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| **ORGANISATION GRANT APPLICATION**(Section 28(4))Form can be filled out on your computer. Use tab to move between fields. All fields expand as you type. |  |

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| orGANISATION |
| Organisation Name |  |
| Address |  |
| Number of Members |  |
| CONTACT INFORMATION |
| Name |  | Position |  |
| Address |  |
| Phone |  | E-mail Address |  |
| qualifying membership under 25 years |
| Is the Organisation in the parishes of Henley, Remenham, Rotherfield Greys or Bix and Assendon? Yes [ ]  No [ ]  |
| If the organisation is not located in the above parishes, give number of qualifying members: - |
| educational outcomes of grant |
| PHYSICAL:- YES[ ]  NO [ ]  INTELLECTUAL:- YES[ ]  NO [ ]  EMOTIONAL :- YES[ ]  NO [ ]  SOCIAL:- YES[ ]  NO [ ]  |
| payee details |
|  |
| summary of grant |
| **Total Amount:****please complete annex to include details of the grant including objectives and breakdown of amount(s) requested** |
| If a Henley area event, such as a youth festival, give the number of persons who will benefit:of which how many are resident in the area of benefit or attend a school in the area of benefit**:** |
| **Are you applying to other charities: - YES[ ]  NO [ ]**  | **Are you asking for the FULL AMOUNT? YES[ ]  NO [ ]** of £ |
| ***OR Looking for a Donation:* - YES[ ]  NO [ ]  of £** |
| EVALUATION |
| If you applied for and received a similar grant last year, is your Evaluation of the previous grant attached: **YES[ ]  NO [ ]** **HET will require an evaluation of previous organisational grants prior to granting subsequent applications.** |
| Disclaimer and Signature |
| 1. I certify that my answers are true and complete to the best of my knowledge. 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 this application.
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| Signature |  | Date |  |
| Organisation Grant Policy and Notes |
| Please note the following before completing application form. 1. Organisations located within and promoting the education of children and young people under the age of 25 resident in the parishes of Henley (Henley North, Henley South), Bix, Rotherfield Greys or Remenham, are welcome to apply for a grant for educational purposes. (Our definition of e
2. ducation includes: - physical, intellectual, emotional and social education)
3. Those organisations just outside the designated parish areas may apply for grant purely to benefit the number of children and young people meeting the age and residency criteria and not for the entire membership.
4. **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 and Assendon, Rotherfield Greys or Remenham,
	3. Or attend, Gillotts Academy, Badgemore Primary, Nettlebed 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.
5. Applications should detail the activity/items applied for and the educational objectives and purposes for which the funds will be used.
6. **STATEMENT OF ACCOUNTS:** A copy of the most recent statement of accounts must accompany the grant application to confirm financial need. (Not required for Schools/Academy/College)
7. **MONITORING & EVALUATION**: The Trustees require an evaluation of all significant grants and grants that are provided on a repeat basis so that the Trustees can monitor the effectiveness and value of Trust grant giving. To streamline this process, all repeat grant applications must be accompanied by an evaluation of the outcomes and key successes of the previous grant received.
8. The Trustees will refuse funding requests without educational merit, which do not meet the criteria for an organization grant and which are not accompanied by an evaluation of a previous grant (where applicable).
9. **STUDENT INTERVENTION STRATEGIES:** Funding is more likely to be available under a Section 28(3) Individual Grant Application to fund an intervention strategy which should be made by the parent/guardian, in conjunction with the school/academy/college.
10. **EMAIL:** The grant application can be emailed initially, and a signed hard copy sent by mail before any payment.
11. **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. PLEASE DO NOT PROVIDE ANY PERSONAL DETAILS OF YOUNG PEOPLE ON WHOSE BEHALF YOU MAY BE APPLYING;
	3. Henley Educational Trust will process any personal data on this form to administer the application. Our lawful basis of processing is because processing is necessary to consider and administer the application;
	4. We will share details with our Trustees in considering your application;
	5. 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.
	6. We will only store your application form for the time required to process your application plus a period up to the end of the next 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;
	7. 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;
	8. Please see our Privacy Policy [www.henleyeducationaltrust.com](http://www.henleyeducationaltrust.com/) for further privacy details.
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# Clerk to the Trustees

# Mrs. Catherine Gosby

**1A Coldharbour Close, Henley on Thames RG9 1QF**

**Tel: 01491 524994**

**clerk@henleyeducationaltrust.com**

**www.henleyeducationaltrust.com**

**ANNEX: Details of Grant(s) applied for:**

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| **Activity** | **Detail and Objectives** | **Amount** |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  | **TOTAL** | £ |