|  |  |
| --- | --- |
| ***MINOR GRANT APPLICATION for FSM Entitled Students***  FIELDS CAN BE FILLED IN ON YOUR COMPUTER-USE TAB KEY TO MOVE CURSOR BETWEEN FIELDSAND SPACE BAR TO TICK |  |

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **APPLICANT INFORMATION** | | | | | | | | | | | | | | | |
| Forename | | |  | | | Family/Surname | | |  | | | | | | |
| Date of Birth | | |  | | | Age | | |  | | | | | | |
| School | | |  | | | Class | | |  | | | | | | |
| Special Needs if relevant: - | | | | | | | | | | | | | | | |
| Parent/Guardian | | |  | | | | | | | | | | | | |
| Address | | |  | | | | | | | | | | | | |
|  | | | | | | | | | | | | | | | |
| Phone | | |  | | | Mobile | | |  | | | | | | |
| Email | | |  | | | | | | | | | | | | |
| names and ages of children living WITH APPLICANT | | | | | | | | | | | | | | | |
| Forename | | | | Surname/Family Name | | | | | | | | Age | | | |
|  | | | |  | | | | | | | |  | | | |
|  | | | |  | | | | | | | |  | | | |
|  | | | |  | | | | | | | |  | | | |
|  | | | |  | | | | | | | |  | | | |
| other information (e.g. lost job disability,relationship break up,etc ) | | | | | | | | | | | | | | | |
|  | | | | | | | | | | | | | | | |
| previous grants | | | | | | | | | | | | | | | |
| DATE | FORENAME | | | | sURNAME/FAMILY NAME | | REASON | | | | | | AMOUNT | | |
|  |  | | | |  | |  | | | | | |  | | |
|  |  | | | |  | |  | | | | | |  | | |
|  |  | | | |  | |  | | | | | |  | | |
|  |  | | | |  | |  | | | | | |  | | |
| MOst common grants requests-tick using space bar | | | | | | | | | | | | | | | |
| **Primary School Uniform £75 Max (*Only one claim per year)*** | | | | | | | | | | | | | | | |
| **Gillotts Academy Uniform £120 Max (*Only one claim per year)*** | | | | | | | | | | | | | | | |
| **Shoes to attend school-Clarks Shoe Gift Voucher £45 *(Only one claim per year)*** | | | | | | | | | | | | | | | |
| ☒ Residential School Trip on  to attend  Total Costs £ . Deposit Paid £ Amount to be funded £ *(Deposit to be paid by applicant)* | | | | | | | | | | | | | | | |
| **ADDITIONAL DETAILS OR GRANT OTHER THAN ABOVE** | | | | | | | | | | | | | | | |
|  | | | | | | | | | | | | | | | |
| enclosed evidential documents | | | | | | | | | | | | | | | | |
| -Free school meals (written letter of FSM entitlement regarding applicant is sufficient to justify financial asistance) (IF NO LETTER ATTACHED, your bursar can certify in the sponsor section the APPLICANT IS listed as a FSM recipient on the Department of Education Online Checking Service. | | | | | | | | | | | | | | | | |
| pARENT/GUARDIAN-Disclaimer and Signature | | | | | | | | | | | | | | | | |
| I certify that my answers are true and complete to the best of my knowledge. | | | | | | | | | | | | | | | | |
| Signature | | |  | | | | | | Date | | |  | | |
| SPONSOR Signature/FSM certification | | | | | | | | | | | | | | | | |
| I certify that the above-named student is listed as a FSM recipient on the Department of Education Online Checking Service  I also certify that my answers are true and complete to the best of my knowledge. | | | | | | | | | | | | | | | | |
| Name | | |  | | | | Organisation | | | |  | | | | |
| email | | |  | | | | Telephone | | | |  | | | |
| Signature | | |  | | | | Date | | | |  | | | |
| |  | | --- | | 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, Rotherfield Greys or Remenham,    3. Or attend Henley College, Gillotts Academy, Badgemore Primary, Nettlebed Primary, Valley Road Primary, Trinity Primary and Sacred Heart RC Primary Schools.    4. Or have attended an above educational establishment for 2 years. 2. 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 3. The applicant can be assured of our confidentiality and that any details given to the charity will be Data Protection Act compliant and not disclosed to any other organisation. 4. UNIFORM GRANTS are currently £120 for Gillotts and £75 for Primary. Only one application per year allowed. Payment made by cheque to school who will pay uniform supplier. Shoe voucher supplied with a value of £45 that can be exchanged at Clarks, Bell Street, Henley. 5. LOWER INCOMES: A Current FSM entitlement letter is ideal evidence of income below£16.190 and is the minimum evidential requirement. Alternatively your bursar can certify in the sponsor section you are is listed as a FSM recipient on the Department of Education Online Checking Service. 6. HIGHER INCOMES OVER £16.190: - Full proof of income will need to accompany the application. 7. RESIDENTIAL EDUCATION TRIPS are supported. The applicant is expected to pay any deposit except in exceptional circumstances. 8. EDUCATIONAL SCHOOL TRIPS (UNDER £40), curriculum enrichment events, visits, and excursions can be applied for in bulk by you school to fund FSM pupils. Ask you school for details? 9. Sports Education: - Up to 90% of sports club membership fees can be considered 10. Social Education.: -Up to 90% (including Scouts, military cadets, first aid and youth organisations.) 11. Music Tuition. Funding is available to be paid termly against invoice and report of progress by tutor. 12. SCHOOL EDUCATIONAL RESIDENTIAL COURSES/TRIPS:-, applicants are expected to pay the deposit of any trip/course. Grants will be considered for the balance of the costs. 13. BEST FINANCIAL PRACTICE: - Payment will always be made by cheque direct to the educational establishment or organisation and not to the applicant. 14. SPONSORSHIP: - The application for must be endorsed by an educational or healthcare professional.   7)    EMAIL APPLICATIONS: - Email applications are acceptable for Organisational Grants but NOT INDIVIDUAL. grants  8)    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. | | | | | | | | | | | | | | | |

# Clerk to the Trustees

# Mrs Claire Brown

**Syringa Cottage**

**Horsepond Road**

**Gallowstree Common**

**Reading, Oxon, RG4 9BP**

**Tel: - 01189724575**

**Email:-clerk@henleyeducationaltrust.com**

**www.henleyeducationaltrust.com**