

INDIVIDUAL GRANT APPLICATION FOR STUDENTS



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			
<input type="checkbox"/> Primary School Uniform £75 Max ( <i>Only one claim per year</i> )			
<input type="checkbox"/> Gillotts Academy Uniform £140 Max ( <i>Only one claim per year</i> )			
<input type="checkbox"/> Shoes to attend school-Clarks Shoe Gift Voucher £50 ( <i>Only one claim per year</i> )			
<input type="checkbox"/> Residential school trip date _____ to attend _____			
Total Cost £ _____		Deposit Paid £ _____	Amount To Be Funded £ _____
<i>(Minimum 10% Deposit To Be Paid By Applicant)</i>			
School And Year Group Details:			
<input type="checkbox"/> Annual Sports Club/Scouts/Brownies/Other membership fees to attend			
Total Cost £ _____			
<i>(Maximum grant 90% of total, 10% balance to be paid by applicant)</i>			
Grant to be paid to:			
<input type="checkbox"/> Termly Sports / Performing Arts / Other Youth organization tuition / fees to attend			
for: _____		Term, Year _____	
Total Cost £ _____			
<i>(Maximum grant 95% of total, 5% balance to be paid by applicant)</i>			
Grant to be paid to:			
<input type="checkbox"/> Music Tuition Fees			
for: _____		Term, Year _____	
My instrument is: _____		and my music tutor is: _____	
Term cost: £ _____			
<i>(Maximum grant 95% of total, 5% balance to be paid by applicant)</i>			
Grant to be paid to:			

ADDITIONAL DETAILS TO SUPPORT APPLICATION OR REQUEST A GRANT OTHER THAN ABOVE

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**ENCLOSED EVIDENTIAL DOCUMENTS**

**PLEASE TICK THE BOX THAT APPLIES**

- Free school meals written letter of FSM entitlement regarding applicant is sufficient to justify financial assistance. IF NO LETTER ATTACHED, your school bursar can certify in the sponsor section below that the APPLICANT IS listed as an FSM recipient on the Department of Education Online Checking Service.
- UNIVERSAL CREDIT/TAX CREDITS/housing benefit IF IN RECEIPT OF UNIVERSAL CREDIT, TAX CREDITS or housing benefit, PLEASE ATTACH PROOF WITH YOUR APPLICATION.
- APPENDIX PLEASE COMPLETE THE APPENDIX AT THE END OF THIS APPLICATION IF YOU ARE NOT IN RECEIPT OF FREE SCHOOL MEALS, UNIVERSAL CREDIT, TAX CREDITS or housing benefit.

**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	
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**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	

## Individual Grant Application NOTES

Please note the following: -

**ELIGIBILITY:** – All (individual) applicants must be: -

Under 25 years of age and

Live within the parishes of Henley (Henley North, Henley South), Bix, Rotherfield Greys or Remenham,

Or attend, Gillotts Academy, Badgemore Primary, Valley Road Primary, Trinity Primary and Sacred Heart RC Primary Schools.

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.

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. If you require help with completion of this form, please contact the Clerk to the Trustees for assistance.

**FREE SCHOOL MEALS:** FSM entitlement meets the Trust's financial assistance criteria and can be certified by your school.

Alternatively, please provide written evidence of FSM entitlement.

**UNIVERSAL CREDIT, TAX CREDITS, HOUSING BENEFIT, OTHER BENEFITS:** If the family is in receipt of one of these benefits, please submit a statement as proof of entitlement.

If the applicant is not entitled to FSM or the family not in receipt of benefits, please complete the Appendix and provide proof of earnings.

**YOUR PRIVACY:** We take confidentiality very seriously. Any details given to the Trust will be carefully looked after and handled in accordance with applicable data protection law. Key information:

Henley Educational Trust is the controller of your personal data. Our contact details and representative's details are set out below;

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;

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; 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.

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;

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

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 details.

**UNIFORM GRANTS** are currently £140 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 £50 that can be exchanged at Clarks Shoes.

**RESIDENTIAL EDUCATION TRIPS** are supported. The applicant is expected to pay a minimum 10% deposit except in exceptional circumstances.

**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.

**SPORTS EDUCATION:** - Up to 90% of annual sports club membership/tuition fees and 95% of termly sports tuition fees can be considered.

**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)

**MUSIC TUITION.** Up to 95% funding is available to be paid termly against invoice and report of progress by tutor.

**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.

**BEST FINANCIAL PRACTICE:** -Payment will always be made direct to the educational establishment or organisation and not to the applicant.

**SPONSORSHIP:** - The application form must be endorsed by an educational professional or service provider.

**EMAIL APPLICATIONS:** - Email applications are acceptable provided authenticity is adequately verified.

**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. Catherine Gosby

1A Coldharbour Close

Henley on Thames RG9 1QF

Telephone: 01491 524994

Email: [clerk@henleyeducationaltrust.com](mailto:clerk@henleyeducationaltrust.com)

Website: [www.henleyeducationaltrust.com](http://www.henleyeducationaltrust.com)

