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| ***Sec 28 (3) INDIVIDUAL GRANT APPLICATION*** ***for FSM Entitled Students***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 |   |
| previous grants |
|       |
| 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 Cost £     . Deposit Paid £      Amount To Be Funded £      *(Minimum 10% Deposit To Be Paid By Applicant)***School And Year Group Details:** -      |
| [ ]  **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** |
|   |
| 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 an 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. I consent to the processing by Henley Educational Trust of my personal data and the personal data of any children on which I also 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 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/FSM certification |
| I certify that the above-named student is listed as a FSM recipient on the Department of Education Online Checking ServiceI also certify that my answers are true and complete to the best of my knowledge.  |
| Name |       | Organisation |       |
| email |       | Telephone |       |
| Signature |       | Date |       |
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| FSm individual Grant Application-NOTES |

Please note the following: -1. ELIGIBILITY: – All (individual) applicants must be: -
	1. Under 25 years of age and
	2. Live within the parishes of Henley (Henley North, Henley South), Bix, Rotherfield Greys or Remenham,
	3. Or attend, Gillotts Academy, Badgemore Primary, Valley Road Primary, Trinity Primary and Sacred Heart RC Primary Schools.
	4. If attending Henley College have attended an above educational establishment for a minimum of 2 years or currently reside in an eligible parish as above.
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. FSM DESIGNATION. The government defined poverty level is a family income of currently 60% of median average wage. This is currently £16.190 (April 2018) and entitles students to apply for Free School Meals. Proof of FSM entitlement is sufficient evidence of income to support your application.
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.
	1. We wish to let you know that: a. 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; 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 [www.henleyeducationaltrust.com](http://www.henleyeducationaltrust.com) for further privacy details.1. FREE SCHOOL MEALS: FSM entitlement meets the Trust’ financial assistance criteria and can be certified by your school. Alternatively, please provide written evidence of FSM entitlement
2. INCOMES OVER £16, 190 PER YEAR: - Please complete the Individual Grant Application Form (not FSM). 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 uniform supplier. Shoe voucher supplied with a value of £45 that can be exchanged at Clarks Shoes.
4. RESIDENTIAL EDUCATION TRIPS are supported. The applicant is expected to pay a minimum10% deposit except in exceptional circumstances.
5. 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 bursar or business manager 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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