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|  ***Sec 28 (3) INDIVIDUAL GRANT APPLICATION***FIELDS CAN BE FILLED-IN ON YOUR COMPUTER-USE TAB KEY TO MOVE CURSOR BETWEEN FIELDS AND SPACE BAR TO TICK |  |

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| **APPLICANT INFORMATION** |
| Forename |  | Family/Surname |  |
| Date of Birth |  | Age |  |
| School |  | Class |  |
| Special Needs if relevant to application:  |
| Parent/Guardian |  |
| Address   |
|   |
| Phone |  | Mobile |  |
| Email |  |
| names and ages of OTHER children living with APPLICANT |
| Forename | Surname/Family Name | Age |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
| MOst common grants requests-tick using space bar |
| [ ]  **Primary School Uniform £75 Max *(Only one claim per year)* Details:-**      |
| [ ]  **Gillotts Academy Uniform £120 Max (*Only one claim per year)* Details:-** |
| [ ]  **Shoes to attend school-Clarks Shoe Gift Voucher £45 *(Only one claim per year)***  |
| [ ]  **Residential School Trip on       to attend       Total Cost £      Deposit Paid £     . Amount to be funded £      *(Minimum 10% deposit to be paid by applicant)*** **School and Year GroupDetails:-** |
| [ ]  **Annual Sports Club/Scouts/Brownies/Other Membership fees to attend      .** **Total cost £     . *(Maximum grant 90% of total, 10% balance to be paid by applicant)*****Grant to be paid to:**   |
| [ ]  **Termly Sports/Performing Arts/Other Youth organization tuition/fees to attend       for       term, year      .****Term cost £     . *(Maximum grant 95% of termly fee, 5% balance to be paid by applicant)*****Grant to be paid to:** |
| [ ]  **Music Tuition Fees for** **term, year** **. My instrument is** **and my music tutor is      .** **Term cost:**  ***(Maximum grant 95% of termly fee, 5% balance to be paid by applicant)*****Grant to be paid to: -** |
| **ADDITIONAL DETAILS TO SUPPORT APPLICATION OR REQUEST A GRANT OTHER THAN ABOVE** |
|  |
| previous grants |
|       |
| date | Forename | Family name | Reason | amount |
|       |       |       |       |       |
|       |       |       |       |       |
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|       |       |       |       |       |
| EVIDENCE OF monthly family income/outgoings |
| **BENEFITS/ALLOWANCES RECIEVED PER MONTH** | **OUTGOINGS PER MONTH** |
| **Allowance/Benefit** | **Recieved** | **Amount** | **Copy Enclosed** | **Payment** | **Amount** |
| **Free School Meals** | **[ ]**  | **-**  | **[ ]**  | **Rent/Mortgage** |  |
| **Universal Credit** | **[ ]**  |  | **[ ]**  | **Food** |  |
| **Job Seekers Allowance** | **[ ]**  |  | **[ ]**  | **Electricity** |  |
| **Child Benefit** | **[ ]**  |  | **[ ]**  | **Gas** |  |
| **Housing Benefit** | **[ ]**  |  | **[ ]**  | **Credit Card/Debts** |  |
| **Local Housing Allowance** | **[ ]**  |  | **[ ]**  | **Council Tax** |  |
| **Council Benefit** | **[ ]**  |  | **[ ]**  | **Water** |  |
| **Carers Allowance** | **[ ]**  |  | **[ ]**  |  |  |
| **Income Support** | **[ ]**  |  | **[ ]**  |  |  |
| **Working Tax Credit** | **[ ]**  |  | **[ ]**  |  |  |
| **Disability Living Allowance** | **[ ]**  |  | **[ ]**  |  |  |
| **Employment and Support All.** | **[ ]**  |  | **[ ]**  |  |  |
| **Child Tax Credit** | **[ ]**  |  | **[ ]**  |  |  |
| 1)TOTAL ALLOWANCES/BENEFITS |  |  | 4)TOTAL OUTGOINGS |  |
|  |  |  |  |
| EMPLOYMENT WAGES/SALARY PER MONTH |  | DISPOSABLE INCOME CALCULATION |
| FORENAME | SURNAME/FAMILY NAME | AMOUNT |  | 1)TOTAL ALLOWANCES/BENEFITS |  |
|  |  |  |  | 2)TOTAL EARNED INCOME PER MONTH |  |
|  |  |  |  | ADD 1 & 2 ABOVE TO GIVE 3) TOTAL INCOME |  |
|  |  |  |  | 4) TOTAL OUTGOINGS |  |
| 2) TOTAL EARNED INCOME PER MONTH |  |  | TAKE TOTAL OUTGOINGS 4) AWAY FROM 3)TOTAL INCOME TO GIVE DISPOSABLE INCOME + OR - |  |
| pARENT/GUARDIAN-Disclaimer and Signature |
| I certify that my answers are true and complete to the best of my knowledge. I consent to the processing by Henley Educational Trust of my personal data and the personal data of any children on whose behalf this application is made or who are identified as living with the applicant. I understand that the personal data on this form will only be used by Henley Educational Trust to administer this application and that this processing is necessary to consider my application. I understand that I may withdraw my consent to processing my personal data at any time but that this may affect the Trust’s ability to consider this application. |
| Signature |  | Date |  |
| SPONSOR Signature |
| I wish to support this application |
| Name |  | Organisation |  |
| email |  | Telephone |  |
| Signature |  | Date |  |

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| Minor Grant Application-NOTES |

Please note the following: -1. ELIGIBILITY: – All (individual) applicants must be: -
	1. Under 25 years of age.
	2. Live within the parishes of Henley (Henley North, Henley South), Bix and Assendon, Rotherfield Greys or Remenham,
	3. Or attend Gillotts Academy, Badgemore Primary, Valley Road Primary, Trinity Primary and Sacred Heart RC Primary Schools.
2. **HENLEY COLLEGE** students must be -under 25years of age and resident in either Henley, Rotherfield Greys, Remenham and Bix and Assendon parishes or have attended 2 years at any one time at one the above eligible educational establishments.
3. Grants are based on income, circumstances and family size. We are here to provide equal opportunities in education and have no income limit as such. Funding amounts may be reduced on a sliding scale for higher incomes. We encourage all to apply. Applicants are expected to produce written proof of their income with this form. If you require help with the completion of this form, please contact the Clerk to the Trustees for assistance
4. YOUR PRIVACY: The applicant can be assured of our confidentiality and that any details given to the Trust will be handled in accordance with applicable data protection law. We wish to let you know that:
	1. the data controller is Henley Educational Trust and our contact details and representative’s details are set out below;
	2. Henley Educational Trust will process your personal data to administer your application. Our lawful bases of processing are your consent and because processing is necessary to consider and administer your application;
	3. In most instances grants are paid to Schools, Clubs, music teachers or other educational establishments. To make these payments we will share limited personal details with the organization or person receiving payment so that the payment can be credited to your account. We will also share details with our Trustees in considering your application;
	4. The trust has a minimum paperwork use and storage policy. This form and accompanying paperwork will be scanned on receipt and stored digitally on the Office365 HET PRIMARY Site SharePoint Cloud Storage. The original will then be destroyed.
	5. We will only store your application form for the time required to process your application plus a period up to the end of the following financial year afterwards to enable us to comply with our legal and accounting obligations. We keep a limited record of grants made for a period of 7 years for our accounting records;
	6. You have rights to access your personal data, to have it corrected or deleted, to object to processing and to lodge a complaint with the ICO. All of this is explained in our [Privacy Policy](http://www.henleyeducationaltrust.com/privacy-policy/); and
	7. You may withdraw your consent to us processing your personal data at any time. This will not affect the lawfulness of any processing before withdrawal of consent, but it may affect our ability to consider your application.

Please see our Privacy Policy at [www.henleyeducationaltrust.com](http://www.henleyeducationaltrust.com) for further privacy details1. FREE SCHOOL MEALS: If the child/young person you are applying for receives free school meals, please use the FSM Individual Grant Application Form as FSM entitlement meets the Trust’ financial assistance criteria and can be certified by your school. Alternatively, please provide written evidence of FSM entitlement.
2. INCOME OVER £16.190 per year: Please complete the financial details overleaf. Recent proof of receipt of benefits/earnings will need to accompany the application.
3. UNIFORM GRANTS are currently £120 for Gillotts and £75 for Primary. Only one application per year allowed. Payment is made direct to school who will pay the uniform supplier. Shoe voucher supplied with a value of £45 that can be exchanged at Clarks Shoes
4. RESIDENTIAL SCHOOL/EDUCATION TRIPS are supported. The applicant is expected to pay a minimum 10% deposit except in exceptional circumstances. Grants will be considered for the balance.
5. EDUCATIONAL SCHOOL TRIPS (UNDER £20), curriculum enrichment events, visits, and excursions, can be applied for in bulk by your school to fund FSM pupils. Ask your school for details.
6. Sports Education: - Up to 90% of annual sports club membership/tuition fees and 95% of termly sports tuition fees can be considered.
7. Social Education.: -Up to 90% annual membership/tuition fees and 95% of termly tuition fees can be considered (eg Scouts, Brownies, Cadets, first aid, performing arts and other youth organisations)
8. Music Tuition. Up to 95% funding is available to be paid termly against invoice and report of progress by tutor.
9. COUNSELLING: -As an education charity, applications to fund counselling can only be considered if they demonstrate a clear educational benefit. The charity cannot finance counselling on purely medical or mental health grounds
10. BEST FINANCIAL PRACTICE: - Payment will always be made direct to the educational establishment or organisation and not to the applicant.
11. SPONSORSHIP: - The application form must be endorsed by an educational professional or service provider.
12. EMAIL APPLICATIONS: - Email applications are acceptable provided authenticity is adequately verified.
13. FUNDS OBTAINED BY DECEPTION: - The trustees may inform the police and seek reparation in any case where grants are obtained by fraudulent means. This act will also bar the person from any future help from the Trust.
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# Clerk to the Trustees

**Mrs. Catherine Gosby**

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**Henley on Thames RG9 1QF**

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**Email: clerk@henleyeducationaltrust.com**

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