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| **SCHOOL/COLLEGE** **SPECIAL BENEFIT GRANT APPLICATION**(Section 28(2) & 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 |  |
| Roll of Qualifying Students |  |
| CONTACT INFORMATION |
| Name |  | Position |  |
| Phone |  | E-mail Address |  |
| payee details |
|  |
| SUMMARY OF GRANT |
| **Total amount:****please complete annex to include details of the grant including objectives and breakdown of amount(s) requested** |
| evaluation |
| Is your Evaluation of last year’s grant attached: **YES[ ]  NO [ ]** **HET will require an evaluation of all special benefit grants prior to granting subsequent applications.** |
| Disclaimer and Signature |
| 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 the application  |
| Signature |  | Date |  |

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| School/College Special Benefit Policy and Notes |
| Please note the following before completing application form. **ELIGIBILITY:** 1. This funding is open to Gillotts, Trinity Primary, Valley Road Primary, Badgemore Primary and Sacred Heart RC Primary Schools.
2. Nettlebed Primary School can only apply for those students who are Bix & Assendon resident. Crazies Hill Primary School can only apply for those students who are Remenham resident.
3. Henley College can apply for a Special Benefits grant for those pupils who are under 25 years and are resident in the parishes of Henley, Remenham, Rotherfield Greys and Bix and Assendon or have spent two years at a qualifying educational establishment (Trinity Primary, Valley Road Primary, Badgemore Primary, Sacred Heart RC Primary Schools or Gillotts Academy).
4. Annual Trust funds available for distribution as Special Benefits are typically distributed to eligible Schools/Henley College in proportion to the number of students meeting the eligibility criteria specified above, however, the Trustees retain complete discretion as to how Special Benefit grants are awarded. The Trustees may consider the particular merits of an application including taking account of the proportion of pupils in low income families or with special needs.
5. Applications should detail the activity/items applied for and the educational objectives and purposes for which the funds will be used.
6. Special Benefit funding cannot be used for: repair/maintenance of school infrastructure, training and salaries of staff or other activities/items which should normally be provided by public education funding.
7. **MONITORING & EVALUATION**: The Trustees require an evaluation of all 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 Special Benefit grant applications must be accompanied by an evaluation of the outcomes and key successes of the previous Special Benefit grant received by the School/College.
8. The Trustees will refuse funding requests without educational merit, which do not meet the criteria for a Special Benefit grant and which are not accompanied by an evaluation of the previous years’ grant.
9. Applications for funding for **STUDENT INTERVENTION STRATEGIES** would usually be considered by Trustees as an individual grant application (Parent/guardian should apply in conjunction with school) and not a Special Benefit grant. Schools may however use their Special Benefits funding allocation for this purpose if they wish.
10. **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:
11. The data controller is Henley Educational Trust and our contact details and representative’s details are set out below;
12. Henley Educational Trust will process any personal data on this form to administer this application. Our lawful bases of processing is because processing is necessary to consider and administer the application;
13. We will share details with our Trustees in considering your application;
14. 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;
15. 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.
16. Data Subjects have rights to access their 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/).

Please see our Privacy Policy [www.henleyeducationaltrust.com](http://www.henleyeducationaltrust.com) for further privacy details.1. **TIME LIMITS/LATE APPLICATIONS**

The Trustees will invite applications for Special Benefit grants each financial year (1/4 – 31/3) or you may apply at a time convenient to you. If an application is not made in time for consideration before the end of the financial year then the Trustees will assume that you do not wish to apply for a Special Benefit grant in that year. Any funds not distributed as Special Benefit grants will be distributed to benefit other educational purposes.  |

# Clerk to the Trustees

**Mrs. Catherine Gosby**

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

**Telephone: 01491 524994**

**clerk@henleyeducationaltrust.com**

**www.henleyeducationaltrust.com**

**ANNEX: DETAILS OF GRANT(S) APPLIED FOR:**

|  |  |  |
| --- | --- | --- |
| **Activity/Item** | **Detail and Objectives** | **Amount** |
|  |  |  |
|  |  |  |
|  |  |  |
|  | **TOTAL** | **£** |