBAR must have been a member for at least 18 months including pupillage before they can apply for the grant.

**PLEASE NOTE:** Priority will be given to applicants who have not previously received a grant.

## **2. How to apply**

There are three documents that must be submitted by you in application to the programme; an application form, proposed budget and equality and diversity monitoring form

- 2.1.** Complete the **application form** and **budget proposal** electronically and return them to your SBA or circuit representative (see contact details below) and the Bar Council at [YBC@BarCouncil.org.uk](mailto:YBC@BarCouncil.org.uk) by the relevant application deadline, please see below:

**Monday 14 January**

**Monday 15 April**

**Monday 9 September**

## 2.2. Current SBA and circuit representatives

SBA/Circuit	Representative	Email address
Criminal Bar Association (CBA)	Aaron Dolan	<a href="mailto:aaron.dolan@criminalbar.com">aaron.dolan@criminalbar.com</a>
Chancery Bar Association (ChBA)	Anna Markham	<a href="mailto:A.Markham@4stonebuildings.com">A.Markham@4stonebuildings.com</a>
Commercial Bar Association (COMBAR)	Veronica Kendall	<a href="mailto:admin@combar.com">admin@combar.com</a>
Competition Law Association (CLA)	Suzanne Snook	<a href="mailto:admin@competitionlawassociation.org.uk">admin@competitionlawassociation.org.uk</a>
Family Law Bar Association (FLBA)	Khadija Khan	<a href="mailto:admin@flba.co.uk">admin@flba.co.uk</a>
London Common Law and Commercial Bar Association	Charlotte Hogg	<a href="mailto:LCLCBA@hardwicke.co.uk">LCLCBA@hardwicke.co.uk</a>
Northern Circuit	Susan Chisholme	<a href="mailto:susan.chisholme@northerncircuit.org.uk">susan.chisholme@northerncircuit.org.uk</a>
Wales & Chester Circuit	Oliver Harris	<a href="mailto:oh@30parkplace.co.uk">oh@30parkplace.co.uk</a>

2.3. Complete the **equality and diversity monitoring form** electronically and submit it to [YBC@BarCouncil.org.uk](mailto:YBC@BarCouncil.org.uk). Please note that this information is used for monitoring purposes only and will **not** be used as part of the selection process.

Your SBA or circuit and the Bar Council will assess your application and you will be informed of the outcome of your application within three weeks after the application deadline by the Bar Council, who will administer the grant from then onwards.

If successful, you will be expected to arrange and pay for the entire trip. Upon satisfactory submission of your expenses you will be reimbursed 2/3rds of the total cost of the trip.

### **3. Finance and Budget Instructions**

#### **3.1. Completing your budget proposal**

Please complete the yellow section of the applicant budget excel spreadsheet, following the budget guidelines. The spreadsheet will automatically calculate the amounts being funded by the Bar Scholarships Trust funding (34%); SBA (33%); and participant (33%).

#### **3.2. Budget Guidelines**

- **The maximum total budget that can be applied for is £3,000** unless you are applying to the FLBA where the maximum that can be applied for is £1,800 or to the Northern Circuit where the maximum is £2,000. Please note that this may be subject to change during the course of the year.
- Travel Insurance is recommended.
- Any flights and train journeys must be standard/economy class.
- If you take any time as holiday before, during or after the conference, you must pay in full for any expenses incurred whilst on holiday. The grant will only cover the education aspect of any trip, which must also be the primary purpose of the journey.
- Be as accurate as possible in your budget plan by obtaining quotes.
- Keep expenditure within the approved budget.

#### **3.3. Reclaiming expenses**

- Within a month of your return from the conference you should detail each individual expense in the blue section of the applicant budget excel spreadsheet. Each expense must be evidenced by a receipt.
- Label all receipts and calculate their value in sterling where they are in another currency using the exchange rate at the time of your trip.

- Submit all receipts (originals, photocopies or scans), and your completed budget spreadsheet to the Young Barristers' Committee via email on [YBC@BarCouncil.org.uk](mailto:YBC@BarCouncil.org.uk).
- **Claims must comply with these instructions and the budget guidelines and be submitted within a month of your return for reimbursement to be guaranteed.**
- You will be reimbursed for 2/3rds of the cost of the conference, in the form of two bank transfers, one from your SBA and the other from the Bar Council Scholarships Trust. **Please therefore also provide your bank details (account name, number and sort code) when you submit your receipts.**

**PLEASE NOTE:** There is now a requirement to complete a written report for publication on the Young Bar Hub prior to any reimbursement of your grant from the Bar Scholarships Trust.

#### **3.4. Budget overspend policy**

- The primary responsibility for expenditure which exceeds that which was approved in the application budget is the grantee.
- Any overspend that is anticipated in advance of the grantee's participation in the activity will be considered by the Bar Council Scholarships Trust trustees and sponsoring SBA or circuit on an individual case by case basis.
- **Retrospective applications for approval of overspend are not permitted.** The candidate is responsible for funding any unapproved overspend incurred themselves.
- If an overspend is anticipated **before** the grantee participates in their funded activity, prior permission in writing should be sought from the trustees and SBA or circuit (by contacting the Bar Council) and should be supported by documentation.
- Any such request for permission to the Bar Council does not guarantee approval of overspend.
- If a grantee's ability to fund the trip is reliant on approval of overspend, they should not commit themselves to the event until approval is received.
- Any such claim for overspend must be submitted within one month of the end of the activity for which the award was granted.

- The payment of any overspend is entirely within the discretion of the trustees and sponsoring SBA and is final.

### **3.5. Oversubscription policy**

There may be a situation where the total funds requested for award to the candidates approved by different SBAs and circuits exceeds the funds available from the Trust. In this case the Chairman of the Young Barristers' Committee will decide who obtains funding, exercising their discretion taking into account:

- a. an objective of the grant scheme being to enable a spread of candidates from the different Circuits/ SBAs to take part,  
**and**
- b. the merits of the individual applications.

If the Chairman is unavailable or otherwise unable to participate in the above, he or she may ask one of the Vice-Chairmen or senior members of the committee to make this decision together with the Policy Analyst: Legal Affairs, Practice and Ethics.

### **3.6. Data retention and privacy policy**

We will retain your data for the length of time required to process your application. You can find our privacy policy [here](#).

**Onyeka Onyekwelu**

Policy Analyst: Legal Affairs, Practice and Ethics

January 2019